

In accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

MONDAY



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27/07/2020

#184

COMPANIES HOUSE

### 1 Company details

Company number 0 7 3 9 7 5 4 7

Company name in full Bateman Print Limited

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

### 2 Liquidator's name

Full forename(s) Timothy Frank

Surname Corfield

### 3 Liquidator's address

Building name/number 26/28 Goodall Street

Street Walsall

Post town West Midlands

County/Region

Postcode W S 1 1 Q L

Country

### 4 Liquidator's name

Full forename(s)

Surname

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

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

|           |                |                |                |                |                |                |                |                |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | <sup>d</sup> 1 | <sup>d</sup> 6 | <sup>m</sup> 0 | <sup>m</sup> 5 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 1 | <sup>y</sup> 9 |
| To date   | <sup>d</sup> 1 | <sup>d</sup> 5 | <sup>m</sup> 0 | <sup>m</sup> 5 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 2 | <sup>y</sup> 0 |

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X

*T. M.*

X

Signature date

|                |                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <sup>d</sup> 2 | <sup>d</sup> 7 | <sup>m</sup> 0 | <sup>m</sup> 7 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 2 | <sup>y</sup> 0 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

LIQ03

## Notice of progress report in voluntary winding up

**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 Timothy Frank Corfield

Company name Griffin &amp; King Insolvency

Address 26/28 Goodall Street

Walsall

Post town West Midlands

County/Region

Postcode WS1 1QL

Country

DX

Telephone 01922 722205

**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)

**Bateman Print Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

| Statement<br>of Affairs<br>£ |                             | From 16/05/2019<br>To 15/05/2020<br>£ | From 16/05/2016<br>To 15/05/2020<br>£ |
|------------------------------|-----------------------------|---------------------------------------|---------------------------------------|
|                              | <b>ASSET REALISATIONS</b>   |                                       |                                       |
| 4,000.00                     | Balance at Bank             | NIL                                   | 5,928.83                              |
|                              | Bank Interest Gross         | NIL                                   | 0.44                                  |
| 21,176.23                    | Book Debts                  | NIL                                   | 1,670.40                              |
| Uncertain                    | Directors Loan Account      | NIL                                   | NIL                                   |
| 6,500.00                     | Plant & Machinery           | NIL                                   | 4,166.68                              |
|                              | Suspense Account            | NIL                                   | 7.05                                  |
|                              |                             | NIL                                   | 11,773.40                             |
|                              | <b>COST OF REALISATIONS</b> |                                       |                                       |
|                              | Liquidators Fees            | NIL                                   | 3,866.67                              |
|                              | Statement of Affairs Fee    | NIL                                   | 7,500.00                              |
|                              | Statutory Advertising       | NIL                                   | 216.00                                |
|                              |                             | NIL                                   | (11,582.67)                           |
|                              | <b>UNSECURED CREDITORS</b>  |                                       |                                       |
| (80,953.96)                  | H M Customs & Excise        | NIL                                   | NIL                                   |
| (2,500.00)                   | Trade & Expense Creditors   | NIL                                   | NIL                                   |
|                              |                             | NIL                                   | NIL                                   |
|                              | <b>DISTRIBUTIONS</b>        |                                       |                                       |
| (1.00)                       | Ordinary Shareholders       | NIL                                   | NIL                                   |
|                              |                             | NIL                                   | NIL                                   |
| <b>(51,778.73)</b>           |                             | <b>NIL</b>                            | <b>190.73</b>                         |
|                              | <b>REPRESENTED BY</b>       |                                       |                                       |
|                              | Fixed Current A/c           |                                       | 0.73                                  |
|                              | Vat Receivable              |                                       | 190.00                                |
|                              |                             |                                       | <b>190.73</b>                         |

Timothy Frank Corfield  
Liquidator

**Bateman Print Limited**  
**In Creditors Voluntary Liquidation**

**Liquidator's Progress Report under Section 104A of the Insolvency Act 1986**  
**and in accordance with Rule 18.3 of the Insolvency (England & Wales) Rules 2016**

**Prescribed Period for Report**

The prescribed period for which the Liquidator must produce a progress report is the period of 12 months commencing on date on which the Liquidator was appointed, and every subsequent period of 12 months. In this case the Liquidator's report covers the year from 16 May 2019 to 15 May 2020.

