

Liquidator's Progress Report

S.192

Pursuant to Sections 92A and 104A and 192 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

06252830

Name of Company

A & R Services (M & E) Limited

/s/ We

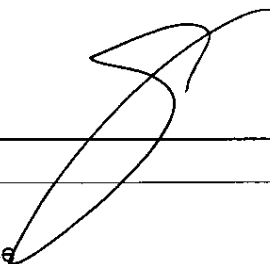
Simon Franklin Plant, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

Daniel Plant, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

the liquidator(s) of the company attach a copy of ~~my~~ our Progress Report under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 23/05/2013 to 22/05/2014

Signed _____



Date

8.7.14

S F P
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ

Ref ARS0002/SFP/DXP

FRIDAY



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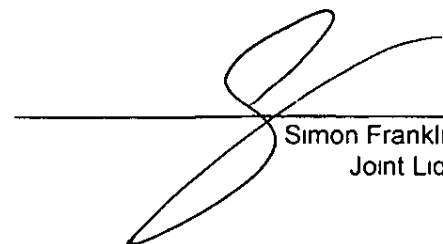
11/07/2014

#72

COMPANIES HOUSE

**A & R Services (M & E) Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs	From 23/05/2013 To 22/05/2014	From 23/05/2012 To 22/05/2014
ASSET REALISATIONS		
2,250 00	NIL	2,250 00
	NIL	2,964 98
	NIL	142 34
12,402 16	NIL	12,402 16
	2 16	5 61
	<u>2 16</u>	<u>17,765 09</u>
COST OF REALISATIONS		
	NIL	349 00
	NIL	2,000 00
	NIL	223 00
	NIL	40 00
	NIL	151 00
	NIL	8,500 00
	NIL	4,500 00
	NIL	264 03
	NIL	90 00
	NIL	47 00
	NIL	76 50
	12 00	12 00
	<u>(12 00)</u>	<u>(16,252 53)</u>
PREFERENTIAL CREDITORS		
(1,171 51)	NIL	NIL
	NIL	NIL
UNSECURED CREDITORS		
(385,874 43)	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(2 00)	NIL	NIL
	NIL	NIL
<u>(372,395.78)</u>	<u>(9 84)</u>	<u>1,512.56</u>
REPRESENTED BY		
		422 34
		1,090 22
		<u>1,512.56</u>


 Simon Franklin Plant
 Joint Liquidator



TO ALL KNOWN MEMBERS AND CREDITORS

Date 7 July 2014
Contact Amy Lowden
Extension 0207 538 2222

Our Ref ARS0002/SFP/AL/070714

Dear Sirs

A & R Services (M & E) Limited (in Liquidation) ("the Company")

I refer to my appointment as Joint Liquidator of the Company on 23 May 2012, together with Daniel Plant

Please find enclosed my second annual progress report prepared pursuant to Section 104A of the Act in relation to the Company

Should you require any further information, please contact the Administrator dealing with this matter, Amy Lowden

Yours faithfully


Simon Plant
Joint Liquidator

Strictly Private and Confidential

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

**Simon Franklin Plant
MIPA FABRP**

**Daniel Plant
MIPA FABRP**

**SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ**

**Tel. +44 (207) 5382222
Fax +44 (207) 5383322
Email. simonp@sfggroup.com
danielp@sfggroup.com**

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without our prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

A & R Services (M & E) Limited (In Liquidation)
Progress Report to Members and Creditors

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- V. SFP and Associated Entities' Charge Out Rates and Bases of Disbursements
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- VIII. Proof of Debt form

A & R Services (M & E) Limited (in Liquidation)
Progress Report to Members and Creditors

1. Introduction

- 1.1 On 23 May 2012, Simon Franklin Plant and Daniel Plant were appointed as Joint Liquidators of the Company. Definitions and further details of terms used in this report are provided in **Appendix I** and further statutory information regarding the winding up is provided in **Appendix II**.
- 1.2 This report is prepared pursuant to Section 104A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the end of the Last Report, and should be read in conjunction with the Last Report.

