

# WU07

## Notice of progress report in a winding-up by the court



Companies House

THURSDAY



A07 \*A7FCEX1D\* #113  
27/09/2018  
COMPANIES HOUSE

### 1 Company details

Company number 0 6 7 8 6 9 9 0

Company name in full Bolton Hall Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Peter John

Surname Harold

### 3 Liquidator's address

Building name/number 106 Bradley House

Street Radcliffe Moor Road

Post town Bolton

County/Region

Postcode B L 2 6 R T

Country

### 4 Liquidator's name ①

Full forename(s) Martin Paul

Surname Halligan

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Wentworth House

Street 122 New Road Side

Post town Horsforth

County/Region Leeds



Postcode L S 1 8 4 Q B

Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

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<b>6</b>	<b>Period of progress report</b>																	
From date	<sup>d</sup>	1	<sup>d</sup>	4	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1	<sup>y</sup>	7		
To date	<sup>d</sup>	1	<sup>d</sup>	3	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1	<sup>y</sup>	8		
<b>7</b>	<b>Progress report</b>																	
<input checked="" type="checkbox"/> The progress report is attached																		
<b>8</b>	<b>Sign and date</b>																	
Liquidator's signature	Signature																	
																		
Signature date	<sup>d</sup>	1	<sup>d</sup>	2	<sup>m</sup>	0	<sup>m</sup>	9	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1	<sup>y</sup>	8		

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### Presenter information

*You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.*

Contact name **Mark Gandy**

Company name **OBS Recovery**

Address **106 Bradley House  
Radcliffe Moor Road**

Post town **Bolton**

County/Region

Postcode **B L 2 6 R T**

Country

DX

Telephone **01204 238236**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

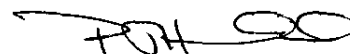
*For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)*

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Bolton Hall Limited**  
**( In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 14/07/2017 To 13/07/2018 £	From 14/07/2016 To 13/07/2018 £
ASSET REALISATIONS		
ISA Balance on Appointment	NIL	34.24
	NIL	34.24
COST OF REALISATIONS		
Insolvency Service Banking Fee	66.00	154.00
Sec of State Fees	22.00	22.00
	( 88.00)	( 176.00)
	<b>( 88.00)</b>	<b>( 141.76)</b>
REPRESENTED BY		
ISA NIB		( 141.76)
		<b>( 141.76)</b>

Note:  
All Estate Bank Accounts are Interest Bearing



Peter John Harold  
Joint Liquidator



# **Progress Report to Creditors**

**BOLTON HALL LIMITED - IN LIQUIDATION  
(COMPANY NUMBER: 06786990)**

**JOINT LIQUIDATORS' SECOND REPORT TO MEMBERS AND CREDITORS**

**DATED 12 SEPTEMBER 2018**

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6. Live Recoveries Limited SIP 9 Report for the period 24 March 2017 to 13 July 2017
7. Refresh Recovery Limited's Schedule of Charge Out and Disbursements Rates

## **1. INTRODUCTION**

Creditors will recall that a Petition for the Winding Up of the Company was presented to the Court on 30 September 2011 by Mr C Bosonnet, who was a director; shareholder; and creditor of the Company. On 11 November 2011 the Company was wound up in the Blackburn County Court under Court No. 269 of 2011.

At a meeting of creditors held on 1 February 2012 both Mr Mark Getliffe and Mrs Diane Hill of CLB Coopers, Ship Canal, 98 King Street, Manchester M2 4WU were appointed Joint Liquidators with their appointment taking effect from 2 February 2012.

Mr Mark Getliffe and Mrs Diane Hill remained in office until they held a final meeting of creditors on 6 May 2016 where they then obtained their release as Joint Liquidators.

On 5 July 2016, and upon the application of the Official Receiver, the dissolution of the Company was deferred until 5 July 2018.

Gordon Craig Refresh Recovery Limited, West Lancashire Investment Centre, Maple View, White Moss Business Park, Skelmersdale, Lancashire WN8 9TG was subsequently appointed as Liquidator of Bolton Hall Limited on 14 July 2016 by the Secretary of State.

At a meeting of creditors held on 16 January 2017 Martin Halligan of Live Recoveries Limited, Wentworth House, 122 New Road Side, Horsforth, Leeds LS18 4QB was appointed as Joint Liquidator with his appointment taking effect from 24 March 2017 when his Certificate of Appointment was endorsed by the Official Receiver.