This progress report is sent to creditors (other than opted-out creditors) and to members.

**Statutory Information**

|                                   |  |
|-----------------------------------|--|
| Company Name                      | Bateman Print Limited  |
| Former Company Name(s)            | None   |
| Trading Name(s)                   | None   |
| Company Number                    | 07397547   |
| Date of Incorporation             | 05/10/2010   |
| Former Registered Office          | High Oak, Pensnett, Brierley Hill, DY5 4LA                           |
| Former Trading Address            | High Oak, Pensnett, Brierley Hill, DY5 4LA                           |
| Current Registered Office         | 26/28 Goodall Street, Walsall, West Midlands WS1 1QL                 |
| Name of Liquidator                | Timothy Frank Corfield   |
| Address of Liquidator             | Griffin & King, 26/28 Goodall Street, Walsall, West Midlands WS1 1QL |
| IP Number                         | 8202   |
| Date of Appointment of Liquidator | 16 May 2016  |
| Change(s) in Liquidator           | None   |

**Liquidator's Receipts & Payments Account from 16 May 2019 to 15 May 2020.**

An abstract showing receipts and payments during the period of this report is attached at Appendix A.

**Progress during the Period Covered by this Report**

**a) Asset realisations**

1) Plant & Machinery – Estimated to Realise £6,500 as per Directors' Statement of Affairs  
Creditors will recall that prior to liquidation the Company had sold printing equipment to an associated party for the sum of £6,500 plus VAT. This had been listed in the Company's records as £6,000 plus VAT. The Liquidator reviewed the transaction and sought to realise the funds. To date the sum of £4,166.68 has been received, leaving a balance of £2,333.32 plus VAT to be collected. No further funds were received in this reporting period however. The Liquidator must review the position accordingly.

2) Director's Loan Account - Estimated to Realise Nil per Directors' Statement of Affairs.  
As reported previously, at 31 March 2016, the Director estimated that there was a loan account balance of £25,631.69 due to the Company. The Liquidator reviewed the loan account position and negotiated a repayment plan with the Director. However, the Director also previously incurred significant loan account indebtedness in Peter Bateman Printing Limited ("PBPL"), which went into liquidation on 30 January 2012, with Timothy F Corfield also having been appointed Liquidator. Following the repayment agreement, the Director has commenced payments to settle the loan accounts. Once the indebtedness to PBPL has been resolved,

payments will then be received into this liquidation. This matter is therefore ongoing and is not expected to be resolved in the next reporting period.

### 3) Bank Interest (Net or Gross)

Bank interest in the sum of £0.44 has accrued over the period of the liquidation. Bank interest is usually subject to corporation tax however any tax liability arising (if any) on the interest, is below the level that which HM Revenue & Customs would propose to collect.

There are no other known assets that remain to be realised.

## **b) Investigations**

### 1) Statutory Reporting

The Liquidator has a statutory obligation to consider the Director's conduct. The Liquidator has submitted his report to the Director Conduct Reporting Service of the Insolvency Service, an Executive Agency of the Department for Business Energy and Industrial Strategy.

### 2) Antecedent Transactions

The Liquidator's investigations have revealed no undisclosed assets or antecedent transactions from which any recoveries could be made.

### Prescribed Part for Unsecured Debts

With effect from 15<sup>th</sup> September 2003, where a floating charge has been created after this date, an element of the company's net property is available for the satisfaction of unsecured debts ("the prescribed part") under section 176A of the Insolvency Act 1986 (as introduced by the Enterprise Act 2002). In this case there is no floating charge and therefore section 176A of the Insolvency Act 1986 does not apply.

