

# Return of Final Meeting in a Creditors' Voluntary Winding Up

# S.106

Pursuant to Section 106 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

06811517

Name of Company

(a) Insert full name of company

(a) 06811517 LIMITED FORMERLY LET US ENTERTAIN YOU LIMITED

(b) Insert full name(s) and address(es)

We (b)

Andrew Andronikou of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW and Michael Kiely of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW

(c) Delete as applicable

(d) Insert date

(e) The copy account must be authenticated by the written signature(s) of the liquidator(s)

(f) Insert venue of the meeting


1 give notice that a general meeting of the company was duly (c) [held on] [summoned for] (d) 13 January 2017 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached (e)) laid before it showing how the winding up of the company has been conducted and the property of the company has been disposed of and (c) [that the same was done accordingly] [no quorum was present at the meeting]

2 give notice that a meeting of the creditors of the company was duly (c) [held on] [summoned for] (d) 13 January 2017 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up of the company has been conducted and the property of the company has been disposed of and (c) [that the same was done accordingly] [no quorum was present at the meeting]

The meeting was held at (f) Quadrant House, 4 Thomas More Square, London, E1W 1YW

The winding up covers the period from (d) 27 October 2014 (opening of winding up) to the final meeting (close of winding up)

The outcome of the meeting (including any resolutions passed at the meeting) was as follows

Signed  Date 13.01.17

Presenter's name, address and reference (if any)

Andrew Andronikou  
UHY Hacker Young LLP  
Quadrant House  
4 Thomas More Square  
London  
E1W 1YW

SATURDAY



A11 21/01/2017 #268  
COMPANIES HOUSE

**06811517 LIMITED FORMERLY LET US ENTERTAIN YOU LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION**

**FINAL REPORT**

**13 January 2017**

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**1. INTRODUCTION**

1.1 Andrew Andronikou and I were appointed Joint Liquidators of the Company following meetings of members and creditors held on 27 October 2014

1.2 The purpose of this report is to provide a final report to creditors and to put creditors on notice of the Joint Liquidators' intention to resign and seek release from office. The report details the acts and dealing of the Joint Liquidators and it should be read in conjunction with previous correspondence to creditors dated 4 December 2015

**2. BACKGROUND / STATUTORY INFORMATION**

2.1 06811517 Limited formerly Let Us Entertain You Limited - In Creditors' Voluntary Liquidation ('the Company')

2.2 Registered office c/o UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London E1W 1YW

2.3 Former registered office 118-120 London Road, Mitcham, Surrey, CR4 3LB

2.6 Registered number. 06811517

2.7 Trading names and addresses:

Karma Café, 18 Bedford Street, Norwich, NR2 1AG

Farmers Brown, 22 Tombeland, Norwich, NR3 1RF

2.8 Nature of business Licensed Restaurants

2.9 The main cause of failure Exit route of Administration

2.10 I would advise you that upon our appointment as Joint Administrators, The Registrar of Companies proceeded with the strike-off of the Company from Companies House due to non-filing of accounts by the Company prior to my appointment

2.11 I instructed Philip Ross Solicitors to apply to Court to have the Company reinstated at Companies House. This action was successful and as at 16 October 2013, the Company had been fully restored. However, the Company name was changed to 06811517 Limited. This name will be used on all future correspondence

2 12 The Registrar of Companies has now filed all documentation in relation to the Administration and subsequent Liquidation at Companies House

### 3. APPOINTMENT DETAILS

3 1 Name of Joint Liquidators Andrew Andronikou and Michael Kiely

3 2 Address of Joint Liquidators. UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW

3 3 Date of appointment 27 October 2014

### 4. ASSET REALISATIONS, COSTS & EXPENSES

4 1 The Joint Liquidators' receipts and payments account for the period from 27 October 2015 to 26 October 2016 is attached at **Appendix 1**. As you will note, total receipts for this period are £2,837 06, with total payments of £16,916.48.

4 2 Since the date of my appointment to date, being, 27 October 2014 to 13 January 2017 total receipts are £22,473 42 and total payments are £22,473 42 resulting in a balance in hand of £nil. This is also reflected on **Appendix 1**.

4 3 As this is my final report, I shall comment on all entries since my appointment also specifying the last annual period.

#### Assets

##### Cash at bank

4 4 The sum of £14,891.43 was transferred from the Administration bank account. In addition, the sum of £14.98 was received in respect of a VAT refund from the Administration during the annual period of this report.

