

The Insolvency Act 1986

Liquidator's Progress Report

S.192

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

To the Registrar of Companies

For official use

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Company Number

04487961

Name of Company

Insert full name of company

04487961 LIMITED (FORMERLY MERCHANT CAPITAL LTD)

Insert full name(s) and address(es)

I/We (a) A J Duncan and N A Bennett
 5th Floor, Grove House 248a Marylebone
 Road London NW1 6BB


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 13 February 2016 to 12 February 2017

Signed  Date 17 February 2017
 A J DUNCAN
 Joint Liquidator

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

Leonard Curtis
 5th Floor, Grove House
 248a Marylebone Road
 London NW1 6BB
 (Ref CER/31)

For Official Use	
Liquidation Section	Post Room
SATURDAY	 *A60JT58R*
A06	18/02/2017 #170
COMPANIES HOUSE	



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

04487961 LIMITED (FORMERLY MERCHANT CAPITAL LTD)
(In Creditors' Voluntary Liquidation)

Registered Number 04487961

Joint Liquidators' Annual Progress Report
for the period from 13 February 2016 to 12 February 2017

17 February 2017

Leonard Curtis

5th Floor, Grove House, 248a Marylebone Road
London NW1 6BB

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Ref LJ31/CER/S04401/1010

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TO THE REGISTRAR OF COMPANIES, ALL MEMBERS AND ALL CREDITORS

1 INTRODUCTION

- 1.1 A P Davidson and S B Ryman of Shipleys LLP ("the former Joint Liquidators") were appointed Joint Liquidators of 04487961 Limited (Formerly Merchant Capital Ltd) ("the Company") at meetings of members and creditors held on 13 February 2013
- 1.2 N A Bennett and I, A J Duncan, replaced the former Joint Liquidators in accordance with an Order of Court dated 18 March 2015, which was made in the Manchester District Registry of the High Court of Justice. I am an insolvency practitioner licensed in the UK by the Institute of Chartered Accountants in England and Wales and N A Bennett is an insolvency practitioner licensed in the UK by the Insolvency Practitioners Association
- 1.3 This progress report provides an update on the conduct of the liquidation as required by Section 104(A)(1) of the Insolvency Act 1986 ("the Act"). It contains details of the progress made, the expected outcome for creditors and other information that we are required to disclose

2 PROGRESS OF THE LIQUIDATION

- 2.1 The Company's registered office was changed from PO BOX 60317, 10 Orange Street, London WC2H 7WR to One Great Cumberland Place, Marble Arch, London W1H 7LW and thereafter to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB following my appointment. The registered number is 04487961
- 2.2 This report should be read in conjunction with the former Joint Liquidators' report dated 24 March 2014 and the Joint Liquidators' reports dated 8 April 2015 and 22 March 2016
- 2.3 **Book Debts**
- A claim has been submitted in the Special Administration of Pritchard Stockbrokers Limited in respect of outstanding book debt of £15,699. At present it is uncertain whether a dividend will be received from the Special Administration
- 2.4 **Intercompany Debtors**
- 2.4.1 As previously reported, there were inter-company debts of £13,454 and £35,372 owed to the Company by Merchant Turnaround plc ('MT') and Merchant Strategic Renewal plc ('MSR'), respectively
- 2.4.2 A statutory demand was served on MT on 10 March 2016 and payment has been received in full
- 2.4.3 MSR was dissolved on 5 January 2016 and no recovery is anticipated
- 2.4.4 There is a further inter-company debt of £443,559 owed by the Company's parent company, Merchant House Group plc ('MHG')
- 2.4.5 A D Cadwallader and N A Bennett, of Leonard Curtis were appointed Joint Administrators of MHG on 12 April 2013 and it was subsequently placed into liquidation during March 2014. A claim for the intercompany balance has been submitted, however, there is currently no prospect of a dividend