### Dividend Prospects to Creditors

Creditors should be aware that the Liquidator is obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements, and to ensure creditors are kept informed (unless they have opted-out). Creditors will only derive a financial benefit from this work on cases where a dividend has been or will be paid. A summary of the company liabilities is detailed below:-

|                                      | Statement of Affairs | Claims Received to Date |
|--------------------------------------|----------------------|-------------------------|
|                                      | £                    | £                       |
| Preferential Creditors               | Nil                  | N/A                     |
| Non-Preferential Unsecured Creditors | £83,453.96           | £2,500.00               |

Until the final Director's Loan Account position is confirmed dividend prospects are uncertain. Accordingly, the Liquidator confirms that creditor claims have not been verified or agreed.

### Professional Advisers

The Liquidator has not used professional advisers in this matter.

### Creditors Liquidation Committee

Creditors will be aware that the Liquidator has sought a decision by correspondence in respect of pre-appointment expenses and Liquidators remuneration and that relevant information in this regard was provided to creditors at that time. A creditors committee was not formed.

### **Expenses of Statement of Affairs**

At the meeting of creditors on 16 May 2016 creditors resolved that the fee for convening the meeting and the production of the report & statement of affairs by this practice shall be fixed at £7,500 plus VAT, in accordance with rule 4.38(1) and rule 4.62 of the Insolvency Rules 1986. These expenses have been paid in full from the assets of the liquidation in the previous reporting period.

### **Basis of Remuneration and Quantum**

On 27 July 2017 creditors voted by correspondence and the decision was passed that the basis of the Liquidators remuneration shall be fixed as a set amount under rule 18.16(2)(c) of the Insolvency (England and Wales) Rules 2016. The set amount was fixed by creditors at £20,000 plus VAT. The sum of £3,866.67 has been drawn on account.

The scope and assumptions applied by the Liquidator in the quantum of the set fee continue to apply and therefore no request for creditors to review of the level of the set fee is anticipated.

For information purposes only, creditors are advised that the time costs of the liquidation during this reporting period of 16 May 2019 to 15 May 2020 total £3,287.50, representing 13.30 hours at an average hourly rate of £247.18 as computed by reference to the practice charge-out rates and policy at Appendix B. - The Liquidator is satisfied and maintains that the set fee continues to be a fair and reasonable reflection of the work undertaken and to be undertaken, and that it represents a discount on the alternative time cost basis.

A Guide to Liquidator's fees is available at: -

<https://www.r3.org.uk/media/documents/publications/professional/Liquidations%20Creditor%20Fee%20Guide%20April%202017.pdf>. If you do not have access to online services, a copy can be provided upon request.

### **Work Done During This Reporting Period**

As outlined in the asset section of this report, the Liquidator has not yet realised all known assets of the company with collection and review ongoing. Work in relation to investigations is complete.

Certain aspects of the work that the Liquidator must undertake is derived from the underlying legal and regulatory framework for insolvency appointments of this nature. This work does not usually result in any direct financial benefit to creditors however, it is a necessary aspect of work in relation case management & control, best practice and compliance with other related legal obligations. It includes matters such as:-

- Preparation & filing of statutory documentation following appointment
- Preparation and issue of progress reports and associated documentation
- Periodic written internal case reviews
- On-going case planning and strategy with staff
- Maintaining & updating the case information on the practice insolvency software
- Maintenance of cashing records, preparation of receipts & payments account
- On-going taxation returns & obligations
- On-going consideration of ethical matters and anti-money laundering regulations
- General administrative matters and routine correspondence
- Compliance with other associated legislation

In accordance with Insolvency Practitioners (Amendment) Regulations 2015 sufficient records are maintained to show and explain the administration of the case and the decisions materially affecting the liquidation, including time records.

Attached at Appendix C is a specific summary explanation of the work that has been undertaken in this reporting period and previously (by category) by the Liquidator.

**Work Still to Be Done**

The work remaining to be done consists of final tax clearances, including any final vat reclaim/payment and work to finalise the winding-up including preparation & circulation of the final account to creditors. The majority of this work is necessary by statute and no financial benefit is derived for creditors.

Collection of the Director's Loan account and the balance of the book debt remain ongoing.

