

# 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 1 1 0 9 9 5 5 6

Company name in full Digitery Limited

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

### 2 Liquidator's name

Full forename(s) Vincent A

Surname Simmons

### 3 Liquidator's address

Building name/number 7 St. Petersgate

Street Stockport

Post town Cheshire

County/Region

Postcode S K 1 1 E B

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

② 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

WAS

X

Signature date

d

0

d

2

m

0

m

5

y

2

y

0

y

2

y

3

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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 **Vincent A Simmons**

Company name **BV Corporate Recovery &**

**Insolvency Services Limited**

Address **7 St. Petersgate**

**Stockport**

Post town **Cheshire**

County/Region

Postcode 

S	K	1		1	E	B
---	---	---	--	---	---	---

Country

DX

Telephone **0161 476-9000**



### 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.



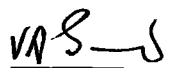
### Further information

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)**

Digitery Limited  
(In Liquidation)  
Liquidator's Abstract of Receipts & Payments  
From 14 March 2022 To 3 March 2023

Statement of Affairs		£	£
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	0.17	
4,200.00	Funds held re assets sold	4,200.00	4,200.17
	<b>COST OF REALISATIONS</b>		
	Specific Bond	44.00	
	Preparation of S. of A.	2,500.00	
	Office Holders Fees	1,341.67	
	AML Checks	4.00	
	Statutory Advertising	310.50	(4,200.17)
(4,140.74)	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
	HMRC	NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(23,164.40)	Trade & Expense Creditors	NIL	
(15,000.00)	Directors	NIL	
(49,600.00)	Banks/Institutions	NIL	
(2,070.37)	Inland Revenue	NIL	NIL
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
(89,776.51)			NIL
	<b>REPRESENTED BY</b>		
			NIL

  
Vincent A Simmons  
Liquidator

**CORPORATE  
RECOVERY**

TO ALL KNOWN MEMBERS AND CREDITORS  
(OTHER THAN OPTED OUT CREDITORS)

Our Ref: DIGITE/VAS/KS

3 March 2023

Dear Sirs

**Re: Digitery Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 11099556**

As you will be aware, I was appointed as liquidator of the Company on 14 March 2022.

**Notice of final account prior to dissolution**

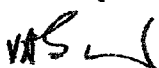
I am writing to advise that it appears to me that the Company's affairs are fully wound up. I enclose a notice to this effect together with the Liquidator's final account.

**Release from office**

The Liquidator will have his release from office when they he has sent to the Registrar of Companies, a copy of the final account and a statement of whether any of the company's creditors objected to the Liquidator's release. Such an objection to the Liquidator's release must be received within eight weeks from the date of this notice. Please note, all objections should be made in writing and sent to Alan Tidmas at BV Corporate Recovery & Insolvency Services Limited, 7 St Petersgate, Stockport, SK1 1EB.

In the event that such an objection is received, the Liquidator will apply to the Secretary of State for his release and his release date will be as determined by the Secretary of State.

Yours faithfully



**Vincent A Simmons**  
**Liquidator**

Vincent A Simmons is authorised to act as insolvency practitioners in the UK by IPA under office holder number 8898

Enclosure:

Notice of final account prior to dissolution

Final Account

BV Corporate Recovery &  
Insolvency Services Ltd  
7 St. Petersgate  
Stockport  
Cheshire  
SK1 1EB

0161 476 9000  
0161 476 9001  
enquiries@bvlpl.com  
www.bennettvby.com



Accredited  
Accountant Partner

**S106(1)(a) Insolvency Act 1986**  
**R6.28 Insolvency (England and Wales) Rules 2016**

**NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION**

**Re: Digiter Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 11099556**

**NOTICE IS HEREBY GIVEN THAT**

It appears to Vincent A Simmons, of BV Corporate Recovery & Insolvency Services Limited, 7 St Petersgate, Stockport, SK1 1EB ("the Liquidator"), that the Company's affairs are fully wound up.

The Liquidator will vacate office under s171 of the Insolvency Act 1986 upon delivering to the Registrar of Companies, the final account and notice saying whether any creditor has objected to his release.

Any creditor may object to the release of the Liquidator by giving notice in writing to the Liquidator before the end of the Prescribed Period. Such an objection must be made in accordance with the Insolvency (England and Wales) Rules 2016.

In the event that such an objection is received, the Liquidator will apply to the Secretary of State for his release and his release date will be as determined by the Secretary of State.

Creditors have the right to make a written request to the Liquidator for further information about remuneration or expenses set out in his final account under Rule 18.9 of the Insolvency Rules 2016. Any such request should be made to Alan Tidmas at BV Corporate Recovery & Insolvency Services Limited, 7 St Petersgate, Stockport, SK1 1EB.