2. Action to Date – Asset Realisations

- 2.1 Attached at **Appendix III** is the Joint Liquidators' Abstract of Receipts and Payments for the Review Period. The contents are in the main self explanatory.

Other Realisations

- 2.2 The only receipt during the Review Period is credit interest of £2 earned on estate funds held at Allied Irish Bank (GB).

3. Administration of the Liquidation

- 3.1 Throughout the period of the winding up, the Joint Liquidators have responded to the queries of creditors and noted creditors' claims.
- 3.2 The Joint Liquidators have complied with obligations imposed by statute and the regulatory body, which include but are not limited to the submission of returns to Companies House and HMRC and the maintenance of bonding.

4. Investigation

- 4.1 In accordance with the Joint Liquidators' duties, investigations are being made into the conduct of the Company's current and former directors by a company associated to the Joint Liquidators, SFP Corporate Solutions. The requisite D Form has been submitted to the Insolvency Practitioners Compliance Unit ("IPCU"). All information contained in the D form is strictly confidential and the Joint Liquidators are not permitted to divulge details of their recommendations to the IPCU. Investigations are currently ongoing.

5. The Joint Liquidators' Remuneration

- 5.1 In accordance with Rule 4.127(5A) of the Rules, the basis of remuneration as agreed in the Administration applies in the Liquidation. As reported in their Final Report, the Joint Administrators' fees had been fixed by reference to the time properly given by the Joint Administrators and their staff. Consequently, this basis applies similarly to the Joint Liquidators' remuneration. In addition, the basis of calculation and payment of certain other costs were approved in the Administration and, by application of the same principle (as provided for in SIP9), the Joint Liquidators are authorised to make such payments, as described further in **Section 6** below.

A & R Services (M & E) Limited (in Liquidation)
Progress Report to Members and Creditors

5.2 Breakdowns of the time costs between the grades of staff allocated to the administration and the investigation of this matter both for the Review Period, which total £3,923, and for the entire Liquidation period are detailed in **Appendix IV**. The charge out rates of the Joint Liquidators and their staff are detailed in **Appendix V**.

5.3 Creditors may access a Guide to Liquidators' Fees at <http://panel.sfpgroup.com> or a hard copy will be provided on request.

6. The Joint Liquidators' Expenses

6.1 As advised in the Last Report, any remuneration and expenses of the Joint Administrators that remained unpaid were charged on and payable out of the funds and assets transferred to the Joint Liquidators' control. As detailed in the Joint Liquidators' Abstract of Receipts and Payments attached at **Appendix III**, payments on account of these expenses have been made and the remaining sums payable, totalling £103, will be discharged from future realisations.

6.2 It is a statutory requirement that the Joint Liquidators report all expenses incurred in the Review Period, whether or not they have been paid. Creditors will note that details of expenses paid during the Review Period are provided in the Joint Liquidators' Abstract of Receipts and Payments attached at **Appendix III**.

6.3 As described in **Section 5.1** above, the Joint Liquidators have been authorised to pay the Associated Entities' costs and their firm's disbursements from the funds held in the insolvent estate. Information on the bases of these fees and other costs is provided at **Appendix V**.

6.4 The following appendices contain breakdowns of the time that has been incurred by the Associated Entities during the Review Period, together with the fees paid, and thus the balance of fees outstanding:

<u>Associated Entity</u>	<u>Appendix</u>
SFP Corporate Solutions	VI
SFP Property	VII

6.5 In addition, the following expenses were incurred by SFP and the Associated Entities during the Review Period:

<u>Party</u>	<u>Expenses incurred</u>	<u>Amount outstanding</u>
SFP	£0 49	£0 49
SFP Datastore	£148 11	£148 11

6.6 As reported in the Last Report, other Associated Entities assisted the Joint Liquidators in the winding up and the following represents the current position with regard to their outstanding costs:

<u>Associated Entity</u>	<u>Total costs incurred</u>	<u>Amount outstanding</u>
SFP Recoveries	£6,827 50	£6,827 50
SFP Datastore	£804 01	£541 01

A & R Services (M & E) Limited (in Liquidation)
Progress Report to Members and Creditors

7. Anticipated Outcome for Creditors

7.1 Preferential claims totalling £1,172 have been received but a distribution to this class of creditor is dependent upon SFP Corporate Solutions' investigations

7.2 The non-preferential creditors' claims are summarised below

Creditor	Claims Received as at 2 July 2014 £
HMRC - VAT/PAYE/NIC	353,231.44
Employee claims	4,117.90
Trade and Expense	32,642.99

7.3 As reported previously, the statutory provisions regarding a prescribed part do not apply in this case

7.4 Any potential dividend to unsecured creditors is dependent upon SFP Corporate Solutions' investigations. Any realisations would also be subject to any further associated costs. Based upon the current position, it is uncertain whether or not there will be sufficient funds to pay a dividend to non-preferential unsecured creditors.

8. Conclusion

8.1 At present the only issue preventing closure is the continuance of investigations into the affairs of the Company.

8.2 The Joint Liquidators will issue a further progress report, which will provide an update on all matters described above that are yet to be concluded, shortly after the next anniversary of the appointment, or when they are in a position to conclude the winding up, if that is sooner.

8.3 Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Amy Lowden.

Dated this 7 July 2014


Simon Plant
Joint Liquidator

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX I

- **Definitions and Further Details**

DEFINITIONS

Independent Parties instructed to assist with the Liquidation

valuation agent	Edward Symmons
solicitor	PDT Solicitors

Entities associated with SFP

SFP Corporate Solutions	SFP Corporate Solutions Limited (formerly SFP Forensic Limited)
SFP Recoveries	SFP Recoveries Limited
SFP Property	SFP Property Limited
SFP Datastore	SFP Datastore Limited
The Associated Entities	All or any of the above companies

Other Parties

The Company	A & R Services (M & E) Limited
The Joint Liquidators	Simon Franklin Plant and Daniel Plant
RPO	Redundancy Payments Office
HMRC	HM Revenue & Customs
BIS	The Department for Business, Innovation and Skills

References to Statutory and other Regulatory Provisions

The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
CVL	Creditors' Voluntary Liquidation
The Final Report	The Joint Administrators' final progress report issued when the Company moved from Administration to CVL
The Last Report	The Joint Liquidators' last progress report
Review Period	Period covered by the Joint Liquidators' progress report

FURTHER DETAILS

Below are further details in respect of the work undertaken by the entities associated with SFP

Entity	Work Undertaken
SFP Corporate Solutions	Specialises in insolvency investigations, forensic accounting and independent business reviews
SFP Recoveries	Specialises in the collection of outstanding sales ledgers, providing reports in relation to debtor collections to parties with a vested interest and the appointed insolvency practitioner(s)
SFP Property	Specialises in providing assistance with all property related matters, including property valuations and dealing with formal and informal agreements in place
SFP Datastore	Deals with all aspects of the collection and storage of books and records and provides security services to ensure company assets remain secure
The ERA Department	Deals with all employee matters including verbal and written notifications to employees, the processing of employee claims and general employee queries

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX II

- **Statutory Information**

STATUTORY INFORMATION

A & R Services (M & E) Limited (In Liquidation)

Company Number	06252830
Registered Office	9 Ensign House Admirals Way Marsh Wall Docklands London E14 9XQ
Date of Appointment.	23 May 2012
Joint Liquidators:	Simon Franklin Plant and Daniel Plant SFP 9 Ensign House Admirals Way Marsh Wall London E14 9XQ

Creditors' Rights to Further Information and Challenge

Rule 4.49E of the Insolvency Rules 1986. Within 21 days of receipt of a progress report, a creditor may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by either a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or the permission of the court.