**Statement of Expenses****1) Category 1 Disbursements & Expenses**

Creditors' approval is not required for necessary external disbursements or expenses (category 1). The following category 1 disbursements have been incurred, and still to be incurred in the liquidation.

| <b><u>To Whom Paid / Payable</u></b>      | <b><u>Nature of Disbursement / Expense</u></b>   | <b><u>Incurred in Prior Period(s) 16/05/16 to 15/05/19</u></b><br><b><u>£</u></b> | <b><u>Incurred in this Period 16/05/19 to 15/05/20</u></b><br><b><u>£</u></b> | <b><u>Estimated Still to be Incurred / Paid</u></b><br><b><u>£</u></b> |
|---|--|---|---|--|
| Courts Advertising Ltd.                   | Statutory and other advertising required under insolvency legislation                    | 216.00  | -   | -  |
| Marsh Limited                             | Premium for Insolvency Practitioners Specific Bond required under insolvency regulations | 400.00  | -   | -  |
| The Royal Bank of Scotland Plc            | Account service charges for 36 months  | 96.00   | 24.00   | 24.00  |
| <b>Total (plus vat where appropriate)</b> |  | <b>712.00</b>   | <b>24.00</b>  | <b>24.00</b>   |

With the exception of advertising they have been met by the Liquidator's practice and not yet recovered from the company.

As there are no limited company assets with which to discharge these disbursements & expenses, they have been met by the Liquidator's practice and not recovered from the company.

**2) Category 2 Disbursements & Expenses**

Creditors' approval is required for internal disbursements or expenses (category 2) where the cost (or an allocation of cost) is in respect of services provided by the Liquidator or his firm.

On 27 July 2017 creditors voted by correspondence and the decision was passed to approve the Liquidator's expenses and disbursements, including an explanation of the basis of calculation for costs which, whilst being in the nature of expenses or disbursements, include elements of shared or allocated costs. An explanatory schedule detailing the basis of calculation for costs is attached at Appendix B.



The following category 2 disbursements have been incurred, and still to be incurred in the Liquidation:

| <u>To Whom Paid / Payable</u>  | <u>Nature of Disbursement / Expense</u>                  | <u>Incurred in Prior Period(s) 16/05/16 to 15/05/19</u><br>£ | <u>Incurred in this Period 16/05/19 to 15/05/20</u><br>£ | <u>Estimated Still to be Incurred</u><br>£ |
|--|--|--|--|--|
| Griffin & King   | Photocopying:<br>(charged per Appendix B)                | 5.76   | 0.96   | 2.00                                       |
| Griffin & King   | Postage:<br>(charged per Appendix B)                     | 11.10  | 3.80   | 5.00                                       |
| Griffin & King   | Letterheads:<br>(charged per Appendix B)                 | 0.42   | 0.12   | 0.24                                       |
| Griffin & King   | A4 window envelopes:<br>(charged per Appendix B)         | 1.00   | 0.29   | 0.60                                       |
| Griffin & King   | Record Storage boxes<br>(charged per Appendix B)         | 9.10   | -  | -  |
| Goodall Management Ltd (a company in which Mr Corfield is a Director & Shareholder). | On-site Record storage costs<br>(charged per Appendix B) | 30.00  | 10.00  | 20.00                                      |
| <b>Total (plus vat where appropriate)</b>  |  | <b>57.38</b>   | <b>15.17</b>   | <b>27.84</b>                               |

As there are limited company assets with which to discharge these disbursements & expenses, they have been met by the Liquidator's practice and not recovered from the company.

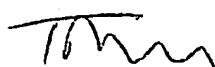
**Creditors' Right to Request Further Information About the Liquidator's Remuneration and Expenses and to Challenge the Liquidator's Remuneration and Expenses**

Under Rule 18.9 creditors have a right to request further information about the Liquidator's remuneration and expenses. Under Rule 18.34 creditors have the right to challenge said remuneration and expenses on the grounds that it is or are, in all the circumstances, excessive or inappropriate.

The relevant conditions and time limits are laid out within the Rules which are attached at Appendix D.

**Other Relevant Information**

If any creditor requires further explanation on any aspect of the Progress Report they should contact this office.