Creditors have the right to challenge the Liquidator's remuneration and expenses under Rule 18.34.

The Liquidator will be released under s173(b) of the Insolvency Act 1986 at the same time as vacating office unless any of the Company's creditors objected to his release.

Name of Company:	Digiter Limited (In Liquidation)
Registered number:	11099556
Liquidator's Contact Details:	BV Corporate Recovery & Insolvency Services Limited 7 St Petersgate, Stockport, SK1 1EB E-mail: <a href="mailto:insolvency@bvllp.com">insolvency@bvllp.com</a> .
Liquidator's IP Number:	8898
Contact Details For The Liquidator's Administrator:	Alan Tidmas <a href="mailto:insolvency@bvllp.com">insolvency@bvllp.com</a> 0161 476 9000
Prescribed Date:	May 2023 (eight weeks after delivery of the notice) or (if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined)

Dated: 3 March 2023

Signed VA S

Vincent A Simmons Liquidator

**Re: Digiter Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 11099556**

**Liquidator's Final Account for the period**  
**14 March 2022 to 3 March 2023 in accordance with s106 Insolvency Act 1986 and R18.14 Insolvency Rules**  
**2016**

**Key highlights of this report**

A summary of the key information contained within this report is as follows:

- Assets realisations for this period total £4,200.17.
- There are no further assets remaining to be realised.
- A Statement of Affairs fee, in the sum of £2,500.00 plus VAT, was drawn in full.
- Liquidator's remuneration was approved on a time cost basis, subject to a fee estimate.
- Liquidator's fees drawn total £1,341.67
- Expenses totalling £358.50 have been incurred and paid during this period.
- No dividend has been paid and notice under Rule 14.36 is enclosed.

**Appendices**

The following appendices are attached which should be read in conjunction with this report:

Appendix 1	Statutory Information
Appendix 2	Receipts and Payments Account
Appendix 3	Liquidators' Time Costs Analysis, Current Charge Out Rates and Initial Fee Estimate
Appendix 4	Activities
Appendix 5	Category 1 and 2 Disbursements

## **Asset Realisation and Progression**

The Liquidator confirms that all known assets have been realised.

### **Asset Realisations**

#### **Funds held re assets sold**

The sum of £4,200 was held by BV Corporate Recovery & Insolvency Services Limited in relation to assets sold prior to appointment.

I was provided with a valuation report, prepared at the time of sale by independent auctioneers & valuers, Rabbow & Co LLP. I have subsequently been advised that the sum obtained was appropriate for the assets sold.

#### **Bank interest**

Interest of £0.17 was received during the period.

### **Investigations**

A Liquidator is required to carry out work which complies with the requirements of the Company Directors Disqualification Act 1986. Whilst this work may not necessarily bring about any financial benefit to the creditors (unless potential recoveries are identified) I must carry it out.

In accordance with Statement of Insolvency Practice 2 - Investigations by Officeholders in Administration and Insolvent Liquidations I have conducted an initial review of the Company's records and completed the online questionnaire regarding the conduct of the Directors to the Department for Business, Energy and Industrial Strategy (DBEIS), as provided by them. The submission and the outcome thereof are confidential and cannot be disclosed to you in this report.

### **Creditors**

#### **Secured Creditors**

There was no secured creditor in this matter.

#### **Preferential Creditors**

There were no preferential creditors in this matter.

#### **Prescribed part for the unsecured creditors s176A Insolvency Act 1986**

#### **What the provisions state**

Section 176A of the 1986 Insolvency Act provides that where the Company has created a floating charge on or after 15 September 2003, the Liquidator must calculate and make a 'prescribed part' of the Company's net property available for the unsecured creditors ahead of any distribution to the floating charge holder.

Net property means the amount available to floating charge holders out of the floating charge assets after accounting for the preferential debts of the Company and the costs of realising the floating charge assets.

#### **How the Provisions Apply to This Company**

As there was no floating charge creditor in this matter, the above provisions do not apply.



## **Unsecured Creditors**

The Liquidation commenced with creditor claims totalling £93,995.51 and at the date of this report, I have received one claim in the sum of £2,141.40. I am yet to receive six further claims amounting to £93,784.11, as per the Director's Statement of Affairs.

## **Dividend**

In this instance, there are no funds available to affect a dividend to Unsecured Creditors. Notice under Rule 14.36 of the Insolvency (England & Wales) Rules 2016, that no dividend will be declared, is hereby given.

