

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

TUESDAY



A08 *A7DAAC5E* 28/08/2018 #225
COMPANIES HOUSE

1 Company details

Company number	0 6 2 2 8 3 3 9	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	C S Incentive Limited	

2 Liquidator's name

Full forename(s)	Andrew Stephen
Surname	McGill

3 Liquidator's address

Building name/number	3rd Floor
Street	9 Colmore Row
Post town	Birmingham
County/Region	
Postcode	B 3 2 B J
Country	

4 Liquidator's name

Full forename(s)	Gilbert John	① Other liquidator Use this section to tell us about another liquidator.
Surname	Lemon	

5 Liquidator's address

Building name/number	Portwall Place	② Other liquidator Use this section to tell us about another liquidator.
Street	Portwall Lane	
Post town	Bristol	
County/Region		
Postcode	B S 1 6 N A	
Country		

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 0	^d 3	^m 0	^m 7	^y 2	^y 0	^y 1	^y 7
To date	^d 0	^d 2	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8

7 Progress report

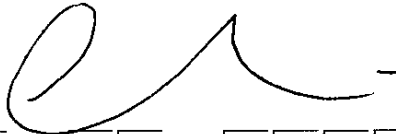
The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 2	^d 2	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
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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	Christopher Allen
Company name	Smith & Williamson LLP
Address	3rd Floor 9 Colmore Row
Post town	Birmingham
Country/Region	
Postcode	B 3 2 B J
Country	
DX	
Telephone	0121 710 5200

 **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



C S Incentive Limited (in creditors' voluntary liquidation)

Joint liquidators' annual progress report for the period from 3 July
2017 to 2 July 2018

24 August 2018



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1. Glossary

Abbreviation	Description
the Company	C S Incentive Limited
the liquidators/joint liquidators	Andrew Stephen McGill and Gilbert John Lemon
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
IR16	Insolvency (England and Wales) Rules 2016 If preceded by R this denotes a rule number
IR86	Insolvency Rules 1986, as revoked by IR16 If preceded by R, this denotes a rule number
SOA	Statement of Affairs
ETR	Estimated to realise
HMRC	HM Revenue & Customs
DLA	Director's Loan Account
IVA	Individual Voluntary Arrangement

2. Introduction and Summary

This report provides an update on the progress of the liquidation of the Company for the period ended 2 July 2018 and should be read in conjunction with any previous reports.

By way of reminder, the Company went into creditors' voluntary liquidation on 3 July 2012. We, Andrew Stephen McGill and Gilbert John Lemon, of Smith & Williamson LLP, 3rd Floor, 9 Colmore Row, Birmingham, B3 2BJact as joint liquidators of the Company.

The principal trading address of the Company was Unit 1, Alton Road Industrial Estate, Ross on Wye, Herefordshire, HR9 5NB.

The Company's registered office is 3rd Floor, 9 Colmore Row, Birmingham, B3 2BJ and its registered number is 06228339.

3. Realisation of assets

Attached at Appendix I is our receipts and payments account for the period from 3 July 2017 to 2 July 2018. This account includes cumulative figures for the period from 3 July 2012 to 2 July 2018

The receipts and payments account also includes a comparison with the director's SOA values.

3.1 Book debts

As previously reported, the sole book debt disclosed on the director's SOA due from CSDM Fundraising Ltd, an associated company, as defined by s435 of the IA86, has been written off as the debtor went into administration in June 2013 then moved to creditors' voluntary liquidation in June 2014. The liquidation ended in July 2016 and there was no dividend paid to any class of creditor.

3.2 Associated company debtors

As advised in previous reports, upon review of the Company's accounting records it was established that there were debts due from other associated companies that were not included on the director's SOA, which are detailed below:

- CS Fundraising Limited ("CSFL") - £120,095.75
- Our Place Online Limited - £67,424.36
- Lean Marketing Limited - £32,395.51
- Cleardata Direct Media Limited ("CDML") - £9,105.74

As previously reported, the book debts due from Our Place Online Ltd and Lean Marketing Ltd have been written off as irrecoverable.

CSFL was placed into creditors' voluntary liquidation on 19 December 2014 and we have submitted a claim of £120,095.75 in the liquidation. The liquidators' third progress report advised that they are continuing with their investigations into various matters, which may give rise to future realisations and any potential future dividend will be dependent on the outcome of their investigations.

