

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 08805733

Company name in full Tarmon Electrical Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Kikis

Surname Kallis

### 3 Liquidator's address

Building name/number Mountview Court

Street 1148 High Road

Post town Whetstone

County/Region London

Postcode N20 0RA

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ14

## Notice of final account prior to dissolution in CVL

### 6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

### 7 Final account

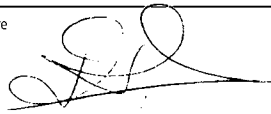
☒ I attach a copy of the final account.

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>0

<sup>d</sup>1

<sup>m</sup>1

<sup>m</sup>2

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>3

**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 **Kikis Kallis**

Company name **Kallis & Company**

Address  
**Mountview Court**  
**1148 High Road**

Post town **Whetstone**

County/Region **London**

Postcode **N 2 0 0 R A**

Country

DX

Telephone **020 8446 6699**

**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)**

## LIQUIDATOR'S FINAL ACCOUNT TO CREDITORS AND MEMBERS AS AT 3 OCTOBER 2023

### Tarmon Electrical Limited ("**the Company**") – In Creditors' Voluntary Liquidation

#### EXECUTIVE SUMMARY

I have now completed my administration of the Liquidation of Tarmon Electrical Limited. I have not been able to declare a dividend to unsecured creditors due to insufficient realisations and the costs of the Liquidation.

#### STATUTORY INFORMATION

Company name:	Tarmon Electrical Limited
Registration number:	08805733
Principal Trading Address:	150 Eastcroft House 86 Northolt Road, South Harrow, HA2 0ES
Registered Office:	Mountview Court, 1148 High Road, Whetstone, London, N20 0RA
Former Registered Office:	150 Eastcroft House 86 Northolt Road, South Harrow, HA2 0ES
Principal trading activity:	Electrical Contractor
Liquidator's names:	Kikis Kallis
Liquidator's address:	Mountview Court, 1148 High Road, Whetstone, London, N20 0RA
Liquidator's contact details:	chloe@kallis.co.uk and 020 8446 6699.
Date of appointment:	6 October 2021

#### LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

I have carried out my duties as Liquidator and carried out my investigations into the affairs of the Company. I have been liaising with the bank to close the account and remit the balance of the account into the liquidation estate account.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since appointment is contained in Appendix 2.

#### RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period 06/10/2022 to 02/10/2023 and for the cumulative period from 06/10/2021 to 02/10/2023 is attached at Appendix 2. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds were held in an interest bearing estate bank account. I can confirm that to date £0.11 has been received with regards to bank interest, all of which was received during the previous reporting period. I can also confirm that £0.06 has been written off for the purpose of closing the bank account.

## ASSET REALISATIONS

### Cash at bank

As per the director's Statement of Affairs, the amount of £16,346.91 represented the credit balance held in the Company's bank account with Barclays Bank Plc. This amount was remitted and held into Kallis & Company's client account pre liquidation.

## INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation.

Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Finally, within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

## PRE-APPOINTMENT FEES

The creditors previously authorised the payment of a fee of £7,000 plus VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a Liquidator.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a Liquidator was drawn from asset realisations made in the Liquidation, and is shown in the enclosed receipts and payments account.

## LIQUIDATOR'S REMUNERATION

My remuneration was approved by the creditors on 6 October 2021 on a time cost basis based on a fees estimate of £20,455.00. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time cost to 3 October 2023 amount to £13,264.50, representing 67.90 hours of work at a blended charge out rate of £205.33 per hour, of which £2,845.00, representing 12.90 hours of work at blended charge out rate of £220.54 per hour was incurred since 6 October 2022. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £172.62 in my fees estimate.

I have drawn £9,022.46 to 3 October 2023, all of which was drawn during the previous reporting period.

A detailed schedule of my time costs incurred to date compared with my original fees estimate is attached as Appendix 5.

Based on current information I do not expect my total time costs to exceed my estimated remuneration I set out I set out in my fees estimate when my remuneration was authorised by the creditors.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved

for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at [www.kallis.co.uk/downloads](http://www.kallis.co.uk/downloads). There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 5 and can be accessed at [www.kallis.co.uk/legal](http://www.kallis.co.uk/legal).

## LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

### Category 1 expenses

I have incurred the following category 1 expenses in the Liquidation and since my last report:

Nature of category 1 expense	Amount incurred/ accrued in reporting period	Amount incurred/ accrued in total	Amount unpaid
Specific Bond	£Nil	£80.00	£Nil
Statutory Advertising	£Nil	£244.50	£Nil
Postage	£Nil	£9.52	£9.52
Total	£Nil	£334.02	£9.52

I have paid category 1 expenses totalling £324.50, all of which paid during the previous reporting period, as indicated in the attached receipts and payments account.

### Category 2 expenses

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have not incurred any category 2 expenses in the Liquidation.

### Comparison of estimated expenses with actual expenses incurred

Nature of expense	Estimated expenses	Expenses incurred in total
Bonding	£80.00	£80.00
Statutory Advertising	£244.50	£244.50
Postage	£10.24	£9.52
Storage	£15.00	£0.00
Total	£349.74	£334.02

As you can see above, the total expenses I have incurred are in line with the total expenses I estimated I would incur when my remuneration was approved and I do not expect to exceed my estimate of expenses.

## LIABILITIES

### Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

### Preferential Creditors

The Statement of Affairs anticipated £160,908.32 in respect of secondary preferential creditors relating to HMRC's claim. Claims totalling £502,963.39 have been received. The reason HMRC's claim is higher than what was originally anticipated, is because the Statement of Affairs included only the VAT liability. Upon review of HMRC's claim, it was established that the Company owed money to HMRC in relation to PAYE.

### Crown Creditors

The Statement of Affairs did not anticipate any amount to HMRC in respect of their non-preferential claim. However, HMRC's final non-preferential claim of £5,074.81 has been received.

### Non-preferential unsecured Creditors

The statement of affairs included 3 non-preferential unsecured creditors with an estimated total liability of £224,480.00 I have received claims from 3 creditors totalling £224,260.42.

## DIVIDEND PROSPECTS

After taking into account asset realisations, together with fees and expenses incurred to date, fees and expenses, I will not be able to pay dividends to any class of creditor.

## FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidators as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Kallis & Company can be found [www.kallis.co.uk/legal](http://www.kallis.co.uk/legal).

## SUMMARY

The winding up of the Company is now for all practical purposes complete and I am seeking the release of myself as Liquidator of the Company. Creditors and members should note that provided no objections to our release are received we shall obtain our release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which our case files will be placed in storage.

If creditors have any queries regarding the conduct of the liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Michalis Thomas by email at [mike@kallis.co.uk](mailto:mike@kallis.co.uk), or by phone on 020 8446 6699 before our release.


A handwritten signature in black ink, appearing to be 'Kikis Kallis', with a long horizontal stroke extending to the right.

Kikis Kallis FCCA FABRP  
LIQUIDATOR



Tarmon Electrical Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 06/10/2022 To 02/10/2023 £	From 06/10/2021 To 02/10/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	0.11
16,346.91	Cash at Bank	NIL	16,346.91
		NIL	16,347.02
	COST OF REALISATIONS		
	Barclays interest write off	0.06	0.06
	Office Holders Fees	NIL	9,022.46
	Preparation of S. of A.	NIL	7,000.00
	Specific Bond	NIL	80.00
	Statutory Advertising	NIL	244.50
		(0.06)	(16,347.02)
	SECONDARY PREFERENTIAL CREDITORS		
(160,908.32)	HMRC (VAT)	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(50,000.00)	Banks/Institutions	NIL	NIL
(174,480.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(369,141.41)		(0.06)	0.00
	REPRESENTED BY		
			NIL



Kikis Kallis  
Liquidator

## Appendix 2: Details of Work undertaken to date

### Administration & Financials

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that an office holder must follow.

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.

Setting up electronic case files.

Setting up the case on the practice's electronic case management system and entering data.

Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.

Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder must obtain for each insolvency appointment).

Dealing with all routine correspondence and emails relating to the case.

Opening, maintaining and managing the estate bank account.

Undertaking regular bank reconciliations of the estate bank account.

Reviewing the adequacy of the specific penalty bond on a quarterly basis.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing annual progress reports to creditors and members.

Filing returns at Companies House.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Seeking closure clearance from HMRC and other relevant parties.

Preparing, reviewing and issuing a final account of the liquidation to creditors and members.

Filing a final return at Companies House.

### Realisation of assets:

This represents the work involved in the protection and realisation of assets, which is undertaken directly for the benefit of creditors.

Liaising with the bank regarding the closure of the account

### Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of their statutory functions

Dealing with creditor correspondence, emails and telephone conversations regarding their claims

Maintaining up to date creditor information on the case management system

### Investigations:

The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure, and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial

investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors.

Recovering the books and records for the case.

