

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

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A29 26/08/2017 #113
COMPANIES HOUSE

1 Company details

Company number 0 8 6 9 9 4 3 3

Company name in full Tutortap Limited

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

2 Liquidator's name

Full forename(s) Christopher

Surname Latos

3 Liquidator's address

Building name/number 44-46 Old Steine

Street Brighton

Post town BN1 1NH

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Susan

Surname Maund

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

5 Liquidator's address ②

Building name/number 44-46 Old Steine

Street Brighton

Post town BN1 1NH

County/Region

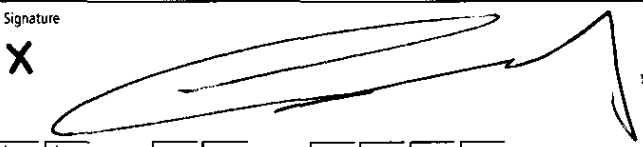
Postcode

Country

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

LIQ03

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6	Period of progress report											
From date	^d 0	^d 3	^m 0	^m 8	^y 2	^y 0	^y 1	^y 6				
To date	^d 0	^d 2	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7				
7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature	Signature  X											
Signature date	^d 1	^d 4	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7				

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	Alexandra Grinyer
Company name	White Maund
Address	44-46 Old Steine Brighton
Post town	BN1 1NH
County/Region	
Postcode	
Country	
DX	
Telephone	01273 731144



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 or email 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

**JOINT LIQUIDATORS' ANNUAL PROGRESS REPORT TO
MEMBERS**

TUTORTAP LIMITED – IN LIQUIDATION

14 AUGUST 2017

TUTORTAP LIMITED - IN LIQUIDATION

CONTENTS

- 1 Introduction and Statutory Information
- 2 Progress of the Liquidation
- 3 Joint Liquidators' Remuneration
- 4 Members' Rights
- 5 Next Report

APPENDICES

- A Receipts and Payments Account for the Period from 3 August 2016 to 2 August 2017;
- B Additional Information in Relation to the Joint Liquidators' Fees, Expenses and Disbursements;
- C White Maund Current Hourly Charge Out Rates as at 1 March 2017;
- D White Maund Current Disbursements Charging Policy as at 1 August 2015.

TUTORTAP LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Christopher Latos, together with my Susan Maund, of White Maund, 44-46 Old Steine, Brighton, BN1 1NH, was appointed as Joint Liquidator of Tutortap Limited ("the Company") on 3 August 2016. This report provides an update on the progress in the liquidation for year ended 2 August 2017 ("the Period").
- 1.2 The trading address of the Company was 20-22 Wenlock Road, London, N1 7GU.
- 1.3 The registered office of the Company was changed to White Maund, 44-46 Old Steine, Brighton, East Sussex, BN1 1NH and its registered number is 08699433.

2 Progress of the Liquidation

At Appendix A, I have provided an account of my receipts and payments for the Period, with a comparison to the declaration of solvency values.

3 Joint Liquidators' Remuneration

- 3.1 The members approved that the basis of the Liquidators' remuneration be fixed set at £3,500 plus VAT and disbursements.
- 3.2 I can confirm that since my appointment, I have drawn £3,500 plus VAT in respect of my remuneration.
- 3.3 Attached as Appendix B is additional information in relation to the Joint Liquidators' fees, expenses and disbursements.
- 3.4 A copy of 'A Shareholders' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.icaew.com/en/technical/insolvency/creditors-guides>.

4 Members' Rights

- 4.1 Within 21 days of the receipt of this report, members with either at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 4.2 Any members with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company 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 Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in this progress report, are excessive.

5 Next Report

- 5.1 I am required to provide a further report on the progress of the liquidation within two months of the end of the second anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write again with my proposed final account.

Yours faithfully



Christopher Latos
Joint Liquidator

**Tutortap Limited
(In Liquidation)**

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Declaration of Solvency £	From 03/08/2016 To 02/08/2017 £	From 03/08/2016 To 02/08/2017 £
RECEIPTS			
Sale of assets	4,200.00	3,500.00	3,500.00
		3,500.00	3,500.00
PAYMENTS			
Preparation of S. of A.		2,000.00	2,000.00
Office Holders Remuneration		1,483.33	1,483.33
VAT		696.67	696.67
		4,180.00	4,180.00
Net Receipts/(Payments)		(680.00)	(680.00)
 MADE UP AS FOLLOWS			
Client		20.00	20.00
VAT Receivable / (Payable)		(700.00)	(700.00)
		(680.00)	(680.00)

Note:

Christopher Latos
Joint Liquidator

Additional Information in Relation to the Joint Liquidators' Fees, Expenses and Disbursements

1 Staff allocation and the use of subcontractors

- 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 director, 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.

2 Professional Advisers

- 2.1 On this assignment we have not used the services of any professional advisors.

3 Joint Liquidators' Disbursements

- 3.1 Category 1 disbursements do not require approval by members. 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.
- 3.2 Category 2 disbursements do require approval by members. These disbursements can include costs incurred by White Maund for the provision of services which include an element of recharged overhead, for example, room hire or document storage.

4 Charge-out rates

- 4.1 A schedule of White Maund's charge-out rates for this assignment effective from is attached as Appendix C. Please note that this firm records its time in minimum units of 6 minutes

WHITE MAUND
CURRENT HOURLY CHARGE OUT RATES
AS AT 1 MARCH 2017

Grade	Charge out rate up to 28 February 2017 (£)	Current charge out rate (£)
Directors	275	275
Manager	220	-
Administrators	80 - 125	80 - 125
Assistants & Support Staff	70	70

It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it. White Maund charge out rates are reviewed periodically.

"CATEGORY 2" DISBURSEMENTS

Authority to draw Category 2 disbursements as detailed on the attached schedule was approved at the first meeting of creditors.

CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT

Charging policy

- Directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by directors, managers and administrators.
- Time spent by directors and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units.
- The current charge rates are attached
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to creditors, but do not require creditors' approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) require the approval of creditors prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements.
- A resolution to consider approving "Category 2" disbursements at the attached rates applicable to Brighton will be proposed to creditors' in general meeting.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of creditors.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.

WHITE MAUND
CURRENT DISBURSEMENTS CHARGING POLICY
AS AT 1 AUGUST 2015

It is this firm's policy to make the following charges for disbursements and expenses in relation to all formal appointments.

CIRCULARS TO MEMBERS/CREDITORS

- Labels £0.01 each
- Headed paper £0.03 per sheet
- Plain paper £0.01 per sheet
- Large envelopes £0.10 each
- Medium envelopes £0.05 each
- Small envelopes £0.03 each
- Postage actual cost for relevant postal class used

- Lever arch files £0.96 per file
- A-Z dividers £0.50 per set
- 1-31 dividers £0.89 per set
- Coloured dividers (5 part) £0.11 per set
- Coloured dividers (10 part) £0.23 per set
- Multi-punch pockets £0.15 per pocket
- Storage boxes £1.30 per box
- Photocopying £0.01 per sheet

TRAVEL

- Motor travel – 45 pence per mile
- Travel – at actual cost
- Taxi fares – at actual cost
- Car parking – at actual cost

SUBSISTENCE

At actual cost or firm's prevailing overnight flat rate allowance of £23

TELEPHONE

Conference and international calls are charged at cost

COMPANY SEARCHES

At cost incurred

CLIENT ID VERIFICATION

At cost incurred

BANK CHARGES

At cost incurred

STORAGE COSTS

At cost incurred

All the above costs are subject to amendment by the firm at any time, and if amended will be notified annually.