Rule 4.131 of the Insolvency Rules 1986. Any secured creditor, or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors, or with the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX III

- **Joint Liquidators' Abstract of Receipts and Payments**

A & R Services (M & E) Limited (in Liquidation)
Joint Liquidators' Receipts and Payments Account
for the period 23 May 2012 to 22 May 2014

S of A £	RECEIPTS	From 23 May 12 to 22 May 13	From 23 May 13 to 22 May 14	From 23 May 12 to 22 May 14
		£	£	£
-	Book Debts	2,964 98	-	2,964 98
12,402 00	Balance from Administration	12,402 16	-	12,402 16
7,500 00	Sale of Business and Assets	2,250 00	-	2,250 00
-	VAT Refund	142 34	-	142 34
-	Bank Interest Gross	3 45	2 16	5 61
19,902 00		17,762 93	2 16	17,765 09

PAYMENTS

	Joint Administrators' Remuneration	8,500 00	-	8,500 00
	SFP Corporate Solutions Limited Fees from Administrat	2,000 00	-	2,000 00
	SFP Property Limited Fees from Administration	349 00	-	349 00
	SFP Datastore Limited Fees from Administration	90 00	-	90 00
	SFP Datastore Limited Disbursements from Administrat	47 00	-	47 00
	SFP Property Limited Fees	151 00	-	151 00
	SFP Datastore Limited Fees	223 00	-	223 00
	SFP Datastore Limited Disbursements	40 00	-	40 00
	Joint Liquidators' Bordereau - Insolvency Risk Specialis	-	12 00	12 00
	Legal Fees - PDT Solicitors	4,500 00	-	4,500 00
	Debt Recovery Fees - Francis Wilks & Jones	264 03	-	264 03
	Statutory Advertising - Courts Advertising Limited	76 50	-	76 50
		16,240 53	12.00	16,252 53

Balance in Hand

1,512.56

Represented By.

VAT Receivable	422 34
Current Account	<u>1,090 22</u>
	<u>1,512 56</u>

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX IV

- **Breakdown of SFP's Time Costs**

A & R SERVICES (M & E) LIMITED (IN LIQUIDATION)

SUMMARY OF TIME AND CHARGE OUT RATES FOR THE PERIOD 23 MAY 2013 TO 22 MAY 2014

CLASSIFICATION OF WORK FUNCTION	Director	Senior Manager	Manager	Senior Administrator	Administrator	Assistant	Total	Average rate £	Total Costs £
Creditors									
Communication with Unsecured Creditors	0 00	0 00	0 00	0 00	0 00	0 10	0 10	100 00	10 00
Creditor Claims	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
ERA	0 00	0 00	0 00	0 50	0 10	0 00	0 60	212 50	127 50
Property - Negotiations	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Property - Professional Advice	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Communication with Secured Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Corporate Taxation	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Other	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Creditors	0 00	0 00	0 00	0 50	0 10	0 10	0 70	196 43	137 50
Total	0 00	3 00	0 40	4 00	4 30	2 30	18 90		
Average rate £ per hour	0 00	350 00	300 00	225 00	175 00	100 00	207 54		
Total Costs £	0 00	1,050 00	120 00	900 00	752 50	230 00	3,922 50		
Total costs from 23/05/2012 to 22/05/2013							11,787 50		
Total costs from 23/05/2012 to 22/05/2014							15,710 00		
Remuneration drawn on account							0 00		

See Appendix for Summary Charge Out Rates for staff

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX V

- **SFP and Associated Entities' Charge Out Rates and Bases of Disbursements**



Charge out Rates for SFP main practice and associated entities and Schedule of Expenses

SFP and the Associated Entities remuneration is calculated on an hourly time cost basis, divided into 6 minute units calculated as follows