##### Rent deposit

4 5 As detailed in the final progress report of the Administration, a rent deposit of £15,000 00 was held by the landlord in respect of the property held at Farmers Brown, 22 Tombeland, Norwich NR3 1RF

4 6 Upon assignment of the lease to Farmer Browns Lease Limited, it was agreed that the deposit held on account would be left for the benefit of the assigned and that the assigned will repay such deposit to the Joint Administrators.

4 7 As previously advised the sum of £5,000 00 plus interest of £297 64 was received during the Administration period leaving a balance of £10,000 00 due in the Liquidation.

4.8 As you are aware from my last report, the purchaser experienced financial difficulties and therefore agreed a settlement figure of £7,500 00 by monthly instalments

4 9 The sum of £7,500 00 has been settled in full. Of this sum, £2,800.00 was received during the annual period of this report

#### Bank interest gross

4 10 The total sum of £67.01 has been received in respect of interest accrued in the Liquidation bank account Of this sum, £22 08 was received during the annual period of this report

#### **Payments**

##### Corporation Tax

4 11 During the annual period of this report, the sum of £13 68 has been paid to HM Revenue & Customs in respect of the tax payable on the interest received. This includes the final interest.

##### Storage Costs

4 12 The sum of £504 96 has been paid to JG Collection Services in respect of storing the Company's books and records including the future storage and destruction charges Of this sum, £362 88 was paid during the annual period of this report

##### The Creditor Gateway Fees

4 13 An amount of £24.00 has been made to the Creditor Gateway in respect of the website used to provide reports online for creditor of which £10 00 was paid during the annual period This includes the draft final and final report

#### **Other professional Costs**

##### Joint Administrators' Remuneration

4 14 The Joint Administrators' remuneration was drawn in accordance with Insolvency Rules 1986 S4 127(2)(b) on a time cost basis in relation to this assignment, as authorised by creditors on the 9 July 2013, in accordance with the following resolution

"The Joint Administrators' remuneration and Category 1 disbursements be based on the time properly incurred and actual costs incurred in the conduct of the Administration. If the creditors agree the basis of the Administrators' remuneration,

it is further agreed that they be empowered to draw and pay such remuneration and disbursements in respect of these costs. The basis of the Category 2 disbursements are approved"

NB. Please note that upon the passing of this resolution the subsequent Liquidators' fees will also be deemed to be approved on a time costs basis should the Company be placed into Creditors' Voluntary Liquidation "

4 15 The Joint Administrators remuneration, Category 1 and Category 2 disbursements amounted to £12,191 50, £245 00 and £330 00 respectively. The remuneration and Category 1 disbursements have increased by £595 and £29 60 respectively since my final report in the administration due to timesheets not being processed before the date of the report being sent.

4 16 I can confirm that, to date, my remuneration and disbursements as Joint Administrator have been settled in full.

#### Joint Liquidators' remuneration

4 17 The Joint Liquidators' remuneration was drawn in accordance with Insolvency Rules 1986 R4 127(2)(b) on a time cost basis in relation to this assignment, as authorised by creditors on 9 July 2013 in accordance with the resolution stated above.

#### Summary of costs

4 18 The Joint Liquidators' time costs for the period 27 October 2015 to 26 October 2016 totals £3,056 75.

4 19 For the duration of the Liquidation being, 27 October 2014 to 13 January 2017 my time costs as Joint Liquidator totals £9,190 00 representing 49.90 hours at an average hourly rate of £184 19. These time costs are detailed at **Appendix 2**.

4 20 During the annual period of this report I drew the sum of £7,500 00 towards my Liquidators remuneration. During the final period of this report I have drawn the sum of £1,589.20. Therefore the total sum of £9,089.20 plus VAT has been drawn and the balance of £100 80 has been written off.

#### Joint Liquidators' disbursements

4 21 The Joint Liquidators' Category 1 disbursements for the period 27 October 2015 to 26 October 2016 total £93 00. Since my appointment, Category 1 disbursements total £371 26. These represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment. **These listed at Appendix 2.** I have drawn my Category 1 disbursements in full.

4.22 The Joint Liquidators' Category 2 disbursements for the period 27 October 2015 to 26 October 2016 total £nil. Since my appointment Category 2 disbursements total £295.00. These may include an element of overhead charges in accordance with the resolution passed by creditors at a meeting held on 9 July 2013. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at **Appendix 2**.

4.23 Due to insufficient funds, my Category 2 disbursements have been written off in full.

4.24 Attached at **Appendix 6** is a schedule of UHY Hacker Young LLP's charge out rates.

4.25 A creditors' guide to fees can be found online upon visiting <http://www.uhy-uk.com/services/turnaround-recovery/creditors-guide-to-fees/>

## 5. ADMINISTRATION & PLANNING (INCLUDING STATUTORY REPORTING)

5.1 As Joint Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the Liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in **Appendix 3**.