On 18 May 2018 by order of the Manchester High Court, Peter John Harold, of OBS Recovery, 106 Bradley House, Radcliffe Moor Road, Bolton, BL2 6RT, was appointed as Liquidator of the Company in replacement of Mr Craig. Please note that a copy of the Order is accessible at [www.IPS-docs.com](http://www.IPS-docs.com) using the login and password provided.

A composite Notice relating to all the new appointments of Peter John Harold was published in the London Gazette on 1 June 2018 and Mr Gordon Craig was discharged from liability as office-holder 21 days after the publication of the notice.

Other than the costs relating to the advertising in the London Gazette and the cost of obtaining an Insolvency Practitioner's bond in respect of the insolvency estates, all costs resulting from the implementation of the Court Order shall be borne by OBS Recovery.

Under the terms of the Court Order I must provide Creditors with Notice of the following:

- (a) an explanatory of the effect of the Order (please see above),
- (b) each creditor is at liberty to apply to vary or discharge the Court Order within 21 days of receipt of this Notice, and
- (c) each creditor can seek all such information as might reasonably be required to be sent with regard to the conduct of the relevant insolvency estate.

On 28 June 2018, The Insolvency Service, on the application of the Official Receiver and Joint Liquidators, directed that 'the dissolution of the company be deferred and take effect from 05/01/2020 (unless a further direction is issued)'

The trading address of the Company was Gisburn Road, Bolton By Bowland, Clitheroe, Lancs BB7 4LT.

The registered office of the Company has been changed to C/o OBS Recovery, 106 Bradley House, Radcliffe Moor Road, Bolton, BL2 6RT and its registered number is 06786990.

This is the second progress report on the liquidation for the period 14 July 2017 to 13 July 2018.

This report should be read in conjunction with my previous reports, as such matters previously reported on will not be referred to unless relevant to the Period

## **2. PROGRESS REPORT**

This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.

A copy of the receipts and payments account in relation to the conduct of the Liquidation for the Period is attached at Appendix 1 This compares the asset realisations to the estimates contained in the initial Directors' Statement of Affairs.



## **ADMINISTRATION**

An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area were outlined to creditors in the schedule of Fees and Expenses circulated to creditors prior to liquidation. As noted in the schedule, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

## **ASSET REALISATION**

Following Mr Craig's appointment as Liquidator of the Company on 14 July 2016, he contacted Messrs Getliffe and Hall (the previous Joint Liquidators) to obtain all the books and records of the Company as well as their own working files pursuant to Section 235 of the Insolvency Act 1986 as concerns had been raised by creditors surrounding the realisation of the Plant & Equipment which was located at the Company's former premises and the transfer of the Intellectual Property Rights to CBC Holdings (UK) Limited.

Messrs Getliffe and Hall refused to deliver up their records to Mr Craig, advising that they were unable to do so due to a conflict of interest, and consequently Mr Craig was unable to investigate the above matters. The Joint Liquidator, Martin Halligan has attempted to obtain the records from them in order that investigations can commence. This matter is still ongoing as whilst the records have been requested, to the best of my knowledge these have not been received to date. Once the books and records and working papers are received, the investigation will be undertaken by Mr Halligan and his staff.

## **3. CREDITORS**

The position in respect of the creditors can be summarised as follows:

### **Preferential Creditors**

To date no preferential claims have been received.

### **Secured Creditors**

HSBC Bank was granted a fixed and floating charge debenture on 16 February 2009 and this was registered at Companies House on 17 February 2009.

Lancashire County Developments Limited was granted a mortgage debenture on 22 October 2009 and this was registered at Companies House on 31 October 2009.

Venture Finance plc T/A Venture Factors were granted a fixed and floating debenture on 18 December 2009 and this was registered at Companies House on 21 December 2009.

Close Asset Finance were granted a chattel mortgage over a used 2009 TD9 3 phase steam generator s/n 1376; a used 1998 omar D3M capsule applicator s/n 169; and a used 2000 omar ritt capsule shrinker s/n 10294 and all spare parts replacements and modifications and additions on 5 March 2010 and this was registered at Companies House on 6 March 2010.

Creditors will recall from the previous office-holders report for the period ended 19 February 2016 that they had reported that various assignments; rights and benefits had taken place in respect of the assets that were subject to the securities mentioned above. However we have been unable to verify any of their information until the records are retrieved.

### **Prescribed Part**

The Company's net property is less than the prescribed minimum and therefore the provisions of Section 176A of the Insolvency Act 1985 will not apply.