## **Liquidator's Remuneration**

### **Statement of Affairs Fee**

The Insolvency Service has confirmed that Statement of Affairs fees constitute Liquidator's remuneration. I am permitted to recover these costs with the approval of the Company's creditors.

In this instance, my fee was approved by creditors at meeting on 14 March 2022, in the sum of £2,500.00 plus VAT plus disbursements.

This fee has been drawn in full.

### **Liquidator's Remuneration**

Numerous activities have been undertaken by me and my staff in administering the liquidation. A number of tasks are generic to every liquidation and a summarised list of all activities undertaken is attached in the Appendices, for your information.

Details of my remuneration are set out below. You may also find it useful to read "A creditors' guide to Liquidator's fees" which can be downloaded from The Insolvency Practitioners Association website at [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees). Alternatively, please contact my office and I will arrange for a hard copy to be sent to you.

### **Basis of approval**

On 14 March 2022, creditors agreed the basis upon which the Liquidator was remunerated. A resolution was passed that the Liquidator be remunerated on the basis of time properly spent in dealing with the administration of the liquidation by me and my staff. A fee estimate of £8,302.50 was provided when seeking a resolution (see Appendix 3).

### **Remuneration Drawn**

My time costs to date are detailed at Appendix 3 and amount to £1,626.25, representing 7.75 hours at an average hourly rate of £210.

I have drawn the sum of £1,341.67 on account of remuneration and the balance of my time costs will be written off.

### **Disbursements**

A detailed explanation of category 1 and category 2 disbursements, together with the approved rates for category 2 disbursements, is set out in the Appendices.

Category 1 disbursements are those that are directly attributable to a third-party invoice. The category 1 disbursements incurred are set out in the table below.

Supplier	Description	Amount
Courts Advertising Limited	Statutory advertising	£310 50.60
U.S.	Penalty bond	£ 44 00
Veriphy Limited	AML checks	£4 00

Category 2 disbursements are those that are based upon an estimate or an internally set rate. Approval was granted by creditors on 14 March 2022 to enable the Liquidator to draw Category 2 disbursements, in accordance with the schedule previously provided

No category 2 disbursements have been charged in this matter.

### Professional Advisors

No professional advisors were appointed by me in this matter


### Creditors' further information

As a creditor, you have a right to request further information with regard to any aspect of this report or to challenge the Liquidator's fees and expenses. If you require further information, please do not hesitate to contact me

If you are not satisfied with my response, you have the right to request further information from me with regard to my remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

Further, creditors have the right to apply to Court to challenge the amount of, or the basis of, our remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This application must be made within 8 weeks of receipt of this report.

Secured creditors may make the same request or the same application in their own right.

  
 Vincent Simmon  
 Liquidator

Date: March 2023

**Re: Digiterly Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 11099556**

**Appendix 1**

**Company Details**

Description	Digitery Limited (In Liquidation)
Previously known as:	N/A
Registered office:	7 St Petersgate, Stockport SK1 1EB (previously: Wordsworth House, Vantage Court, Riverside Way, Barrowford, Nelson, BB9 6BP)
Registered number:	11099556
Contact Details For Case Administrator	Alan Tidmas 0161 476 9000 insolvency@bvllp.com,

**Appointment Details**

Liquidator	Vincent A Simmons
Address:	BV Corporate Recovery & Insolvency Services Limited, 7 St Petersgate, Stockport, SK1 1EB
Date of Appointment:	14 March 2022
Actions of Liquidator	Any act required or authorised under any enactment to be done by a Liquidator may be done by acting alone
Former Liquidator: (if applicable)	N/A

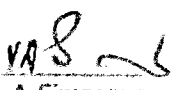
## **Receipts and Payments Account**

## **Appendix 2**

**Digitery Limited**  
(In Liquidation)

**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 14/03/2022 To 03/03/2023 £	From 14/03/2022 To 03/03/2023 £
<b>RECEIPTS</b>			
Bank Interest Gross		0.17	0.17
Funds held re assets sold	4,200.00	4,200.00	4,200.00
Vat Control Account		840.03	840.03
		5,040.20	5,040.20
<b>PAYMENTS</b>			
Specific Bond		44.00	44.00
Preparation of S. of A.		2,500.00	2,500.00
Office Holders Fees		1,341.67	1,341.67
AML Checks		4.00	4.00
Statutory Advertising		310.50	310.50
HMRC	(4,140.74)	0.00	0.00
Trade & Expense Creditors	(23,164.40)	0.00	0.00
Directors	(15,000.00)	0.00	0.00
Banks/Institutions	(49,600.00)	0.00	0.00
Inland Revenue	(2,070.37)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
Vat Receivable		840.03	840.03
		5,040.20	5,040.20
<b>BALANCE - 03 March 2023</b>			0.00

