

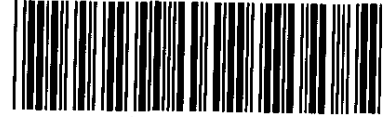
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A21 \*A7XQ4AE3\* 23/01/2019 #300  
COMPANIES HOUSE

### 1 Company details

Company number	0	9	1	8	6	4	3	3
Company name in full	Aylwin Developments Ltd							

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

### 2 Liquidator's name

Full forename(s)	Robert Neil
Surname	Dymond

### 3 Liquidator's address

Building name/number	The Manor House
Street	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
Country	

### 4 Liquidator's name

Full forename(s)	Fiona
Surname	Grant

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

### 5 Liquidator's address

Building name/number	The Manor House
Street	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
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> 2	<sup>d</sup> 4	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 2	<sup>d</sup> 3	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

### 7 Progress report

The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>2

<sup>d</sup>1

<sup>m</sup>0

<sup>m</sup>1

<sup>y</sup>2


<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>9

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 **Robert Neil Dymond**

Company name **Wilson Field Limited**

Address **The Manor House  
260 Ecclesall Road South**

Post town **Sheffield**

County/Region


Postcode 

S	1	1	9	P	S
---	---	---	---	---	---

Country

DX


Telephone **01142356780**

 **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.

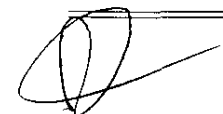
 **Further information**

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)**

**Aylwin Developments Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 23/11/2018**

S of A £	£	£
<b>SECURED ASSETS</b>		
Bank Interest	0.01	0.01
<b>ASSET REALISATIONS</b>		
Uncertain	Trade Debtors	NIL
9,326.53	VAT Refund	9,326.53
NIL	Cash at Bank	NIL
	Bank Interest Gross	2.19
		9,328.72
<b>COST OF REALISATIONS</b>		
	Specific Bond	24.00
	Statement of Affairs Fee	5,000.00
	Liquidators Fees	3,380.00
	Document Upload Fees	150.00
	Postage, stationery, photocopying	97.65
	Room Hire	100.00
	Re-Direction of Mail	204.00
	Statutory Advertising	220.50
	Mileage	105.42
		(9,281.57)
<b>PREFERENTIAL CREDITORS</b>		
(6,457.08)	DE Arrears & Holiday Pay	NIL
(6,178.64)	Employee Arrears/Hol Pay	NIL
		NIL
<b>UNSECURED CREDITORS</b>		
(636,463.42)	Trade & Expense Creditors	NIL
(20,349.68)	Employees	NIL
(13,102.92)	Dept of Employment	NIL
(78,293.00)	Mark Aylwin & Michael Blackston	NIL
(15,106.69)	Barclays Bank	NIL
(40,000.00)	HM Revenue and Customs - Corporati	NIL
		NIL
<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL
		NIL
<b>(806,724.90)</b>		<b>47.16</b>
<b>REPRESENTED BY</b>		
	Vat Receivable	46.00
	Bank 1 Current	1.16
		<b>47.16</b>



Robert Neil Dymond  
Joint Liquidator

# **Joint Liquidators' Annual Progress Report to Creditors & Members**

**Aylwin Developments Ltd (“the Company”) - In Liquidation**

**18 January 2018**

## **CONTENTS**

- 1** Introduction and statutory information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Joint Liquidators' remuneration
- 5** Creditors' rights
- 6** Next report

## **APPENDICES**

- A** Receipts and Payments Account for the Period from 24 November 2017 to 23 November 2018
- B** Time analysis for the Period
- C** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

## **1 Introduction and statutory information**

- 1.1 I, Robert Neil Dymond, together with my partner Fiona Grant, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 24 November 2017. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Unit 1, The Grove, Swanley BR8 8AJ.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company has been changed from 4 Capricorn Centre, Cranes Farm Road, Basildon, SS14 3JJ to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 09186433.

## **2 Progress of the Liquidation**

- 2.1 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 Liquidators and their staff.
- 2.2 At Appendix A is my R&P for the Period.