The Liquidators' of CSFL have submitted a claim in the director's IVA and received an interim dividend in June 2018. It is currently uncertain whether there will be sufficient funds to declare a dividend to its creditors. We will continue to monitor the liquidation of CSFL.

CDML was placed into creditors' voluntary liquidation on 23 October 2015 and we have submitted our claim of £9,105.74 in the liquidation. The liquidator's second progress report advises that enquires into antecedent transactions are ongoing which may result in realisations into CDML's Liquidation estate.

The Liquidator of CDML has submitted a claim in the director's IVA. We will continue to monitor the liquidation of CDML and in the event that CDML recoveries are sufficient to pay a dividend to its creditors, we will seek to be included in any such distribution.

3.3 Director's Loan Account & misfeasance

As previously reported, we submitted a claim for £226,386 in the director's IVA in respect of an overdrawn DLA of £171,449 and unexplained legal and professional fees of £54,937 in the Company's accounts for the period ended 31 December 2011, which the director rejected in full.

The estimated dividend to creditors in the director's IVA proposal was 100p in the £ plus statutory interest. However, additional creditor claims, including our claim, amounting to £571,276 were submitted to the Supervisor. A variation to the IVA was proposed by the director in March 2018 whereby the estimated dividend to creditors would be reduced to approximately 34.5p in the £ and the arrangement be extended to June 2019 to allow time for a property to be sold.

The variation of the IVA was approved and the claim of £226,386 has been admitted in full. A first interim dividend of 23p in the £ in the amount of £52,083.27 was received in June 2018.

The supervisor of the IVA has advised that the total estimated dividend to creditors will amount to 34p in the £. Based on this information, we anticipate future realisation of circa £25,000 by June 2019.

3.4 Bank Interest

Bank interest totalling £0.92 has been received during the reporting period.

4. Investigations

Under the Company Directors Disqualification Act 1986 we have a duty to make a submission to the Secretary of State for Business, Energy & Industrial Strategy on the conduct of all those persons who were directors at the date of liquidation or who held office at any time during the three years immediately preceding insolvency.

We have complied with our duty in this regard. As all submissions are strictly confidential we are unable to disclose their content.

As previously reported, our initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate revealed the associated company debtors, overdrawn DLA and misfeasance detailed in sections 3.2 and 3.3 above.

5. Creditors

5.1 Secured creditors

Bibby Financial Services Limited holds a fixed and floating charge debenture over the Company's assets. Bibby Financial Services Limited has confirmed that at the date of liquidation there were no monies owing to them.

5.2 Prescribed Part

As there is no indebtedness to Bibby Financial Services Limited under its floating charge, the Prescribed Part requirements do not apply.

5.3 Preferential creditors

No preferential claims have been received and we do not anticipate any claims.

5.4 Unsecured creditors

We have received claims totalling £379,372 from 3 creditors. Total claims as per the director's SOA were £294,526.

At present there are insufficient funds to declare a dividend to unsecured creditors. We have not therefore taken steps to agree unsecured creditor claims.

6. Liquidators' remuneration

On 3 July 2012 the creditors approved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation.

The liquidators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
3 July 2012 to 2 July 2013	78.20	13,788.25	176.32	1,500.00
3 July 2013 to 2 July 2014	37.30	6,959.75	186.59	Nil
3 July 2014 to 2 July 2015	23.15	4,237.50	183.05	Nil
3 July 2015 to 2 July 2016	60.85	12,759.50	209.69	Nil
3 July 2016 to 2 July 2017	47.50	11,409.00	240.19	Nil
3 July 2017 to 2 July 2018	50.65	15,520.75	306.43	Nil
Total	297.65	64,674.75	217.32	1,500.00

Attached as Appendix II, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the body of this report.

Also attached as Appendix III, is a cumulative time analysis for the period from 3 July 2012 to 2 July 2018 which provides details of the liquidators' time costs since appointment. A total of £1,500.00 has been drawn on account of these costs.

The joint liquidators' anticipate the future costs to be in the region of £6,000.

A detailed narrative explanation of these costs can be found in the 'Outstanding matters' section of this report.

Please note that this estimate is based on present information and may change due to unforeseen circumstances arising.

On a general note, creditors should be aware that some of the work is required by statute and may not necessarily provide any financial benefit to creditors. Examples would include dealing with former employees' claims through the Redundancy Payments Service and providing information relating to the company and its former officers to the Insolvency Service as required by the Company Directors' Disqualification Act 1986.