Main Practice		SFP Corporate Solutions Limited		SFP Property Limited		SFP Recoveries Limited	
Grade	Rate p/hr	Grade	Rate p/hr	Grade	Rate p/hr	Grade	Rate p/hr
Director 2	500	Director	500	Director	350	Director	500
Director 1	450	Senior Manager 2	350	Senior Manager 2	275	Senior Manager 2	350
Senior Manager 2	350	Senior Manager 1	325	Senior Manager 1	250	Senior Manager 1	325
Senior Manager 1	325	Manager 2	300	Manager 2	225	Manager 2	300
Manager 2	300	Manager 1	275	Manager 1	200	Manager 1	275
Manager 1	275	Senior Administrator 2	250	Senior Administrator 2	175	Senior Administrator 2	250
Senior Administrator 2	250	Senior Administrator 1	225	Senior Administrator 1	155	Senior Administrator 1	225
Senior Administrator 1	225	Administrator 2	175	Administrator 2	135	Administrator 2	175
Administrator 2	175	Administrator 1	150	Administrator 1	115	Administrator 1	150
Administrator 1	150	Assistant	100	Assistant	100	Assistant	100
Assistant	100						

SFP Datastore Limited		Supporting Services	
Grade	Rate p/hr	Supporting Services	Rate
Storage Tasks (Retrieval and collection)	25	Hire of Security Personnel	£18.50 per hour
Staff costs		Mileage	£1.10 per mile
Inventorising and Additional	75	Chauffeur Services	£1.35 per mile (£50 minimum)
Staff Costs			



A minimum period of 2 years' storage is charged up front in respect of all Administration appointments at a rate of £20 80 per box held. In addition, a destruction charge of £9 per box is also charged up front.

The minimum charge is based on the assumption that the Administration will continue for a period of one year, plus the requirement to then hold records for a further period of one year once the Company has been dissolved. In the event that the Administration is concluded early, the Company is dissolved early and the records are held for less than the anticipated two year period, any fees billed and paid in advance will be credit noted and the funds repaid to the estate as necessary. In the event that the Administration is extended, any additional charges incurred by SFP Datastore Limited will be paid as they are incurred.

Direct Expenses (Category 1 Disbursements)
Category 1 Disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case will be charged to the estate at cost, with no uplift. These include, but are not limited, to such items as advertising, bonding and other insurance premiums and property reimbursed expenses.

Indirect Expenses (Category 2 Disbursements)		
Stationery / Photocopying	Per page / envelope (£)	Postage rate (£)
1 page of headed paper	0.12	
1 page of continuation paper	0.10	
1 page of photocopying paper	0.02	
Envelopes (all sizes)	0.10	
		Postage
		Postage – 1 st class (small)
		Postage – 1 st class (large)
		Postage – 2 nd class (small)
		Postage – 2 nd class (large)
		Other
		Mileage incurred as a result of necessary travel is charged at the HM Revenue & Customs approved rate of 45p per mile.
		Searches and downloads of documents filed at Companies House are charged at £10 per appointment.
The Associated Entities may also incur direct expenses, such as courier charges and Land Registry fees, which will be charged to the insolvent estate.		

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX VI

- **Breakdown of Time Costs for SFP Corporate Solutions Limited**



SUMMARY OF TIME AND CHARGE OUT RATES FOR THE PERIOD 23 MAY 2013 TO 22 MAY 2014

CLASSIFICATION OF WORK FUNCTION	Director	Senior Manager	Manager	Senior Administrator	Administrator	Assistant	Total	Average rate £	Total Costs £
Administration and Planning									
Case Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Set-up	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	0.00	0.00
Maintenance of Records	2.10	0.00	0.00	0.10	0.00	1.00	3.20	367.19	1,175.00
Statutory Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estate Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration and Planning	2.10	0.00	0.00	0.10	0.00	1.00	3.20	367.19	1,175.00
Investigation									
Case Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Initial Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	6.10	0.00	0.00	0.00	0.00	0.90	7.10	446.13	3,167.50
Pursuing Claims Identified	2.80	0.00	0.00	0.00	0.00	2.50	5.30	311.32	1,650.00
Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Work	0.00	0.00	0.00	0.00	0.00	4.40	4.40	100.00	440.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Investigation	8.90	0.00	0.00	0.00	0.00	7.80	16.80	312.95	5,257.50