### ***Administration (including statutory compliance & reporting)***

- 2.3 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 was outlined to creditors in my initial fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

### ***Realisation of Assets***

#### **Trade Debtors**

- 2.6 There were monies due on two outstanding contracts when the Company entered into Liquidation consisting of book debts, applications and retentions.
- 2.7 Under the three contracts the Company had with Fox Davies Gallagher for Spencer Road, a total of £141,000 remained outstanding at the date of the Liquidation for works due under the contractual works the Company carried out. There is also the matter of retentions in relation to the three contracts between the Company and Fox Davies Gallagher. The value of the retentions is £30,000.
- 2.8 The amounts are heavily disputed by Fox Davies Gallagher who have denied any liability for the balance outstanding and have instead submitted a claim within the Liquidation for £148,693. Whilst some supporting information has been submitted, this is insufficient to substantiate their claim fully, and the director disputes their position.

- 2.9 The other contract for works completed by the Company for Devonshire Mews (FS Contracting) has also been heavily disputed. The Company issued an invoice for £122,770, as well as their being approximately £16,000 held in relation to retentions.
- 2.10 FS Contracting have however, issued a contra claim for £180,000 in respect to the various disputes raised revolving around the quality of the works undertaken.
- 2.11 Due to the nature of the debts and the various disputes, the Joint Liquidators instructed solicitors from Silverback Commercial Law Services Limited ("Silverback") on 8 January 2018 to pursue the debts further.
- 2.12 Silverback have been in correspondence with both debtors, but there has been no resolution to date. As reported in the Statement of Affairs due to the debts being so heavily disputed it was uncertain if there would be any realisations in this regard. Silverback's efforts in pursuing the book debts and retentions are ongoing and any further developments will be reported to creditors in subsequent annual reports.
- 2.13 It should be noted that in order to pursue realisations further, then based on any positive advice from Silverback, the Liquidators may need to consider issuing proceedings against one or both of the debtors. However, to do this the Liquidators may require funding to assist with the legal costs, and therefore would invite creditors to contact us should they be willing to offer any such funding.

#### **VAT refund**

- 2.14 The sum of £9,326.53 was paid to the Liquidators to be held on trust prior to their appointment. These funds related to a VAT refund from HM Revenue & Customs. No further funds are expected to be received in this regard

#### **Cash at Bank**

- 2.15 As reported in the Statement of Practice 6 report previously circulated to creditors, there was £399.64 held in the Company's current account with Barclays Bank Plc ("the bank") prior to the Liquidators' appointment. However, it was anticipated this would be offset against the outstanding loan account with the bank. Having received statements from the bank, the Joint Liquidators can confirm the amount in credit was offset against the Company's outstanding loan with the bank.
- 2.16 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

#### ***Creditors (including claims and distributions)***

- 2.17 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.18 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal
- 2.19 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.



2.20 I consider the following matters worth noting in my report to creditors at this stage:

- There are approximately 40 unsecured creditor claims in this case with a value of £704,805.56

#### ***Investigations***

2.21 Some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.

2.22 I can confirm that I have submitted a report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

2.23 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

#### ***Matters still to be dealt with***

2.24 As reported above, the Joint Liquidators' efforts in pursuing the Company's two outstanding book debts remains ongoing. Until the position has been finalised the Liquidation will remain open

### **3 Creditors**

#### ***Secured creditors***

3.1 The Company did not extend security to any of its creditors.

#### ***Preferential creditors***

3.2 As per the director's Statement of Affairs, the Company had preferential creditors totalling £12,635.72, however no claim has been received to date from the Redundancy Payments Office.

#### ***Unsecured creditors***

3.3 I have received claims totalling £522,189.80 from 26 creditors. I have yet to receive claims from 15 creditors whose debts total £352,175.76 as per the Company's statement of affairs.

3.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on or after 15 September 2003.