A copy of "A Creditor's Guide to Liquidator's Fees" can be downloaded free of charge from the ICAEW's website at the following address:

<http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

Alternatively, a hard copy is available on request, free of charge.

It should be noted that, whilst this statement makes reference to the need to provide creditors with a fees and costs estimate in the event that fees are being drawn on a time costs basis, this requirement only applies to appointments on or after 1 October 2015. Prior to 1 October 2015, there was no statutory obligation to produce fees and costs estimates.

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix IV.

7. Liquidation expenses

7.1 Subcontractors

We have not utilised the services of any subcontractors in this case.

7.2 Professional advisers

On this assignment we have used the professional advisers 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 adviser	Basis of fee arrangement	Costs incurred in current period £	Costs paid in current period £	Total costs outstanding at period end £
Simon Burn Solicitors	Hourly rate and disbursements	5,013.67	10,400.00	4,769.75

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

Simon Burn Solicitors' costs relate to legal advice regarding the claims against the director in respect of the associated company debtors, outstanding DLA and misfeasance. Further details are provided in sections 3.2 and 3.3.

7.3 Liquidators' disbursements

We have paid and/or incurred the following disbursements in the current period:

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Liquidators' bonds	95.00	Nil	95.00
Land Registry searches	Nil	Nil	15.00
Postage	Nil	Nil	9.00
Storage	3.88	Nil	41.40
Category 2 disbursements (see next section)	Nil	Nil	21.60
Total	4.26	Nil	182.00

7.4 Category 2 disbursements

The following Category 2 disbursements have been incurred and/or paid in the current period:

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Photocopying	Nil	Nil	21.60

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

7.5 Policies regarding use of third parties and disbursement recovery

Appendix IV provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

- Await second distribution from the director's IVA estimated to be circa £25,000 and payable by June 2019.
- Continue to monitor the progress of the liquidations of CSFL and CDML (see section 3.2) for the prospect of any dividend to unsecured creditors.
- Closure of the liquidation, including preparing and issuing our final report to members and creditors.

As referred to in section seven in this report the joint liquidators anticipate the future costs for these actions to be in the region of £6,000.

9. Privacy and Data Protection

As part of our role as joint liquidators, I would advise you that we may need to access and use data relating to individuals. In doing so, we must abide by data protection requirements. Information about the way that we will use and store personal data in relation to insolvency appointments can be found at www.smithandwilliamson.com/rrsgdpr. If you are unable to download this, please contact my office and a hard copy will be provided free of charge.

To the extent that you hold any personal data of the Company's data subjects provided to you by the Company or obtained otherwise, you must process such data in accordance with data protection legislation. Please contact Ilyas Multani of our office if you believe this applies.

10. Creditors' rights

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 or otherwise with the court's permission) may request in

writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this 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 (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Andrew Stephen McGill or Gilbert John Lemon in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

i) Email: insolvency.enquiryline@insolvency.gsi.gov.uk

ii) Telephone number: +44 300 678 0015

iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

11. Next report

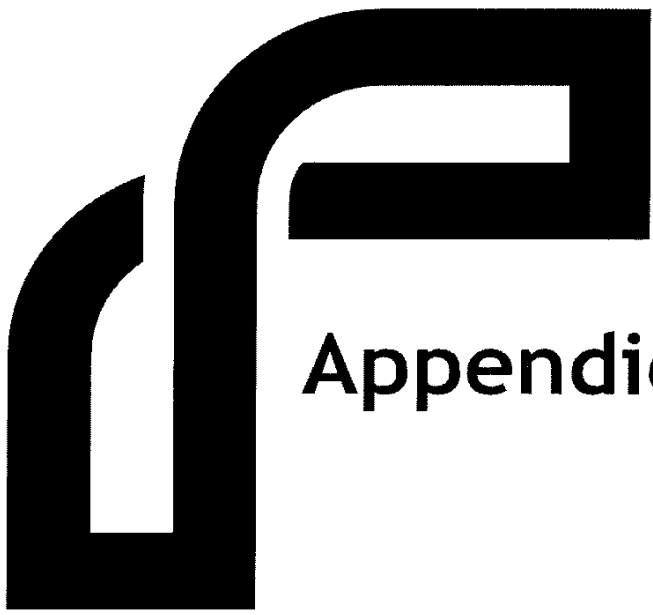
We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all creditors with our final account, prior to vacating office.