Listing the books and records recovered.

Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

## Analysis of Office Holder's time costs for the period 06/10/2021 To 02/10/2023

**KALLIS & COMPANY**  
INSOLVENCY PRACTITIONERS

### Classification of Work Content

	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
<b>Administration &amp; Planning</b>	<b>10.30</b>	<b>1.00</b>	<b>2.50</b>	<b>19.00</b>	<b>3.90</b>	<b>36.70</b>	<b>8,265.00</b>	<b>225.20</b>
AD1.1 - Case planning and review	2.00	0.50	0.90	3.50	1.70	8.60	1,878.50	218.43
AD1.2 - Ongoing administration matters	3.20	0.00	0.30	13.60	0.00	17.10	3,154.00	184.44
AD1.3 - Statutory notices & reporting	5.10	0.50	1.30	1.90	2.20	11.00	3,232.50	293.86
<b>Financials</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.80</b>	<b>10.30</b>	<b>1,293.50</b>	<b>125.58</b>
AD2.1 - Completion and agreement of tax returns	0.00	0.00	0.00	0.00	1.40	1.40	155.50	111.07
AD2.2 - Banking and reconciliations	0.30	0.00	0.00	0.00	8.40	8.70	1,074.00	123.45
AD2.3 - Expense reviews and payments	0.20	0.00	0.00	0.00	0.00	0.20	64.00	320.00
<b>Realisation of Assets</b>	<b>0.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>128.00</b>	<b>320.00</b>
AD3.4 - Identifying assets and recovery	0.40	0.00	0.00	0.00	0.00	0.40	128.00	320.00
<b>Investigations</b>	<b>4.50</b>	<b>0.00</b>	<b>2.40</b>	<b>9.40</b>	<b>0.00</b>	<b>16.30</b>	<b>3,418.00</b>	<b>209.69</b>
AD4.1 - SIP 2 review & CDDA reports	3.90	0.00	2.40	1.60	0.00	7.90	2,152.00	272.41
AD4.2 - Inventory and record review	0.40	0.00	0.00	1.00	0.00	1.40	298.00	212.86
AD4.3 - Investigations - antecedent transactions/misconduct	0.20	0.00	0.00	6.80	0.00	7.00	968.00	138.29
<b>Creditors</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.70</b>	<b>0.00</b>	<b>0.90</b>	<b>160.00</b>	<b>177.78</b>
AD5.1 - Communication with creditors	0.20	0.00	0.00	0.10	0.00	0.30	82.00	273.33
AD5.2 - Creditors' claims (including Employees' and other preferential creditors')	0.00	0.00	0.00	0.60	0.00	0.60	78.00	130.00
<b>Total Hours</b>	<b>15.90</b>	<b>1.00</b>	<b>4.90</b>	<b>29.10</b>	<b>13.70</b>	<b>64.60</b>		<b>205.33</b>
<b>Total Fees (GBP)</b>	<b>6,196.00</b>	<b>280.00</b>	<b>1,176.00</b>	<b>4,024.50</b>	<b>1,588.00</b>		<b>13,264.50</b>	

Analysis of Office Holder's time costs for the period 06/10/2022 To 02/10/2023



Classification of Work Content	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning	2.30	1.00	0.00	4.10	3.70	11.10	2,614.50	235.54
AD1.1 - Case planning and review	1.00	0.50	0.00	0.90	1.70	4.10	1,004.50	245.00
AD1.2 - Ongoing administration matters	0.00	0.00	0.00	1.60	0.00	1.60	308.00	192.50
AD1.3 - Statutory notices & reporting	1.30	0.50	0.00	1.60	2.00	5.40	1,302.00	241.11
Financials	0.00	0.00	0.00	0.00	1.70	1.70	212.50	125.00
AD2.1 - Completion and agreement of tax returns	0.00	0.00	0.00	0.00	0.10	0.10	12.50	125.00
AD2.2 - Banking and reconciliations	0.00	0.00	0.00	0.00	1.60	1.60	200.00	125.00
Creditors	0.00	0.00	0.00	0.10	0.00	0.10	18.00	180.00
AD5.1 - Communication with creditors	0.00	0.00	0.00	0.10	0.00	0.10	18.00	180.00
Total Hours	2.30	1.00	0.00	4.20	5.40	12.90		220.54
Total Fees (GBP)	1,104.00	280.00	0.00	786.00	675.00		2,845.00	

Appendix 4 – Comparison of Estimated Time costs with the Actual Time costs to date