3.5 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

**4 Joint Liquidators' remuneration**

4.1 The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

4.2 A copy of that estimate is reproduced below:

WILSON REED LIMITED  
FEE ESTIMATE

270

Partner	Cost (£)	Manager	Cost (£)	Other Senior Professionals	Cost (£)	Assistants & Support Staff	Cost (£)	Total Hours	Total Cost	Average Cost per Hour	
Admin and Planning (inc appointments/catching/case reviews/director client file maintenance/out of office call/saturday and compliance/strategic overview)	12.00	6,000.00	6.00	2,370.00	35.00	9,450.00	15.00	1,950.00	68.00	19,770.00	290.74
Case Specific Matters (inc site visits/shareholders)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors (inc calculations/distributions/creditors claims/communications with creditors/employees/Tax and VAT/Creditor services/proscribed part call/dates)	2.00	1,000.00	4.00	1,900.00	10.00	2,700.00	2.00	260.00	38.00	5,540.00	307.78
Investigations (inc COX reports/interdicts transactions/investigations and reviews)	15.00	7,500.00	7.50	2,962.50	50.00	13,500.00	5.00	650.00	77.50	24,612.50	317.54
Realisation of Assets (inc debt collection/identifying securing and insuring/property business and asset sales/NOT)	10.00	5,000.00	10.00	3,950.00	15.00	4,050.00	4.00	520.00	39.00	13,520.00	346.67
Trading (inc accounting for trading/engaging employees/asset management of operations)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total No Hrs</b>	<b>39.00</b>	<b>19,500.00</b>	<b>27.50</b>	<b>10,862.50</b>	<b>110.00</b>	<b>29,700.00</b>	<b>26.00</b>	<b>3,380.00</b>	<b>202.50</b>	<b>63,442.50</b>	<b>313.30</b>

Grade	Hourly charge rate (£)	50% Column
Director/JP	500	Partner
Manager	400	Manager
Assistant Manager	395	Manager
Team Leader	390	Manager
Senior Administrator	330	Manager
Admin Support	230-300	Other Senior
Secretary & Support	130	Assistants & Support Staff

The time cost is a respect of Admin and Planning account for the anticipated cost for a period of two years only and the cost could increase if the case remains open for a longer period. The investigations cost are based on the potential scenario if an antecedent transaction is identified and pursued through to a settlement being achieved. The other categories take into account the specifics of the case including the value and type of assets to be realised and the number of creditors.

Please note this estimate covers the whole period of the estate. It is not anticipated that further remuneration approval will be sought under Rd 13.14B of The Insolvency (Amendment) Rules 2015.

- 4.3 My time costs for the Period are £20,752.50. This represents 73.90 hours at an average rate of £280.82 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation. To date, £3,380 plus category 2 disbursements of £453.07 has been drawn on account.
- 4.4 At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because I consider my estimate to be sufficient or because I intend restricting the Liquidators' time costs to be drawn from the estate to the level of my estimate and as a result, any time incurred in excess of this will not be borne by creditors.
- 4.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 4.6 Attached as Appendix C is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

## **5 Creditors' rights**

- 5.1 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 Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 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, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

## **6 Next report**

- 6.1 I am required to provide a further report on the progress of the Liquidation within two months 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 final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at [J.Dobbins@wilsonfield.co.uk](mailto:J.Dobbins@wilsonfield.co.uk).


Yours faithfully



**R N Dymond**  
Joint Liquidator

**Aylwin Developments Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 23/11/2018**

S of A £		£	£
	<b>SECURED ASSETS</b>		
	Bank Interest	0.01	0.01
	<b>ASSET REALISATIONS</b>		
Uncertain	Trade Debtors	NIL	
9,326.53	VAT Refund	9,326.53	
NIL	Cash at Bank	NIL	
	Bank Interest Gross	2.19	9,328.72
	<b>COST OF REALISATIONS</b>		
	Specific Bond	24.00	
	Statement of Affairs Fee	5,000.00	
	Liquidators Fees	3,380.00	
	Document Upload Fees	150.00	
	Postage, stationery, photocopying	97.65	
	Room Hire	100.00	
	Re-Direction of Mail	204.00	
	Statutory Advertising	220.50	
	Mileage	105.42	(9,281.57)
	<b>PREFERENTIAL CREDITORS</b>		
(6,457.08)	DE Arrears & Holiday Pay	NIL	
(6,178.64)	Employee Arrears/Hol Pay	NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(636,463.42)	Trade & Expense Creditors	NIL	
(20,349.68)	Employees	NIL	
(13,102.92)	Dept of Employment	NIL	
(78,293.00)	Mark Aylwin & Michael Blackston	NIL	
(15,106.69)	Barclays Bank	NIL	
(40,000.00)	HM Revenue and Customs - Corporati	NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
<b>(806,724.90)</b>			<b>47.16</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		46.00
	Bank 1 Current		1.16
			<b>47.16</b>

  
 Robert Neil Dymond  
 Joint Liquidator

# Time Entry - Detailed SIP9 Time & Cost Summary

AYLW01C - Aylwin Developments Ltd  
 From 24/11/2017 To: 23/11/2018  
 Project Code POST