## 6. INVESTIGATION

6.1 In accordance with the Company Directors Disqualification Act 1986, I have undertaken an investigation into the affairs of the Company and the conduct of its directors and submitted my return/report to the Insolvency Service on 19 November 2014. Please note that the contents of this return/report are confidential.

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

## 7. CREDITORS' CLAIMS & DIVIDEND PROSPECTS

### Secured creditors

7.1 I am not aware of any secured creditors and no charges have been registered at Companies House.

### Preferential creditors

7.2 There are no preferential creditors in this matter.

Dividend in relation to the Prescribed Part

- 73 Under the provisions of Section 176A of the Insolvency Act 1986 the Joint Liquidators must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003
- 74 There is no qualifying floating charge in this case and therefore no prescribed part funds will be available to unsecured creditors

Unsecured creditors

- 75 Creditors' claims, as at the date of my appointment totalled £95,850 08 and creditors have submitted claims amounting to £37,256 51
- 76 Unfortunately, due to the time involved in realising the assets of the Company and the decrease in funds received from the rent deposit there are insufficient funds to pay a dividend to unsecured creditors in this matter

**8. FURTHER INFORMATION**

- 81 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 receipt of this report. Any secured creditor may request the same details in the same time limit.
- 82 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**9. CONCLUSION**

- 91 It is intended that final meetings of the Company's members and creditors are to be convened for 13 January 2017 at 10.30am and 11.00am respectively at the offices of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW. Please note that this meeting is purely a formality and there is no necessity to attend. The only information that will be presented to this meeting comprises this report and the attachments. A notice of these meetings is attached at **Appendix 4**.



- 92 If you do not wish to attend the meeting of creditors personally then the proxy form attached at **Appendix 5** must be returned by the date and time specified in the notice in order for your claim to be admitted for voting purposes
- 93 The proxy form should nominate a proxy-holder, which may be the Chairman of the meeting, and who will vote in accordance with your instructions. The Chairman will either be myself, or a manager at this office. Please note that if proxies are given to the Official Receiver they will be invalid
- 94 The meeting is for the purpose of the Joint Liquidators resigning from office and seeking their release and this is detailed in the resolution on the proxy form. If there is no objection to the Joint Liquidators' resignation then the Liquidators will be released upon giving notice of the resignation to the Registrar of Companies in accordance with Rule 4.122(1)
- 95 If you require any further information please contact Lisa Portway on 020 7216 4629

  
Michael Kiely  
Joint Liquidator

**06811517 Limited formerly Let Us Entertain You Limited - In Creditors Voluntary Liquidation**  
**Joint Liquidators' Receipts & Payments**

**Appendix 1**

**From 27 October 2015 To 13 January 2017**

S of A £	As Previously Reported	27/10/2015 to 26/10/2016	27/10/2016 to 13/01/2017	Total £
<b>RECEIPTS</b>				
NIL Cash at Bank	14,891 43	14 98	NIL	14,906 41
NIL Bank Interest Gross	44 93	22 08	NIL	67 01
10,000 Rent Deposits	4,700 00	2,800 00	NIL	7,500 00
10,000	19,636 36	2,837 06	NIL	22,473 42

<b>PAYMENTS</b>				
Joint Administrators' Remuneration	(5,000 00)	(7,191 50)	NIL	(12,191 50)
Joint Administrators' Cat 1 Disbursements	NIL	(274 60)	NIL	(274 60)
Corporation Tax	NIL	(13 68)	NIL	(13 68)
Storage Costs	(142 08)	(362 88)	NIL	(504 96)
The Creditor Gateway fees	(14 00)	(10 00)	NIL	(24 00)
Corporation Tax Admin period	NIL	(4 22)	NIL	(4 22)
Joint Liquidators' Remuneration	NIL	(7,500 00)	(1,589 20)	(9,089 20)
Joint Liquidators' Category 1 Disbursements	NIL	NIL	(371 26)	(371 26)
Vat Receivable	(14 98)	(1,559 60)	1,575	0 00
	(5,171 06)	(16,916 48)	(385 88)	(22,473 42)

<b>BALANCE HELD IN A NON INTEREST BEARING ACCOUNT</b>	14,465 30	(14,079 42)	(385 88)	0
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**06411517 LIMITED FORMERLY LET US ENTERTAIN YOU LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION**  
 Summary of Joint Liquidators' time costs for the period 27 October 2014 (date of appointment) to 13 January 2017