### **Unsecured Creditors**

During the course of the Liquidation we have received trade and expense creditor claims totalling £573,591. We have not received any claim from HMRC in this matter. However it is likely that the original claims submitted in this liquidation are being held by the previous office-holders.

We will not be formally agreeing the claims of the creditors at this stage as it is uncertain whether there is any prospect of a distribution to any class of creditor in this matter

## **4. JOINT LIQUIDATORS' FEES AND DISBURSEMENTS**

### **Liquidators' Fees – Refresh Recovery Limited**

A schedule of the Joint Liquidator's time costs, as required under the provisions set out in the Statement of Insolvency Practice 9 is attached and creditors will note that time costs incurred in the period 14 July 2017 to 13 July 2018 amount to £3,088.00 which consists of 12.55 hours at an

average cost of £246.05. Therefore during the course of the Liquidation, the Liquidator's Fees of Refresh Recovery Limited total £12,442.00 which consist of 51.6 hours at an average cost of £241.12.

#### **Liquidators' Fees – OBS Recovery**

A schedule of the Joint Liquidator's time costs, as required under the provisions set out in the Statement of Insolvency Practice 9 is attached and creditors will note that time costs incurred in the period 18 May 2018 to 13 July 2018 amount to £100.00 which consists of 0.4 hours at an average cost of £250.00. Therefore during the course of the Liquidation, the Liquidator's Fees of OBS Recovery total £100.00 which consists of 0.4 hours at an average cost of £250.00.

#### **Liquidators' Fees – Live Recoveries Limited**

A schedule of the Joint Liquidator's time costs, as required under the provisions set out in the Statement of Insolvency Practice 9 is attached and creditors will note that time costs incurred in the period 14 July 2017 to 13 July 2018 amount to £3,640.00 which consists of 12.9 hours at an average cost of £282.17. Therefore during the course of the Liquidation, the Liquidator's Fees of Live Recoveries Limited total £3,685.00 which consist of 13.1 hours at an average cost of £281.29.

The Joint Liquidators have drawn no fees in this regard within the Period.

The work undertaken under each heading can be summarised as follows:-

#### **Administration and Planning**

Case Planning; Administrative set up; Cashiering; Maintenance of records; Estate accounting; Schedule company books and records; General correspondence; Correspondence with the former Joint Liquidators and solicitors; file reviews.

#### **Creditors**

Correspondence with creditors and recording of claims received.

**BOLTON HALL LIMITED**  
**JOINT LIQUIDATORS' SECOND PROGRESS REPORT TO MEMBERS AND CREDITORS**  
**12 SEPTEMBER 2018**

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#### Statutory Matters

Completion of and filing statutory documents at Companies House; statutory reporting to creditors; liaising with the Official Receiver.

#### **Liquidator's Disbursements – Refresh Recovery Limited**

The costs incurred during the Liquidation are detailed below and are shown net of VAT:

Supplier	Work Undertaken	Costs incurred since last report	Costs paid since last report	Total costs incurred	Total costs paid
Willis	Bond	£0.00	£0.00	£30.00	£0.00
Refresh Recovery	Photocopying	£81.60	£0.00	£204.45	£0.00
Refresh Recovery	Postage	£18.70	£0.00	£169.60	£0.00
Courts Advertising	Advertising	£0.00	£0.00	£253.80	£0.00

#### **Liquidator's Disbursements – OBS Recovery**

The costs incurred during the Liquidation are detailed below and are shown net of VAT:

Supplier	Work Undertaken	Costs incurred since last report	Costs paid since last report	Total costs incurred	Total costs paid
Courts Advertising	Advertising	£32.63	£0.00	£32.63	£0.00

#### **Liquidator's Disbursements – Live Recoveries Limited**

Supplier	Work Undertaken	Costs incurred since last report	Costs paid since last report	Total costs incurred	Total costs paid
Marsh Insurance	Bond	£00.00	£0.00	£30.00	£0.00

There are currently insufficient funds to meet these costs.

#### **Refresh Recovery Limited - Charge Out and Disbursement Rates**

Details of my firm's current charge out and disbursements rates can be found in the attached schedule.

#### **8. CREDITORS' RIGHTS**

Within 21 days of the receipt of this report, a secured creditor or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in the progress report are excessive.

#### **6. CONCLUSION AND NEXT REPORT**

This concludes this report. Please note that I am required to provide a further report on the progress of the liquidation within two months of the end of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my draft final progress report ahead of convening the final meeting of creditors.