Classification of Work Function	Directors & JP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA Cashing	1.10	0.00	1.00	5.10	7.20	1,625.50	225.76
ADCR Case Reviews	0.80	0.00	2.40	0.00	3.20	996.50	311.41
ADDI Directors/Client	0.00	0.00	2.60	0.00	2.60	682.00	262.31
ADGA File Maintenance	2.50	0.00	0.60	3.20	6.30	1,804.00	286.35
ADSC Statutory and Compliance	1.30	1.70	7.40	0.30	10.70	3,352.00	313.27
<b>Admin and Planning</b>	<b>5.70</b>	<b>1.70</b>	<b>14.00</b>	<b>8.60</b>	<b>30.00</b>	<b>8,460.00</b>	<b>282.00</b>
CRCL Creditors Claims	0.00	0.00	0.70	0.00	0.70	189.00	270.00
CRCC Communications with Creditors	0.20	0.00	5.20	2.70	8.10	1,787.00	220.62
CREM Employees	0.00	0.00	0.50	0.00	0.50	119.00	238.00
CRTV Tax and VAT	0.70	0.10	0.60	0.90	2.50	820.50	328.20
<b>Creditors</b>	<b>0.90</b>	<b>0.10</b>	<b>7.20</b>	<b>3.60</b>	<b>11.80</b>	<b>2,915.50</b>	<b>247.08</b>
INDR CDDA Report	2.00	0.00	1.00	0.00	3.00	1,270.00	423.33
INRE Investigation and Review	1.40	0.30	23.90	1.00	26.60	7,342.00	276.02
<b>Investigations</b>	<b>3.40</b>	<b>0.30</b>	<b>24.90</b>	<b>1.00</b>	<b>29.60</b>	<b>8,612.00</b>	<b>290.95</b>
REDC Debt Collection	0.60	0.00	1.40	0.00	2.00	630.00	315.00
REIS Identifying Securing and Insuring	0.00	0.00	0.50	0.00	0.50	135.00	270.00
<b>Realisation of Assets</b>	<b>0.60</b>	<b>0.00</b>	<b>1.90</b>	<b>0.00</b>	<b>2.50</b>	<b>765.00</b>	<b>306.00</b>
<b>Total Hours</b>	<b>10.60</b>	<b>2.10</b>	<b>48.00</b>	<b>13.20</b>	<b>73.90</b>	<b>20,752.50</b>	<b>280.82</b>

## Appendix C

### Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

#### 1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

#### 2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Silverback Commercial Law Services Limited (legal advice)	Fixed fee

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated Cost £
Company search fees	10.00
Pre-appointment advertisement	73.50
Bond	24.00
Post-appointment advertisements	147.00
Collection of books & records	100.00
Postage, stationery, photocopying etc	110.00
Document Upload Centre	150.00
Insolvency Software Fee	70.00
Document Management Fee	20.00
Room Hire	100.00
Storage of books & records	400.00
Statement of affairs fee	5,000.00
Mail redirection	185.00
Debt Collection Fees	2,000.00
<b>Total</b>	<b>8,389.50</b>

#### **Current position of Joint Liquidators' expenses**

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
<b>Category 1 disbursements</b>			
Specific bond	24.00	0.00	24.00
Re-direction of Mail	204.00	0.00	204.00
Statutory advertising	220.50	0.00	220.50
VC Document management	0.00	8.43	8.43
<b>Category 2 disbursements</b>			
Document upload fees	150.00	0.00	150.00
Postage, stationery, photocopying	97.65	0.00	97.65
Room hire	100.00	0.00	100.00
Mileage	105.42	0.00	105.42
<b>Total</b>			

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.



3.5 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

**4 Charge-out rates**

4.1 A schedule of Wilson Field Limited's current charge-out rates is attached

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)				
Grade	01/02/2014 to 31/10/2014		01/11/2014 onwards	01/11/2017 onwards	01/07/2018 onwards
Director/Insolvency Practitioner	350-500		500	500	500
Manager	260-400		400	400	400
Assistant Manager	N/A		395	395	N/a
Team Leader	N/A		390	390	390
Senior Administrator	240		330	330	395
Administrator (1-5 years experience)	120-240		230-300	230-300	230 - 300
Trainee Administrator	-		-	180	180
Assistants & Support staff	100-130		130	130	130

All time is recorded in 6 minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.