A & R SERVICES (M & E) LIMITED (IN LIQUIDATION)

SUMMARY OF TIME AND CHARGE OUT RATES FOR THE PERIOD 23 MAY 2013 TO 22 MAY 2014

CLASSIFICATION OF WORK FUNCTION	Director	Senior Manager	Manager	Senior Administrator	Administrator	Assistant	Total	Average rate £	Total Costs £
Creditors									
Communication with Unsecured Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditor Claims	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
ERA	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Property - Negotiations	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Property - Professional Advice	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Communication with Secured Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Corporate Taxation	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Other	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total	11 00	0 00	0 00	0 10	0 00	0 00	20 00		
Average rate £ per hour	500 00	0 00	0 00	250 00	0 00	100 00	321 63		
Total Costs £	5,500 00	0 00	0 00	25 00	0 00	880 00	6,432 50		
Total costs from 23/05/2012 to 22/05/2013							5,977 50		
Total costs from 23/05/2012 to 22/05/2014							12,410 00		
Remuneration drawn on account							0 00		

See Appendix for Summary Charge Out Rates for staff

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX VII

- **Breakdown of Time Costs for SFP Property Limited**



A & R SERVICES (M & E) LIMITED (IN LIQUIDATION)

SUMMARY OF TIME AND CHARGE OUT RATES FOR THE PERIOD 23 MAY 2013 TO 22 MAY 2014

CLASSIFICATION OF WORK FUNCTION	Director	Senior Manager	Manager	Senior Administrator	Administrator	Assistant	Total	Average rate £	Total Costs £
Administration and Planning									
Case Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Set-up	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	0.00	0.00
Maintenance of Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estate Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration and Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigation									
Case Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Initial Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pursuing Claims Identified	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Work	0.00	0.00	0.00	0.00	0.00	0.30	0.30	100.00	30.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Investigation	0.00	0.00	0.00	0.00	0.00	0.30	0.30	100.00	30.00



SFP
PROPERTY

A & R SERVICES (M & E) LIMITED (IN LIQUIDATION)

SUMMARY OF TIME AND CHARGE OUT RATES FOR THE PERIOD 23 MAY 2013 TO 22 MAY 2014

CLASSIFICATION OF WORK FUNCTION	Director	Senior Manager	Manager	Senior Administrator	Administrator	Assistant	Total	Average rate £	Total Costs £
Creditors									
Communication with Unsecured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditor Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property - Negotiations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property - Professional Advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Communication with Secured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.30	0.30		
Average rate £ per hour	0.00	0.00	0.00	0.00	0.00	100.00	100.00		
Total Costs £	0.00	0.00	0.00	0.00	0.00	30.00	30.00		
Total costs from 23/05/2012 to 22/05/2013									442.50
Total costs from 23/05/2012 to 22/05/2014									472.50
Remuneration drawn on account									151.00

See Appendix for Summary Charge Out Rates for staff

A & R Services (M & E) Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX VIII

- **Proof of Debt form**

PROOF OF DEBT - GENERAL FORM

**In the matter of A & R Services (M&E) Limited
(in Liquidation)
and in the matter of The Insolvency Act 1986**

Date of Winding-Up 23 May 2012

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

PROOF OF DEBT - GENERAL FORM (CONTD)

Admitted to Vote for

£

Date

Liquidator

Admitted preferentially for

£

Date

Liquidator

Admitted non-preferentially for

£

Date

Liquidator

NOTE

A company goes into liquidation if it passes a resolution for voluntary winding up or an order for its winding up is made by the court at a time when it has not already gone into liquidation by passing such a resolution