Description of categories	Estimated time (Hours)	Estimated value of the time costs £	Blended charge out rate £	Actual time (Hours)	Actual value of the time costs £	Actual blended charge out rate £
ADMINISTRATION	57.50	£11,425.00	£198.70	36.70	8,265.00	225.20
FINANCIALS	10.00	£1,640.00	£164.00	10.30	1,293.50	125.58
REALISATION OF ASSETS	10.00	£1,560.00	£156.00	0.40	128.00	320.00
INVESTIGATIONS	27.00	£3,885.00	£143.89	16.30	3,418.00	209.69
CREDITORS	14.00	£1,945.00	£138.93	0.90	160.00	177.78
GRAND TOTAL FOR ALL CATEGORIES OF WORK	118.50	£20,455.00	£172.62	64.60	13,264.50	205.33

## PRACTICE FEE RECOVERY POLICY FOR KALLIS INSOLVENCY PRACTITIONERS

### Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at <https://www.kallis.co.uk/downloads/>. Alternatively, a hard copy may be requested from Kallis Insolvency Practitioners, Mountview Court, 1148 High Road, London N20 0RA. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Case Administration (including statutory reporting).
- Financials
- Realisation of Assets.
- Investigations.
- Creditors (claims and distributions).
- Trading
- Case specific matters.

### Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

### Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 15/08/2022
Senior Partner / appointment taker	£480
Partner / appointment taker Senior Manager	£380 - 400
Assistant Manager/Manager	£280 - 350
Senior/Case Administrator Support	£200 - 250
Staff	£150-180
	£110-125

In cases where these staff undertake work, specific approval will be sought for the payment of the fees incurred.

These charge-out rates charged are reviewed regularly and are adjusted to take account of inflation and the firm's overheads.

When we seek time costs approval, we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work. The blended rate is calculated as the prospective average cost per hour, based upon the estimated time to be expended by each grade of staff at their specific charge out rate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

### **Percentage basis**

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

### **Fixed fee**

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

### **Direct Costs**

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The following are direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work where the office holder is to be remunerated for such work on either a percentage or fixed fee basis:

- Case Administration (including statutory reporting) – staff costs, costs of case management system.
- Realisation of Assets - staff costs, costs of case management system.
- Investigations - staff costs, costs of case management system.
- Creditors (claims and distributions) - staff costs, costs of case management system.
- Trading - staff costs, costs of case management system, costs of accounting software.

### **Mixed basis**

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.



## **Members' voluntary liquidations and Voluntary Arrangements**

The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

### **All fee bases**

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

### **Expenses**

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. . Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.'

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:

Room Hire	£50 per hour
Mileage	<a href="http://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances">www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances</a>

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;
- Book Debt Collectors;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.

### **Reporting and rights to challenge**

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder's remuneration and/or expenses for the period covered by the

report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, an unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

## **Appendix 6: Notice of Final Account**

### **Tarmon Electrical Limited ("the Company") – In Creditors' Voluntary Liquidation**

**NOTICE IS GIVEN** by Kikis Kallis to the creditors of the Company under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company's affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator's remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator's fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator's remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator's fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.

Creditors requiring further information regarding the above, should either contact me at Mountview Court, 1148 High Road, Whetstone, London, N20 0RA, or contact Michalis Thomas by telephone on 020 8446 6699, or by email at [mike@kallis.co.uk](mailto:mike@kallis.co.uk).

DATED THIS 3RD DAY OF OCTOBER 2023



**Kikis Kallis**  
**Liquidator**

**Appendix 7: Notice about final dividend position**

**Tarmon Electrical Limited ("the Company") – In Creditors' Voluntary Liquidation**

**Company Registration Number: 08805733**

**NOTICE IS GIVEN** under Rule 14.38 of The Insolvency (England and Wales) Rules 2016 by Peter Charalambous to the creditors of the Company that no dividend will be declared to unsecured creditors.

A dividend will not be declared to non-preferential unsecured creditors due to insufficient asset realisations.

Creditors requiring further information regarding the above, should either contact me at Mountview Court, 1148 High Road, Whetstone, London, N20 0RA, or contact Michalis Thomas by telephone on 020 8446 6699, or by email at [mike@kallis.co.uk](mailto:mike@kallis.co.uk).

DATED THIS 3RD DAY OF OCTOBER 2023

A handwritten signature in black ink, appearing to be 'Kikis Kallis', written over a horizontal line.

**Kikis Kallis**  
**Liquidator**