2 5 Book of Structured Product Investors

2 5 1 As previously advised, the Book of Structured Product Investors ("the Book") was sold to Manx IFA Limited ("Manx") under a Sale & Purchase Agreement ("SPA") which completed on 23 December 2013. An initial payment structure was agreed with regards to the purchase price, however, due to difficulties Manx had experienced in accessing the data in the Book, it was agreed at a meeting held on 1 July 2014 that the payment schedule would be amended as follows:

- £3,000 plus VAT to be paid immediately on 1 July 2014
- £4,000 plus VAT to be paid on 21 July 2014
- The greater of £25,000 plus VAT or the Net Profit for Year 1 plus VAT, less any consideration paid in year 1, with the end of Year 1 being 30 September 2014
- The greater of £50,000 plus VAT or the Net Profit for Year 2 plus VAT, with the end of Year 2 being 30 June 2015
- The greater of £50,000 plus VAT or the Net Profit for Year 3 plus VAT, with the end of Year 3 being 30 June 2016

2 5 2 £10,000 plus VAT of the consideration was personally guaranteed by Mr Holmes, a director of the Company, and has been paid.

2 5 3 The balance of £145,200 remains due and payable by Manx. A statutory demand was served on Manx on 22 December 2016 requiring payment of £145,200 plus statutory interest. The deadline for payment has been extended to 17 February 2017. Should payment not be received from Manx by the deadline, we will consider whether to issue a winding up petition against Manx. It is currently uncertain whether there will be any recovery from Manx.

2 6 Purchase of Company Name

Manx also purchased the Company name as part of the sale for £5,000 plus VAT, to be paid in three instalments. The full balance has been paid in full. The final instalment of £2,000 was paid on 17 November 2016 by Mr Holmes, as guarantor.

2 7 Bank Interest

During the period of this report, bank interest of £9.13 has been realised.

3 ASSETS THAT REMAIN TO BE REALISED

3 1 The assets which remain to be realised are the book debts and the deferred consideration owed in respect of the sale of the Book.

4 RECEIPTS AND PAYMENTS ACCOUNT AND OUTCOME FOR CREDITORS

Receipts and Payments Account

4 1 I attach at Appendix A a summary of our receipts and payments during the period of this report.

- 4.2 Details of expenses incurred and paid during the period of this report are shown on the receipts and payments account. Expenses incurred but not yet paid (excluding category 2 disbursements (see paragraph 6.2 below)), are as follows. Where exact sums are not available the figures have been estimated.

Nature of Expenses	Incurred This Period £	Incurred To Date £	Paid £	Unpaid £
Storage	25 00	137 59	112 59	25 00
Total	25 00	137 59	112 59	25 00

Creditors

4.3 Secured Creditors

There are no secured creditors.

4.4 Preferential Creditors

The only claims which are preferential are those of employees who were made redundant at the date of liquidation for unpaid wages and accrued holiday pay. These are estimated to total £20,512. A distribution to preferential creditors is dependent on future realisations.

4.5 Unsecured Creditors

Unsecured creditor claims totalling £3,806,536 have been received. Based on information presently available it is unlikely that there will be sufficient funds to enable a dividend to be paid to unsecured creditors.

5 INVESTIGATIONS

- 5.1 The former Joint Liquidators complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.
- 5.2 The former Joint Liquidators carried out enquiries that they considered to be proportionate to the circumstances of the case. Although a potential preference claim was identified against MHG, it is in liquidation and no dividend is likely therefore it is not in the best interests to pursue this claim further.

6 JOINT LIQUIDATORS' REMUNERATION AND DISBURSEMENTS

- 6.1 At a meeting of the Liquidation Committee 25 February 2014 it was resolved that the Joint Liquidators' remuneration be payable by reference to time properly given by the Joint Liquidators and their staff in attending to matters arising in the liquidation. As advised in my previous report dated 22 March 2016 the Joint Liquidators' total time costs at 12 February 2016 were £84,786.85. Thereafter further costs of £9,984 have been incurred during the period of this report. These total costs are summarised at Appendices B(i) and (ii). Shipleys LLP's costs comprise 374.21 hours at an average hourly rate of £182.89 per hour. Leonard Curtis' costs comprise 37 hours at an average rate of £269.84 per hour. In summary, total time costs in the liquidation to 12 February 2017 are £94,770.85. £11,565.91 has been paid on account of these costs, of which £10,000 was paid during the period of this report.