Classification of work function	Partner	Director	Sr Manager	Manager	Asst Manager	Sr Administrator	Administrator	Total Hours	Total Cost £	Avg Hourly Rate £
<b>Administration &amp; Planning</b>										
Administrative Set-up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appointment Notification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.20	272.00	85.00
Case Planning	0.00	0.00	0.00	9.50	1,818.00	8.80	782.00	19.30	2,775.00	143.78
Maintenance of Records	0.20	71.00	0.10	26.50	0.00	6.30	539.00	7.10	744.00	104.79
Statutory Reporting	0.50	187.50	0.00	5.10	1,814.00	2.50	225.00	8.10	1,426.50	0.00
Realisation of Assets										
Debt Collection	0.00	0.00	0.00	0.60	114.00	0.60	54.00	1.20	168.00	140.00
Securing, Insuring Assets	0.20	71.00	0.00	0.00	0.00	0.20	19.00	0.40	90.00	225.00
Property business and asset sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors										
Communication with Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors' Claims	0.00	0.00	0.00	1.30	234.00	0.00	0.00	1.30	234.00	180.00
Trading										
Management of Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting for Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
On-going Employee Issues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations										
SIP 1 Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Antecedent Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDDA Reports	9.30	3,481.50	0.00	0.00	0.00	0.00	0.00	9.30	3,481.50	374.35
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HOURS</b>	<b>10.20</b>	<b>0.00</b>	<b>0.10</b>	<b>16.50</b>	<b>1.50</b>	<b>21.60</b>	<b>0.00</b>	<b>49.90</b>	<b>£5,191.00</b>	<b>£104.19</b>
<b>TOTAL TIME CHARGED (G)</b>	<b>£5,811.00</b>	<b>£0.00</b>	<b>£26.50</b>	<b>£,180.00</b>	<b>£262.50</b>	<b>£,911.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,191.00</b>	<b>£104.19</b>

Average hourly cost (G) 372.63  
 All figures are shown net of VAT

**ANALYSIS OF DISBURSEMENTS Category 1**

Type & Purpose	Costs to date (G)
VisionBlue	110.00
Travel	168.26
Advertising	73.00
Creditor Gateway	20.00
<b>TOTAL</b>	<b>£371.26</b>

**ANALYSIS OF DISBURSEMENTS Category 2**

Type & Purpose	Cost basis	Costs to date (G)
Stationery / fax / postage	One off cost of £10 per creditor	180.00
External storage of working papers	£5 per annum for 10 years	50.00
Internal meeting room	cost of £65 per hour	65.00
Mileage (own car usage)	45p per mile	0.00
<b>TOTAL</b>		<b>£295.00</b>

### Appendix 3

#### Narrative detail for 06811517 Limited formerly Let Us Entertain You Limited - in Creditors' Voluntary Liquidation as at 13 January 2017

Below is detailed information about the tasks undertaken as part of my duties as Liquidator

General Description	Includes
<b>Administration and Planning (including statutory reporting)</b>	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors

General Description	Includes
	Disclosure of sales to connected parties
<b>Investigations</b>	
SIP 2 Review	<p>Collection, and making an inventory, of company books and records</p> <p>Correspondence to request information on the company's dealings, making further enquiries of third parties</p> <p>Reviewing questionnaires submitted by creditors and directors</p> <p>Reconstruction of financial affairs of the company</p> <p>Reviewing company's books and records</p> <p>Preparation of deficiency statement</p> <p>Review of specific transactions and liaising with directors regarding certain transactions</p> <p>Liaising with the committee/creditors or major creditors about further action to be taken</p>
Statutory reporting on conduct of director(s)	<p>Preparing statutory investigation reports</p> <p>Liaising with Insolvency Service</p> <p>Submission of report with the Insolvency Service</p> <p>Preparation and submission of supplementary report if required</p> <p>Assisting the Insolvency Service with its investigations</p>
<b>Realisation of Assets</b>	
Rent Deposit	Liaising with purchaser in respect of monthly instalments
Cash at bank	Recovering cash at bank from Administration account
<b>Creditors and Distributions</b>	
Creditor Communication	<p>Receive and follow up creditor enquiries via telephone</p> <p>Review and prepare correspondence to creditors and their representatives via facsimile, email and post</p>

General Description	Includes
	Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend

**THE INSOLVENCY ACT 1986**

**NOTICE OF FINAL MEETINGS**

**Company Name.** 06811517 Limited ("The Company")  
**Company Number** 06811517  
**Former Company Name(s):** Let Us Entertain You Limited  
**Trading Names:** Farmers Brown  
Karma Cafe  
**Registered Office.** Quadrant House, 4 Thomas More Square, London, E1W 1YW  
**Principal Trading** 18 Bedford Street, Norwich, NR2 1AG  
**Addresses:** 22 Tombeland, Norwich, NR3 1RF

**NOTICE IS HEREBY GIVEN** that a final meeting of the Company will be held at 10 30am on 13 January 2017, to be followed at 11 00am on the same day by a meeting of the creditors of the Company. The meetings will be held at the offices of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW

The meetings are called pursuant to Section 106 of the Insolvency Act 1986 for the purpose of receiving an account from the Joint Liquidators explaining the manner in which the winding-up of the Company has been conducted and to receive any explanation that they may consider necessary. A member or creditor entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a member or creditor.

The following resolutions will be considered at the creditors' meeting:

- 1 That the Joint Liquidators' final report and receipts and payments account be approved
- 2 That the Joint Liquidators receive their release

Proxies and proofs of debts to be used at the meetings must be returned to the offices of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW no later than 12 noon on the working day immediately before the meetings.

Signed   
**Michael Kiely**  
**UHY Hacker Young LLP**  
Joint Liquidator

Date 13 January 2017

<b>Names of Insolvency Practitioners calling the meetings.</b>	Andrew Andronikou, Michael Kiely
<b>Address of Insolvency Practitioners:</b>	Quadrant House, 4 Thomas More Square, London, E1W 1YW
<b>Capacity</b>	Joint Liquidators
<b>Date of Appointment</b>	27 October 2014
<b>IP Numbers</b>	8806,9617
<b>Contact Name</b>	Jenny Poleykett
<b>Email Address</b>	j.poleykett@uhy-uk.com
<b>Telephone Number</b>	020 7767 2526

Proxy (Members' or Creditors' Voluntary Winding Up)

06811517 Limited formerly Let Us Entertain You Limited

Name of Creditor/Member \* \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's/member's \* proxy holder at the meeting of creditors/members to be held on 13 January 2017, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

1 That the Joint Liquidators' final report and receipts and payments account be and are hereby approved

For/Against\*

2 That the Joint Liquidators' receive their release and discharge

For/Against\*

\* Please delete as applicable

This form must be signed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name in CAPITAL LETTERS - \_\_\_\_\_

Only to be completed if the creditor/member has not signed in person

Position with creditor/member or relationship to creditor/member or other authority for signature

\_\_\_\_\_

Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be a director of the company or the current liquidator.

Remember there may be resolutions on the other side of this form



London office turnaround and recovery charge out rates (per hour)

Rates effective from 1 January 2016 and historic rates

Grade	Rate £/ per hour 2015	Rate £/ per hour 2014	Rate £/ per hour 2013	Rate £/ per hour 2012	Rate £/ per hour 2011
Partners	£340 - £750	£340 - £550	£340 - £520	£315 - £470	£315 - £470
Directors	£275 - £400	£275 - £300	£275	£275	£275
Senior Managers	£255 - £320	-	-	-	-
Managers	£175 - £300	£175 - £260	£175 - £230	£175 - £230	£175 - £230
Assistant managers	£165 - £250	£165 - £200	£165 - £170	£155 - £165	£155 - £160
Senior Administrators	£135 - £250	£135 - £200	£135 - £175	£130 - £170	£130 - £165
Administrators	£80 - £150	£80 - £95	£80 - £95	£90 - £100	£90 - £100
Junior Administrators	£70 - £85	£70 - £85	£70 - £85	£70 - £85	£70 - £85

Category 2 disbursements

	Effective from 31.08.14	Previously
Stationery / fax / postage / telephone	One off cost of £10 per creditor	One off cost of £10 per creditor
Stationery / fax / postage / telephone	One off cost of £3 per debtor	One off cost of £3 per debtor
Internal storage of Insolvency Practitioner's working papers	£5 per annum for 10 years (£50)	£5 per annum for 10 years (£50)
Files and Indices	-	One off cost of £35
Photocopying (other than to creditors)	-	10p per sheet
Internal meeting room cost	£65 per meeting	£65 per hour
Mileage (own car usage)	45p per mile	45p per mile

VAT will be charged on the above disbursements where applicable

**Time charging policy**

Support staff do not charge their time to each case. Support staff include cashier, secretarial and administration support. Please be advised that the minimum unit of time recorded is 6 minutes.

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