Yours faithfully  
For Bolton Hall Limited



Peter John Harold  
**Liquidator**

## **Appendix 1 – Receipts and Payments Account with Statement of Affairs Comparatives**



## **Appendix 2 – Refresh Recovery Limited SIP 9 Report for the period 14 July 2017 to 13 July 2018**



**Appendix 3 – Refresh Recovery Limited SIP 9**  
**Report for the period 14 July 2016 to 13 July 2018**





**Appendix 4 – OBS Recovery SIP 9 Report for the  
period 18 May 2018 to 13 July 2018**



**Appendix 5 – Live Recoveries Limited SIP 9**  
**Report for the period 14 July 2017 to 13 July 2018**



**Appendix 6 – Live Recoveries Limited SIP 9**  
**Report for the period 24 March 2017 to 13 July**  
**2017**

## **Appendix 1 – Receipts and Payments Account with Statement of Affairs Comparatives**

**Bolton Hall Limited**  
**( In Liquidation)**

**Summary of Receipts & Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs ( £)</b>	<b>From 14/07/2016 To 13/07/2017 ( £)</b>	<b>From 14/07/2017 To 13/07/2018 ( £)</b>	<b>Total ( £)</b>
ISA Balance on Appointment		34.24	0 00	34.24
		<b>34.24</b>	<b>0.00</b>	<b>34.24</b>
<b>PAYMENTS</b>				
Insolvency Service Banking Fee		88.00	66 00	154 00
Sec of State Fees		0 00	22.00	22.00
		<b>88.00</b>	<b>88.00</b>	<b>176.00</b>
<b>Net Receipts/( Payments)</b>		<b>( 53.76)</b>	<b>( 88.00)</b>	<b>( 141.76)</b>
<b>MADE UP AS FOLLOWS</b>				
ISA NIB		0.00	( 141.76)	( 141.76)
		<b>0.00</b>	<b>( 141.76)</b>	<b>( 141.76)</b>

Note:  
All Estate Bank Accounts are Interest Bearing



## **Appendix 2 – Refresh Recovery Limited SIP 9 Report for the period 14 July 2017 to 13 July 2018**

# Refresh Recovery Limited

TIME & CHARGEOUT SUMMARIES (POST)

Bolton Hall Limited

From 14 Jul 2017 to 13 Jul 2018

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0 20	3 90	0 10	1 20	5 40	1,305 00	241 67
Creditors	0 00	0 60	0 75	0 80	2 15	383 00	178 14
Statutory Matters	0 00	5 00	0 00	0 00	5 00	1,400 00	280 00
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	67 00	2,660 00	153 00	208 00		3,088 00	
Total Hours	0 20	9 50	0 85	2 00	12 55		
Average Rate	335 00	280 00	180 00	104 00			



**Appendix 3 – Refresh Recovery Limited SIP 9**  
**Report for the period 14 July 2016 to 13 July 2018**



# Refresh Recovery Limited

TIME & CHARGEOUT SUMMARIES (POST)

Bolton Hall Limited

From 14 Jul 2016 to 13 Jul 2018

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.40	28.20	0.55	7.30	36.45	8,887.00	243.81
Creditors	0.00	1.50	0.75	3.20	5.45	875.00	160.55
Statutory Matters	0.00	9.50	0.00	0.20	9.70	2,680.00	276.29
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	134.00	10,976.00	234.00	1,098.00		12,442.00	
Total Hours	0.40	39.20	1.30	10.70	51.60		
Average Rate	335.00	280.00	180.00	102.62			



**Appendix 4 – OBS Recovery SIP 9 Report for the  
period 18 May 2018 to 13 July 2018**

# Time Entry - SIP9 Time & Cost Summary + Cumulative

B139 - Bolton Hall Limited  
 All Post Appointment Project Codes  
 From 18/05/2018 To 13/07/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	0.00	0.40	0.00	0.00	0.40	100.00	250.00	0.40	100.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>0.00</b>	<b>0.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>100.00</b>	<b>250.00</b>	<b>0.40</b>	<b>100.00</b>
<b>Total Fees Claimed</b>						<b>0.00</b>			
<b>Total Disbursements Claimed</b>						<b>0.00</b>			