  
\_\_\_\_\_  
Vincent A Simmons  
Liquidator

## Appendix 3

### Liquidators' Time Costs Analysis, Current Charge Out Rates and Initial Fee Estimate

I attach below my time cost analysis for the period 14 March 2022 to March 2023:

Classification of work Function	Partner	Manager	Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning		2.58	0.17	2.75	548.75	200
Investigations		3.50		3.50	757.50	216
Realisation of assets		0.17		0.17	37.50	221
Creditors		1.33		1.33	282.50	212
Other						
<b>Total Hours</b>		<b>7.58</b>	<b>0.17</b>	<b>7.75</b>	<b>1,626.25</b>	<b>210</b>

#### Current Charge out Rates

Grade of Staff	Hourly Rate (£)
Partner	315
Manager	195-225
Senior Administrator	175
Administrator	85

#### Initial Fee Estimate

##### Overview

Fee information pursuant to The Insolvency (England & Wales) Rules 2016 and Statement of Insolvency Practice 9

A Liquidator is required to set out details of work required to be undertaken on the assignment at the outset prior to seeking agreement to his fees and expenses.

He is also required to provide an estimate of those fees if he proposes to take those fees by reference to time spent dealing with the assignment. This should outline, in broad terms, what level of work is expected and how long it will take and should be a fair reflection of the requisite work done. I believe the fee for assisting in the Decision procedure and the assistance in preparing the Statement of Affairs is a true reflection and set out what work has been done below.

Fee estimates are based on the information available at the outset/date of initial request and may, of course, be subject to change if for example, unforeseen circumstances arise during the course of the assignment which may give rise to a request for an increase in the fee estimate. Creditors would be approached for approval of such an increase and the Liquidator must provide an update on the position to creditors. Statement of Insolvency Practice 9 can be viewed at the following link:

<https://www.icaew.com/-/media/corporate/files/technical/insolvency/regulations-and-standards/sips/england/sip-9-payments-to-insolvency-office-holders-and-their-associates-effective-from-1-december-2015.ashx>

##### Proposed fee

In addition to the fee for assistance in the preparation of the Statement of Affairs and in dealing with the Decision making process proposed at £2,50 plus VAT plus applicable statutory advertising costs, the assignment fee is estimated in the sum of £8,302.50 based on a combined charge-out rate of £191 per hour across the categories of staff involved on the assignment and assumes an estimated 43.5 hours to complete the assignment. This is calculated as follows:-

Classification of work function	Partner	Manager	Administrator	Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	3.50	2.50	3.50	9.50	1,642.50	173
Investigations	7.00	5.50	0.00	12.50	2,857.50	229
Realisation of assets	3.00	4.00	0.00	7.00	1,545.00	221
Creditors	2.50	6.00	6.00	14.50	2,257.50	156
<b>Total Hours</b>	<b>16.00</b>	<b>18.00</b>	<b>9.50</b>	<b>43.50</b>	<b>8,302.50</b>	<b>191</b>

The fee for the preparation of the Statement of Affairs and dealing with the Decision procedure includes:

- Drawing up a list of assets, liabilities and full list of creditors.
- Calculating any Prescribed Part (a proportion of assets to be apportioned as between secured creditors holding a floating charge and unsecured creditors).
- Preparation of a broad History of trading.
- Summarising recent accounting information.
- Drawing up a Deficiency account (being a broad calculation of the movement in financial position as between the last filed accounts and the current financial position).
- Convening the meeting of Shareholders and the (usually) a Virtual meeting of Creditors (including advertising same in the London Gazette)
- Instructing professional valuers to value the assets.

The estimate assumes that the office-holder's activities will cover the following matters (although this is not an exhaustive list):

- **General Administration** – including setting up the case files, inputting information onto the case management system, sending notices to creditors where applicable.
- **Statutory compliance** - Progress and other reports to creditors and shareholders, Director's Conduct reports.
- **Asset Realisations** - to include strategy for debtor realisations and unencumbered plant and equipment including instruction of professional valuers.
- **Creditors** - dealing with claims by suppliers, retention of title claims, employees (if applicable), HMRC, including possible distributions to creditors.
- **Investigations** - Analysis of prior trading period and prior transactions to establish whether there may be any matters giving rise to claims by the Liquidator for the benefit of the estate; including sums due under any Directors' Loan accounts.