- 6.2 Details of the former Joint Liquidators', and our company's, charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are also attached at Appendices C and D, respectively. Further information may be found in "Guide to Liquidator's Fees". This may be downloaded from www.leonardcurtis.co.uk/resources/creditorsguides or is available from our office free of charge on request.
- 6.3 All of the above was carried out as part of the former Joint Liquidators' and the Joint Liquidators' function as office holders. Whilst we recognise that the eventual outcome might be perceived as having brought little or no added value for the estate insofar as the return to creditors is concerned we have nevertheless needed to fulfil the statutory obligations and regulatory requirements that fell to us.
- 6.4 The Liquidation Committee also approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which the former Joint Liquidators or their company have an interest. In this case the following costs falling into the above categories have been incurred and reimbursed to Shipleys LLP.

Type	Incurred This Period £	Incurred To Date £	Paid £	Unpaid £
Photocopying Charges	-	982.50	982.50	-
Total	-	982.50	982.50	-

- 6.5 Photocopying charges of £8.90 have been incurred by Leonard Curtis during the period of this report, £17.70 in total, and have been paid. However, in the absence of the correct authority for paying these disbursements, £17.70 will shortly be refunded by Leonard Curtis.
- 6.6 During the liquidation we have used the following professional advisors, including subcontractors:

Name of Professional Advisor	Service Provided	Basis of Fees
Barker Gotelee LLP	Legal Services	Time Costs Basis
James Owen & Co Limited	Valuing and sale of assets	Fixed Fee

7 CREDITORS' RIGHTS

- 7.1 A secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may, within 21 days of the receipt of this report, make a request in writing to us for further information about remuneration or expenses set out in this report.
- 7.2 Within 14 days of receipt of the request, we must provide all of the information asked for, except so far as we consider that -
- i) the time or cost of preparation of the information would be excessive, or
 - ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
 - iii) we are subject to an obligation of confidentiality in respect of the information.
- we must also give reasons for not providing all of the information.
- 7.3 Any creditor of the Company, who need not be the same creditor who asked for the information, may within 21 days of our giving reasons for not providing all of the information, or if we fail to provide the

information within 14 days of being so requested, apply to the Court and the Court may make such order as it thinks just

- 7.4 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to Court on the grounds that the basis fixed for our remuneration, the remuneration charged or the expenses incurred by us as set out in this progress report are excessive

If you require further information please contact our office in writing. Electronic communications should include a full postal address

Yours faithfully



A J DUNCAN
Joint Liquidator

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

Summary of Joint Liquidators' Receipts and Payments
from 13 February 2013 to 12 February 2017

	Statement of Affairs £	13 February 2013 to 12 February 2016 £	13 February 2016 to 12 February 2017	£
RECEIPTS				
Book Debts	Uncertain	6 68	-	6 68
Inter-Company Debtors	492,384	-	13,454 00	13,454 00
Book of Structured Product Investors	Uncertain	10,000 00		10,000 00
	<u>492,384</u>	<u>10,006 68</u>	<u>13,454 00</u>	<u>23,460 68</u>
Cash at Bank		7,683 98	-	7,683 98
Bank Interest Gross		12 37	9 13	21 50
Third Party Contribution		2 00	-	2 00
Costs Relating to Name Change		580 00	-	580 00
Purchase of Company Name		3,000 00	2,000 00	5,000 00
Petition Costs		-	1,730 00	1,730 00
Costs of Claim Form		-	218 44	218 44
Third Party Funds (DP Advice)		2,580 00	-	2,580 00
Output VAT		866 67	(466 67)	400 00
		<u>24,731 70</u>	<u>16,944 90</u>	<u>41,676 60</u>
PAYMENTS				
Agents' Fees		2,000 00	-	2,000 00
Agents' Disbursements		82 00	-	82 00
Legal Fees		6,150 00	5,000 00	11,150 00
Legal Disbursements		-	471 00	471 00
Statutory Advertising		169 20	-	169 20
IT Assistance		40 00	14 00	54 00
IT Licence Fee		-	87 00	87 00
Postage		129 20	122 55	251 75
Companies House/Judgment Searches		13 00	-	13 00
Specific Bond		-	40 00	40 00
Storage Costs		87 59	50 00	137 59
Searches		-	1 00	1 00
Costs of Block Transfer		-	55 56	55 56
Photocopying Charges		969 00	31 20	1,000 20
Facsimile/Telephone Costs		26 10	-	26 10
Companies House Fee for Name Change		10 00	-	10 00
Sale Agreement Payment to Third Party		2 000 00	-	2,000 00
Preparation of Statement of Affairs		5,000 00	-	5,000 00
Statement of Affairs Disbursements		220 66	-	220 66
Joint Liquidators' Remuneration on account		1,565 91	10,000 00	11,565 91
		<u>18,462 66</u>	<u>15,872 31</u>	<u>34,334 97</u>
Balance in Hand		<u>6,269 04</u>	<u>1,072 59</u>	<u>7,341 63</u>