Andrew Stephen McGill and Gilbert John Lemon

Joint Liquidators

Date: 24 August 2018



Appendices

I Receipts and payments account

Receipts and payments account to 2 July 2018

C S Incentive Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 03/07/2017 To 02/07/2018 £	From 03/07/2012 To 02/07/2018 £
	ASSET REALISATIONS		
NIL	Computer Equipment	NIL	NIL
Uncertain	Book Debts	NIL	1,284.00
NIL	List Rental	NIL	NIL
	Contribution from Associated Co	NIL	6,646.90
	Cash at Bank	NIL	1,015.96
	Contribution Towards Costs	NIL	500.00
	Bank Interest Gross	0.92	1.24
	Bank Interest Net of Tax	NIL	1.59
	Claim Against Director	52,083.27	52,083.27
		<u>52,084.19</u>	<u>61,532.95</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	20.00
	S&W Prep of S. of A. Fees	NIL	5,000.00
	Liquidator's Fees	NIL	1,500.00
	Legal Fees	10,400.00	10,541.67
	Legal Expenses	NIL	330.00
	Irrecoverable VAT	NIL	1,107.82
	Stationery & Photocopying	NIL	8.80
	Company Searches	NIL	54.16
	Postage & Redirection	NIL	65.28
	Statutory Advertising	NIL	190.50
	Legal Fees - Att. at W/U Hearing	NIL	250.00
	Travelling & Subsistence	NIL	4.60
		<u>(10,400.00)</u>	<u>(19,072.83)</u>
	UNSECURED CREDITORS		
(2,370.00)	Trade & Expense Creditors	NIL	NIL
(786.00)	Directors Loan Account	NIL	NIL
(291,370.00)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	SHAREHOLDERS		
(2.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(294,528.00)		<u>41,684.19</u>	<u>42,460.12</u>
	REPRESENTED BY		
	VAT Receivable		2,419.18
	Interest Bearing Account		40,380.12
	FLT Vat Control Account		(339.18)
			<u>42,460.12</u>

Notes and further information required by SIP 7

- Information concerning the liquidators' remuneration and disbursements incurred is provided in the body of our report.
- Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.
- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is an expense of the liquidation and shown as irrecoverable VAT.

II Time analysis for the period

From 3 July 2017 to 2 July 2018

Classification of work function	Hours					Total hours	Time cost	Average hourly rate
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff			
Administration and planning								
Statutory returns, reports & meetings	0.00	0.00	14.50	0.40	0.00	14.90	4,482.00	300.99
Initial post-appointment notification letters, including creditors	0.00	0.00	0.00	0.63	0.00	0.63	0.00	9.09
Overseeing general, including bonding	0.00	0.00	5.00	1.90	0.00	6.90	449.00	234.21
Job planning, reviews and progression (for 6 month terms) & planning meetings, including liability	4.20	0.00	3.85	0.75	0.00	8.80	2,843.25	323.10
Post-appointment taxation (VAT, PAYE, NIC, Corp Tax and asset trading related)	0.00	0.00	0.80	0.40	0.00	1.20	3,850.00	285.00
Filing the winding up administration	0.00	0.00	0.00	0.05	0.00	0.05	3.75	75.00
Filing & administration and planning	0.00	0.00	0.00	0.05	0.00	0.05	6.75	175.00
Other	0.00	0.00	0.10	0.30	0.00	0.40	83.50	208.75
Investigations								
Investigation of legal claims	0.00	0.00	1.45	0.00	0.00	1.45	449.50	310.00
Realisation of assets								
Debtors not financed (i.e. claims reassigned debtors)	0.00	0.00	3.35	0.00	0.00	3.35	1,036.50	310.00
Dealing with agents' services	0.00	0.00	3.35	0.00	0.00	3.35	728.50	310.00
Other	0.00	0.00	16.50	0.00	0.00	16.50	5,150.00	310.00
Total	4.20	0.00	42.60	3.85	0.00	50.65	15,520.75	306.43

Explanation of major work activities undertaken

Administration and planning

The time spent includes:

- Preparing and issuing the joint liquidators' annual progress report to creditors for the period ended 2 July 2017;
- Completing and submitting an annual corporation tax return;
- Maintaining and reconciliation of bank accounts;
- General cashing functions;
- Dealing with routine correspondence; and
- Periodic progress reviews of the case.