**Appendix 5 – Live Recoveries Limited SIP 9**  
**Report for the period 14 July 2017 to 13 July 2018**

# Time Entry - SIP9 Time & Cost Summary

B036 - Bolton Hall Limited  
All Post Appointment Project Codes  
From 14/07/2017 To 13/07/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.10	0.30	6.30	0.00	0.80	7.50	1,827.50	243.67
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.80	0.30	0.00	0.00	1.10	307.50	279.55
Meetings Reports Reviews	0.00	0.00	0.00	0.00	4.30	4.30	1,505.00	350.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.10</b>	<b>1.10</b>	<b>6.60</b>	<b>0.00</b>	<b>5.10</b>	<b>12.90</b>	<b>3,640.00</b>	<b>282.17</b>
<b>Total Fees Claimed</b>							<b>0.00</b>	
<b>Total Disbursements Claimed</b>							<b>0.00</b>	



**Appendix 6 – Live Recoveries Limited SIP 9**  
**Report for the period 24 March 2017 to 13 July**  
**2017**

# Time Entry - SIP9 Time & Cost Summary

B036 - Bolton Hall Limited  
All Post Appointment Project Codes  
From 24/03/2017 To 13/07/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.00	0.20	0.00	0.00	0.20	45.00	225.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meetings Reports Reviews	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>45.00</b>	<b>225.00</b>
<b>Total Fees Claimed</b>							<b>0.00</b>	
<b>Total Disbursements Claimed</b>							<b>0.00</b>	



## **Appendix 7 – OBS Recovery’s Schedule of Charge Out and Disbursements Rates and Expenses**



## **OBS RECOVERY'S FEE AND EXPENSES**

### **1. TIME COST AND CHARGE OUT RATES**

The work involved in this Liquidation is detailed in the report to creditors

The current charge out rates for this Firm is as follows:-

<b>Grade of Staff</b>	<b>(£ per hour)</b>
Insolvency Practitioner/Partner	335
Senior Manager	280
Manager	250
Case Supervisor	180
Senior Case Administrator	140
Case Administrator	100

All charge out rates are subject to periodic review. Any material amendments to charge out rates shall be advised to Creditors (or the Liquidation Committee, if appropriate) in subsequent statutory reports. Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried out as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff. Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

A creditors' guide to Liquidators fees can be downloaded from the following site:-

[https://obsrecovery.co.uk/main/wp-content/uploads/Guide\\_to\\_Liquidators\\_Fees\\_Oct\\_2015.pdf](https://obsrecovery.co.uk/main/wp-content/uploads/Guide_to_Liquidators_Fees_Oct_2015.pdf)

Please note that if you wish to have a hard copy of the Creditors' Guide to Fees please contact this office and a copy will be supplied to you free of charge.

### **2. EXPENSES & DISBURSEMENT COSTS**

Where the Insolvency Practitioner in the firm acts as office-holder of an insolvent estate, the firm will seek to re-charge these costs (plus VAT where applicable). In such cases to comply with Statement of Insolvency Practice 9 (SIP9), the standard disbursement cost and expense re-charge calculations will be based upon the firm's standard policy which is as follows:

#### **Category 1 Disbursements**

These costs will include, among other:-

Statutory Advertising:	As per advertisers/agents invoice
Statutory Bonding:	Charged at cost
Postal Redirection:	Charged at cost
Courier :	Charged at cost
Postage:	First class postal charges based on the weight of the circular.

Storage:	Pro rata per number of boxes per storage charge invoice. An external storage provider provides this facility to the firm. Current charges are £2.50 for the box and £4.25 per box per annum for the storage
Room Hire:	No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost
Land Registry Searches:	As per Land Registry invoice
Companies House Search:	As per Companies House invoice
Travel:	Charged at costs for public transport, taxis and car parking

## **Category 2 Disbursements**

This relates to expenditure which may be directly related to the insolvent estate, or where the costs is apportioned or allocated over a number of such cases and estimates are used in the calculation. Such disbursements require creditor approval.

Photocopier/Paper:	£0.15 per sheet – irrespective of size. Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper	
Fax:	£0.60 per page sent. Based on the average costs involved in the use of fax machine consumables (toner cartridges, maintenance etc) and line costs	
Stationery:	Lever arch files:	£3.63 each
	A-Z dividers	£2.69 each
	Multi punched pockets	£0.03 each
	C5 window envelopes	£0.04 each
	C4 (A4 unfolded) window envelopes	£0.08 each
Travel:	45p per mile which is the cost reimbursed to staff	
Telephone:	Conference and international calls are charged at cost	

All the above costs are subject to periodic review. Any material amendments to costs shall be advised to Creditors (or the Creditors' Committee, if appropriate) in subsequent statutory reports