The fee is proposed on a time cost basis and represents the time myself and my staff will spend in dealing with case issues and is considered to be a fair and reasonable reflection of the work required to be undertaken on the case. Different categories of staff deal with different issues and have differing charge-rates per attached charging policy.

Whilst I have attempted to cover the main areas of work, some of the work undertaken is statutory in nature and doesn't necessarily provide any direct benefit for creditors. For example, I am required to report on the Directors' conduct. This is a statutory requirement and, whilst it can in certain cases result in disqualification of that Director, it provided no monetary benefit.

I have made reference to possible distributions to creditors. This is dependent upon realisations. It is not expected that realisation will give rise to a distribution in this case. If it does so, then I may have to revert to creditors to obtain further approval of a fee increase request. My current estimate is an effective "cap" on those fees without recourse to creditors

Specific areas of time will be spent as follows:

#### **Administration and planning**

This area of work relates to administrative duties in the main and preparation of a strategy for asset realisations and investigation issues. It typically includes:

- Notifying creditors of appointment and sending investigation questionnaires, statutory advertising of that appointment and notifying Companies' House
- Preparation and submission of Progress reports typically each year.
- Lodging returns with the Companies' Registry.
- Setting up files.
- Securing the company's records and data.
- Applying for a specific Bond.
- Dealing with any Pension issues and Auto-enrolment issues.
- Statutory reports pursuant to the Company Disqualification Act ("CDDA")
- Preparation of Case reviews.
- Maintenance of a cash book
- Preparation of VAT returns/attending to de-registration.
- Dealing with pre and post appointment corporation tax issues.
- Dealing with final reports and closing issues such as VAT and corporation tax.

#### **Asset realisations (If applicable)**

With regard to specific assets in this case, I advise that I intend to instruct agents to dispose of the assets

#### **Creditors**

This includes liaising with creditors, agreeing claims and, if (and in this case it is not expected), there is the possibility of a distribution to non-preferential creditors, paying that distribution.

Liaising with finance companies regarding assets and disclaiming onerous property (e.g. leasehold premises) if required

#### **Investigations**

This area involves my reviewing company records, past accounts, reviewing the deficiency account, sending questionnaires to Directors and creditors and considering issues brought to my attention, submitting a report to the authorities in respect of Directors' conduct and dealing with the queries following the submission of that report.

#### **Category 1 Disbursements**

There will be a charge for statutory advertising costs for insertions in the London Gazette of £283.50 plus VAT (subject to any increases), and a Specific Penalty Bond payable of £44

#### **Category 2 Disbursements**

Category 2 disbursements will be payable in accordance with the attached schedule. It should be noted that this firm's charge-out rates increase annually but the fee estimate reflects likely increases.

This firm's fee and expenses policy is attached which also encapsulates Category 2 disbursements.



**Third party fees and expenses**

Creditors will be asked my choice of solicitors and agents at the meeting of creditors held on 14 March 2022. These parties typically charge by reference to time spent on the case.

My preferred choice of Professional Valuers on this case is Mr Stuart Crombie of Rabbow & Co LLP (NAVA)

## **Liquidator's Activities**

There are a number of activities that are generic to every liquidation and a summarised list of all activities undertaken is detailed below.

Staff of different levels will be involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

### **Administration**

- Filing the relevant notices upon appointment
- Circulating notices to creditors, members and other stakeholders advising of the appointment
- Case review of case set up
- Reviewing the circumstances of the case to determine the appropriate strategy
- Regular case reviews

### **Realisation of Assets**

Receipt of funds from sale of assets prior to appointment  
Assessment of proceeds obtained

### **Creditors**

- Maintaining a list of creditors' claims
- Advertising for claims
- Receipt of claims

### **Cashiering**

- Obtaining penalty bond
- Opening liquidation bank account
- Receipts and payments in and out of bank account
- Post appointment Corporation Tax/VAT returns

## **Category 1 and 2 Disbursements**

Disbursements are categorised as either Category 1 or Category 2.

### **Category 1**

Category 1 disbursements are clearly identifiable third-party costs that are directly attributable to the case. Specific approval from creditors is not required for Category 1 disbursements.

### **Category 2**

Category 2 disbursements are estimated or shared costs which may include some internal recharges from BV Corporate Recovery & Insolvency Services Limited. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Category 2 disbursements approved by creditors on 14 March 2022 are as follows:

Printing-Initial Notices & post meeting report/SIP 6	£ 2.80 per Creditor/Member
Telephone	£ 0.30 per Creditor
Postage	£ 2.00 per Creditor/Member
Storage	£ 1.00 per box per month
Records-destruction	£ 1.50 per box
Mileage	45 pence per mile (per HMRC guidelines)