0487961 Limited (Formerly Merchant Capital Limited) - In Creditors' Voluntary Liquidation

Summary of Former Joint Liquidators' Time Costs from 13th February 2013 to 12th February 2015

	Partner		Manager		Assistant Manager		Senior Administrator		Administrator		Assistant		Total	
	Time	Cost	Time	Cost	Time	Cost	Time	Cost	Time	Cost	Time	Cost	Time	Cost
Administration and Planning														
Case Planning	2 25	£1,057 50	10 00	£2,804 30	0 00	£0 00	0 00	£0 00	83 00	£10,302 00	0 33	£34 65	95 58	£14,198 45
Administrative Set Up	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 70	£75 00	0 70	£75 00
Appointment notification	0 00	£0 00	0 30	£92 70	0 00	£0 00	0 00	£0 00	3 50	£402 50	1 50	£159 00	5 30	£654 20
Maintenance of Records	0 50	£247 50	3 44	£962 90	0 00	£0 00	0 00	£0 00	19 75	£2,522 25	19 44	£2,209 25	43 33	£5,990 40
Statutory Reporting	1 75	£828 75	4 50	£1,314 50	0 00	£0 00	0 00	£0 00	30 90	£4,081 00	0 10	£11 00	37 25	£6,235 25
Realisation of Assets														
Identifying, Securing, Insuring	0 00	£0 00	1 00	£240 00	0 00	£0 00	0 00	£0 00	9 20	£1,075 50	0 00	£0 00	10 20	£1,315 50
Retention of Title	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00
Debt Collection	0 00	£0 00	0 25	£60 00	0 00	£0 00	0 00	£0 00	2 85	£370 25	0 00	£0 00	3 10	£430 25
Sales-property, business & assets	22 00	£10,218 75	25 05	£8,604 50	0 00	£0 00	0 00	£0 00	41 60	£5,626 15	0 00	£0 00	88 65	£22,449 40
Creditors														
Creditors - Communication with	6 75	£3,075 00	5 70	£1,674 80	0 00	£0 00	0 00	£0 00	15 75	£1,918 75	0 00	£0 00	28 20	£6,668 55
Creditors Claims	0 00	£0 00	0 40	£128 00	0 30	£72 00	0 00	£0 00	8 05	£945 75	0 00	£0 00	8 75	£1,145 75
Investigations														
SIP2 Review	0 00	£0 00	0 00	£0 00	0 00	£0 00	0 00	£0 00	14 50	£1,693 75	0 00	£0 00	14 50	£1,693 75
CDDA Reporting	0 00	£0 00	1 20	£374 10	0 00	£0 00	0 00	£0 00	6 00	£690 00	0 00	£0 00	7 20	£1,064 10
Antecedent Transactions	5 00	£2,355 00	3 00	£927 00	0 00	£0 00	0 00	£0 00	11 15	£1,433 00	0 00	£0 00	19 15	£4,715 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	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	0 00	£0 00	0 00	£0 00
Ongoing Employees	0 00	£0 00	0 50	£154 50	0 00	£0 00	0 00	£0 00	6 85	£802 75	0 00	£0 00	7 35	£957 25
Tax														
Tax	0 00	£0 00	0 00	£0 00	0 00	£0 00	2 95	£590 00	1 00	£145 00	1 00	£110 00	4 95	£845 00
Average hourly charge out rate	38 25	£17,782 50	55 34	£15,337 30	0 50	£120 50	2 95	£590 00	254 10	£32,008 65	23 07	£2,598 90	495 15	£112 65
	£464 90	£277 15	£241 00	£200 00	£125 97									
Total Hours	374 21													
Total Cost	£68,437 85													
Average	£182 89													
														£198 00