Realisation of assets

Details of the time spent are provided in section 3 in the body of the report. In summary the time spent includes:

- Liaising with Simon Burn Solicitors ("SB") regarding the Company's claim in the director's IVA and reviewing SB letter to director's solicitor in respect of DLA;
- Meeting with director and his appointed solicitor to attempt to agree the Company's claim in the director's IVA;
- Reviewing the IVA variation report against the original proposals and submission of proxy voting in favour of variations subject to modifications;
- Reviewing and monitoring the associated company debtor claims which include review of respective liquidators' annual progress reports;
- Reviewing the IVA Supervisor's annual progress report to creditors; and
- Reviewing and agreeing our solicitors' letters in response to the director's solicitors.

III Cumulative time analysis

From 3 July 2012 to 2 July 2018

Classification of work function	Hours					Total hours	Time cost	Average hourly rate
	Partner / Director	Associate director	Manager / Assistant Manager	Other professional staff	Assistants & support staff			
Administration and planning								
Analysing returns, reports & meetings	0.00	0.00	17.21	21.20	0.96	39.46	£3,889.50	225.62
Carrying out appointments, visits, liaisons, letters, including creditors	7.00	0.00	1.00	7.10	4.07	19.17	£330.00	126.70
Forming general view of the winding	0.00	0.00	0.00	0.65	1.10	1.75	£1,169.75	169.67
Organising review, winding process, including creditors, external reporting, meetings, creditors' claims	0.00	0.00	6.04	6.10	0.90	13.04	£4,740.75	249.74
Post appointment, transfer of AT, PA, T, F, C, D, Tax matters and drafting, valuations	0.00	0.00	1.00	1.60	0.50	3.10	£615.00	210.34
Preparing Affidavits, returns, and accounts	0.00	0.00	1.00	0.00	0.00	1.00	£330.00	219.36
Tracing, keeping and informing management	7.00	0.00	1.00	0.75	0.50	9.25	£47.25	52.50
Writing management review, application and meeting	0.00	0.00	1.00	0.00	0.00	1.00	£486.50	242.97
Other	1.45	0.00	1.40	4.00	0.50	7.35	£1,613.25	205.37
Investigations								
Analysing books, and statements, records review	0.00	0.00	2.00	16.70	0.50	19.40	£2,344.50	151.24
Tracing debtors, creditors	0.00	0.00	0.00	4.25	0.00	4.25	£2,169.75	164.79
IP, and other obligations, including A&P forms	0.00	0.00	9.00	26.10	0.00	35.10	£3,463.50	187.02
Other	0.00	0.00	0.00	0.00	0.00	0.00	£121.25	11.45
Realisation of assets								
Debtors' realisation, including claims assigned, customers	0.00	0.00	55.65	50.65	1.00	107.30	£24,072.50	217.63
Call on Bank	0.00	0.00	0.00	0.00	0.00	0.00	£234.50	59.30
View on the assets, claims	0.00	0.00	0.00	0.00	0.00	0.00	£728.50	210.00
Other	0.00	0.00	02.15	0.45	0.00	2.60	£6,876.50	279.40
Creditors								
AP, bank statements	0.00	0.00	0.00	0.00	0.00	0.00	£38.75	161.00
Tracing of creditors	0.00	0.00	0.65	0.00	0.00	0.65	£192.50	226.47
Unpaid creditors	0.00	0.00	0.00	0.00	0.00	0.00	£558.00	128.00
Total	6.65	0.00	135.50	145.20	10.25	297.60	64,674.75	217.32

IV Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are:

- Smith & Williamson LLP's policy in relation to:
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, 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. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.

Disbursements

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 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.

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.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 disbursements.

Details of any Category 2 disbursements incurred and/or recovered in the period covered by this report are set out in the body of this report.

Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to creditors at the time the basis of the liquidators' remuneration was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2018.

Details of the charge out rates in prior years are provided in our previous annual progress reports.

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates	London office £/hr		Regional offices £/hr	
	From 1/7/17	From 1/7/18	From 1/7/17	From 1/7/18
Partner / Director (from 1 January 2016)	435-500	450-520	350-375	360-380
Associate Director	390-410	420	295-315	290-320
Managers	250-350	250-365	190-310	225-310
Other professional staff	160-305	170-320	120-180	140-185
Support & secretarial staff	80-170	90	60-135	60-140

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof.
2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.
3. The firm's cashiering function is centralised and London rates apply. The cashiering function time is incorporated within "Other professional staff" rates.

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Principal offices: London, Belfast, Birmingham, Bristol, Cheltenham, Dublin, Glasgow, Guildford, Jersey, Salisbury and Southampton.

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