Signed .....  
Timothy F Corfield - Liquidator

Dated: 27 July 2020

**Bateman Print Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts and Payments**

Appendix A

| RECEIPTS                       | Statement<br>of Affairs<br>(£) | From 16/05/2016<br>To 15/05/2019<br>(£) | From 16/05/2019<br>To 15/05/2020<br>(£) | Total<br>(£)     |
|--------------------------------|--------------------------------|---|---|------------------|
| Plant & Machinery              | 6,500.00                       | 4,166.68                                | 0.00                                    | 4,166.68         |
| Book Debts                     | 21,176.23                      | 1,670.40                                | 0.00                                    | 1,670.40         |
| Balance at Bank                | 4,000.00                       | 5,928.83                                | 0.00                                    | 5,928.83         |
| Bank Interest Gross            |                                | 0.44                                    | 0.00                                    | 0.44             |
| Suspense Account               |                                | 7.05                                    | 0.00                                    | 7.05             |
| Directors Loan Account         | Uncertain                      | 0.00                                    | 0.00                                    | 0.00             |
| Vat Payable                    |                                | 749.99                                  | 0.00                                    | 749.99           |
| Vat Control Account            |                                | 500.00                                  | 0.00                                    | 500.00           |
|                                |                                | <b>13,023.39</b>                        | <b>0.00</b>                             | <b>13,023.39</b> |
| <b>PAYMENTS</b>                |                                |   |   |                  |
| Statement of Affairs Fee       |                                | 7,500.00                                | 0.00                                    | 7,500.00         |
| Liquidators Fees               |                                | 3,866.67                                | 0.00                                    | 3,866.67         |
| Statutory Advertising          |                                | 216.00                                  | 0.00                                    | 216.00           |
| Trade & Expense Creditors      | (2,500.00)                     | 0.00                                    | 0.00                                    | 0.00             |
| H M Customs & Excise           | (80,953.96)                    | 0.00                                    | 0.00                                    | 0.00             |
| Ordinary Shareholders          | (1.00)                         | 0.00                                    | 0.00                                    | 0.00             |
| Vat Receivable                 |                                | 1,439.99                                | 0.00                                    | 1,439.99         |
|                                |                                | <b>13,022.66</b>                        | <b>0.00</b>                             | <b>13,022.66</b> |
| <b>Net Receipts/(Payments)</b> |                                | <b>0.73</b>                             | <b>0.00</b>                             | <b>0.73</b>      |
| <b>MADE UP AS FOLLOWS</b>      |                                |   |   |                  |
| Fixed Current A/c              |                                | 0.73                                    | 0.00                                    | 0.73             |
|                                |                                | <b>0.73</b>                             | <b>0.00</b>                             | <b>0.73</b>      |

**GRIFFIN & KING****CHARGE OUT RATES PER HOUR**

| Grade                                  | £<br>2016  | £<br>2017  | £<br>2018-2020 |
|--|------------|------------|----------------|
| Insolvency Practitioner                | 385        | 395        | 395            |
| Managers                               | 265 to 335 | 275 to 345 | 285 to 345     |
| Senior Case Administrators / Managers  | 160 to 250 | 155 to 260 | 175 to 260     |
| Administrators / Junior Administrators | 125 to 160 | 135 to 155 | 135 to 160     |
| Junior Staff                           | 75 to 115  | 85 to 135  | 85 to 135      |

Matters of particular complexity requiring responsibility of an exceptional kind will be dealt with by the Appointee personally or his senior staff. Where possible and in order to maximise cost effectiveness of the work performed the routine administration of the case is carried out by administrators and junior staff under the supervision of senior staff and/or the Appointee.

All charge-out rates are subject to periodic review. Any material amendments to charge-out rates shall be disclosed to Creditors at subsequent reporting obligations. Time is charged by individual staff to the category of work undertaken, in time units of 6 minutes (being one tenth of an hour).

Charges in relation to secretarial support are accounted for as an overhead cost of the firm and not charged separately to the case.

**EXPENSES AND DISBURSEMENTS**

Creditors' approval is not required for necessary external disbursements (Category 1) paid to independent third parties. Such disbursements shall be disclosed to Creditors' at subsequent reporting obligations.