Summary of Joint Liquidators' Time Costs from 13 February 2015 to 12 February 2017

	Director		Senior Manager		Manager 2		Administrator 1		Administrator 2		Administrator 4		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory & Review	7	315 00	13	533 00	6	192 00	18	468 00	51	1,173 00	10	150 00	105	2,831 00	269 62
Receipts & Payments	1	45 00					23	598 00	11	253 00	8	120 00	43	1,016 00	236 28
Insurance			3	123 00					2	46 00			5	169 00	338 00
Assets	64	2 880 00	11	451 00			107	2,782 00	197	4,531 00			379	10 644 00	280 84
Liabilities	6	270 00					10	260 00	11	253 00			27	783 00	290 00
General Administration		-	10	410 00	2	64 00	32	832 00	75	1,725 00	6	90 00	125	3,121 00	249 68
Post Appointment Creditor Reporting	2	90 00	30	1 230 00			155	4 030 00	7	161 00	30	450 00	224	5 961 00	266 12
Liquidator Committee Reporting	7	315 00							26	598 00			33	913 00	276 67
Investigations	2	90 00							35	805 00			37	895 00	241 89
Total	89	4,005 00	67	2,747 00	8	256 00	345	8,970 00	415	9,545 00	54	810 00	978	26 333 00	
Average Hourly Rate (£)		<u>450 00</u>		<u>410 00</u>		<u>320 00</u>		<u>260 00</u>		<u>230 00</u>		<u>150 00</u>		<u>269 25</u>	

Summary of Joint Liquidators' Time Costs from 13 February 2016 to 12 February 2017

	Director		Senior Manager		Administrator 1		Administrator 2		Administrator 4		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory & Review	3	135 00	7	287 00	18	468 00	15	345 00	1	15 00	44	1,250 00	284 09
Receipts & Payments	1	45 00			39	1,014 00			2	30 00	42	1,089 00	259 29
Assets	14	630 00			91	2,366 00	8	184 00	-		113	3,180 00	281 42
Liabilities	6	270 00		-	5	130 00					11	400 00	363 64
General Administration			3	123 00	32	832 00			6	90 00	41	1 045 00	254 88
Post Appointment Creditor Reporting	2	90 00	12	492 00	73	1 898 00			30	450 00	117	2 930 00	250 43
Liquidator Committee Reporting	2	90 00							-		2	90 00	450 00
Total	28	1 260 00	22	902 00	258	6 708 00	23	529	39	585 00	370	9 984 00	
Average Hourly Rate (£)		<u>450 00</u>		<u>410 00</u>		<u>260 00</u>		<u>230 00</u>		<u>150 00</u>		<u>269 84</u>	

Shipleys LLP
10 Orange Street, Haymarket, London WC2H 7DQ

CREDITORS' GUIDE TO FEES
EFFECTIVE FROM 1 MAY 2014
CHARGE-OUT RATES

Staff Allocation and Support Staff

An objective and practical approach is taken to each case which includes active Principal involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Set out below are the relevant charge-out rates per hour worked for the grades of all staff. Time is charged by reference to actual work carried out on each assignment. There has been no allocation of any general or overhead costs.