Creditors' approval is required for internal disbursements (Category 2) where the cost (or an allocation of cost) is in respect of services provided by the Appointee or his firm. Additionally, where cost is paid to an outside party in which the Appointee or his firm (or any associate) has an interest disclosure and approval is required.

Detailed below are the disbursements that may be charged to the case from time to time, together with the cost and the basis of calculation to the cost.

| Disbursement   | Cost   | Basis of Calculation of Cost   |
|--|--|--|
| Photocopying for all circulars and general correspondence.     | 4.00 pence per copy.   | This is the actual cost of a sheet of white copying paper at £0.04 pence and the actual cost per use of the copier at £0.035 pence.  |
| Postage for all circulars and general correspondence.          | The cost is dependent on the class, size & weight.                               | This is the actual cost charged by the Royal Mail (or equivalent postal service) for the postage.  |
| Envelopes for all circulars and general correspondence.        | 7.25 pence per A4 window envelope.   | This is the actual cost an envelope used.  |
| Letterheads for all circulars and general correspondence.      | 3.05 pence per letterhead.   | This is the actual cost of a letterhead used.  |
| Companies House, Land Registry or other search information.    | The cost is dependent on the quantity & type of documents required or available. | This is the actual cost of the document download service provided by the agency.   |
| Meeting Room Hire for all formally convened Creditor meetings. | £65 for each meeting.  | This is the actual cost of hiring the meeting room facilities or if held at our offices in Walsall, as levied by the managing agents of the building; Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision.        |
| Archive storage boxes for all company books & records.         | £4.55 per archive record storage box required.                                   | This is the actual cost of each archive storage box.   |
| Storage for all the archive storage boxes of books & records.  | £5 per annum per archive box.  | This is the actual invoice cost for storage per archive box at 26/28 Goodall Street, Walsall, West Midlands WS1 1QL (or other storage facilities), levied by Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision. |
| Issue - 1 Jan 2020   |  |  |

Appendix C

**A Summary of Work Undertaken or Still to be Undertaken (by category).**

| <b>Classification (or category) of Work</b>                 | <b>Type of Activity</b>  |
|---|--|
| Administration, planning & control - Undertaken             | Compliance related to Ethical, Money Laundering & Bribery Act legislation. Compliance with statutory & other legislative requirements or functions. Recovery of books & records, mail re-direction. Administrative case set-up & maintenance, case strategy review, case reviews, maintenance of records. Statutory responsibilities to Companies House & relevant advertising. Drafting of fee, annual and other reports, reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant returns, financial control & bank reconciliations. |
| Administration, planning & control - Still to be Undertaken | Compliance with statutory & other legislative requirements or functions. Administrative case maintenance, case strategy review and maintenance of records. Statutory responsibilities to Companies House and other relevant bodies. Drafting final report, reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant final returns. Financial control & bank reconciliation. Seeking appropriate Crown clearances, final checklists and vacation of office.   |
| Asset Realisation - Undertaken                              | Recovery of book debt. Dealings with director, accountant, bank, & other interested parties. Enquiry into all assets & valuations. Enquiry & recovery of director's loan account.  |
| Asset Realisation - Still to be Undertaken                  | Recovery of directors loan account.  |
| Creditor Administration - Undertaken                        | Scheduling & agreement of claims, correspondence with creditors, dealings & reports to the creditors.  |
| Creditor Administration - Still to be Undertaken            | Correspondence with creditors, dealing with final enquiries and admin tasks.   |
| Creditor Distribution - Undertaken                          | None   |
| Creditor Distribution - Still to be Undertaken              | None   |
| Employee Administration - Undertaken                        | None   |
| Employee Administration - Still to be Undertaken            | None   |
| Investigations - Undertaken                                 | Review of directors' conduct, scrutiny of books & records and accounts, reporting obligations to the Insolvency Service, dealings with directors & other reporting parties, identification of antecedent transactions, breaches of the Insolvency Act, Companies Act or other legislative requirements.  |
| Investigations - Still to be Undertaken                     | None   |
| Trading   | None   |
| Specific Case Matters                                       | None   |

**Creditors' and members' requests for further information in administration, winding up and bankruptcy**

**18.9.—**(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

**Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

**18.34.—**(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").