Grade	Charge-out rate (£ per hour) plus VAT where applicable
Principal*	480 - 510
Manager	250 - 325
Assistant Manager	240 - 250
Senior Administrator	220 - 240
Administrator	140 - 190
Assistant & Cashier	110 - 265

* or equivalent

NB Time costs are calculated at 6 minute units

The time of support staff is not charged to a case except when the initial set up is being performed and appointment documentation is prepared. Support staff will also occasionally charge their time when performing a sizeable administrative task within the case. Support staff charge their time at the £110/hr Assistant rate shown on the preceding table.

Specialist departments with the firm such as Tax and VAT may sometimes charge their time if and when the Office Holders may require their expert advice. The figures below provide details of the charge-out rates per hour worked for typical staff involved in this way.

Grade	Charge-out rate (£ per hour) plus VAT where applicable
Tax Principal*	300-480
Tax Manager	250
Tax Practitioner	200
Tax Assistant	145

Details of historic charge out rates in respect of the London office are provided at the end of this guide. Should any creditor wish to receive details of the charge out rates for the London office in force prior to those shown, these can be provided upon request.

DISBURSEMENTS

Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. Examples of equivalent costs that may be reimbursed to the office holders without uplift and do not require prior approval are given below.

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Stationery	At cost incurred
Storage	Charge at actual cost incurred for storage (and retrieval, when appropriate) of records
Other	At actual cost charged

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified.

Category	Basis of Charge
Business Mileage	Motor vehicle at 40p per mile
Internal Room Hire	Held at Shipleys LLP, 10 Orange Street, Haymarket, London WC2H 7DQ £50
Photocopying	Specific calculation of 25 pence per sheet x number of creditors
Facsimiles	£1 for 1 st page and 10 pence for each additional page

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

	01/04/07-31/12/07	01/01/08-31/12/08	01/01/09-31/12/09	01/01/10-31/12/10	01/01/11-31/12/11	01/01/12-31/01/12
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	360-370	375	395	395-445	410-460	460
Director	n/a	340	355	375-400	n/a	n/a
Manager	285-300	300	300	245-270	280	300-325
Assistant Manager	200-220	222	180-228	180-250	260	n/a
Senior Administrator	160-210	175-210	140-190	175-220	200-225	210-230
Administrator	110-155	127-165	100-165	75-155	85-160	125-170
Assistant & Cashier	50-95	50-100	50-215	50-240	99-245	100-245

	01/02/12-30/04/12	01/05/12-31/07/12	01/08/12-31/12/12	01/01/13-30/04/13	01/05/13-31/12/13	01/01/14-30/04/14
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	460	400-480	400-480	450-480	465-495	465-495
Director	n/a	n/a	n/a	n/a	n/a	n/a
Manager	300-325	300-325	230-325	240-325	240-326	250-325
Assistant Manager	n/a	n/a	n/a	230-240	230-240	240-250
Senior Administrator	210-230	210-230	210-230	220-235	220-235	220-240
Administrator	125-170	125-170	125-170	125-185	125-185	140-190
Assistant & Cashier	100-250	100-250	100-250	110-260	110-260	110-265

* or equivalent

ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS

The following information relating to the policy of Leonard Curtis is considered to be relevant

Staff Allocation and Support Staff

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case.

Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured and/or preferential creditors, a creditors’ committee or creditors generally, that the office holders’ remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the office holders reserve the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187

The Use of Subcontractors

Details of any subcontractor(s) used are given in the attached report.

Professional Advisors

Details of any professional advisor(s) used are given in the attached report. Unless otherwise indicated the fee arrangement for each will be based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors will be based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Disbursements

Specific expenditure relating to the administration of a particular case is recoverable without approval and is referred to as a “category 1 disbursement”. Category 1 disbursements will generally comprise supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Where we propose to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, documents storage or communication facilities provided by us) they must be disclosed and be authorised by those responsible for approving the liquidator’s remuneration. Such expenditure is referred to as a “category 2 disbursement”. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Room Hire	£100
Storage of office files (6 years)	£88.75 per box
Business Mileage	45p a mile