



**IN THE MATTER OF  
UNITED GLASS HOLDINGS LIMITED  
IN MEMBERS' VOLUNTARY LIQUIDATION**

**JOINT LIQUIDATORS' PROGRESS REPORT**

**18 MAY 2011**

**BRUCE MACKAY AND GEOFFREY LAMBERT CARTON-KELLY  
JOINT LIQUIDATORS**

**APPOINTED 19 MAY 2010**

**BAKER TILLY RESTRUCTURING AND RECOVERY LLP  
25 FARRINGDON STREET  
LONDON EC4A 4AB**

Our ref BAM/LMM/LPB/QDIAGEOBATCH11/28



**BAKER TILLY**

25 Farringdon Street  
London  
EC4A 4AB  
Tel +44 (0)20 3201 8000  
Fax +44 (0)20 3201 8001  
DX 1040 London/Chancery Lane  
www.bakertilly.co.uk

**TO ALL KNOWN MEMBERS**

lewis brooker@bakertilly.co.uk  
Direct 020 3201 8076

18 May 2011

Dear Sirs

**UNITED GLASS HOLDINGS LIMITED  
- IN MEMBERS' VOLUNTARY LIQUIDATION ("the Company")**

I am writing to provide you with the combined annual and final report on the conduct of the liquidation following the appointment of Joint Liquidators at the meeting of members on 19 May 2010 and, as required by law, to convene the final meeting of members to consider our report and grant us our release and discharge from office

**Realisation of assets and liabilities**

Prior to the Company going into liquidation, £4,263,819 was due to the Company on an inter-company account by Diageo Scotland Limited and £4,263,817 was payable to Kork-N-Seal Limited in Members' Voluntary Liquidation ("KNS") on an inter-company account

On 7 September 2010 the Joint Liquidators of KNS assigned to the Company the debt amounting to £3,056,652 due from Grand Metropolitan Estates Limited.

In addition, KNS assigned its debt due to Diageo Scotland Limited in the sum of £7,320,469 to the Company

**Creditor claims**

The aforementioned assignments cancelled out the amount of £4,263,817 owed to the Company's subsidiary KNS, and the interest in this subsidiary of £158,000 was written off

The Company has received a number of industrial deafness claims which were passed to the claims settlement department within Diageo PLC to be resolved. We have received confirmation that all claims have been settled and there are no further outstanding liabilities in this regard.



The directors were unaware of any other creditor that may have a claim in the liquidation. To ensure that this was the case, a notice to prove was advertised in the London Gazette and The Independent

No other creditor claims have been received

### **Tax clearances**

HM Revenue & Customs confirmed that there were no further liabilities in respect of the Company and granted clearance to close the liquidation

Corporation tax clearance was received on 17 June 2010

VAT clearance was received on 2 September 2010

The Insolvency Claims Handling Unit confirmed that there were no outstanding claims against the Company on 3 June 2010

### **Receipts and payments account**

There have been no receipts or payments made during the course of the liquidation.

### **Distributions to shareholders**

In accordance with section 117 of Table A, Companies Act 2006, and the rights granted to me in the Special Resolution dated 19 May 2010, the debt amounting to £3,056,652 owed to the Company by Grand Metropolitan Estates Limited was assigned to Diageo Scotland Limited on 19 July 2011

The Company was indebted to Diageo Scotland Limited in the amount of £3,056,650 on an inter-company account. Therefore, the net effect of this assignment was £2

### **Summary of time costs and remuneration drawn**

In accordance with our engagement letter dated 29 January 2008, remuneration and disbursements in relation to this batch of liquidations have been settled by another group company

A further copy of the Policy Statement, incorporating details of current charging rates, is also attached to this report.

### **Final meeting**

A notice convening the final meeting of members is enclosed with this report, together with a form of proxy. Please note that the meeting is purely a formality and that there is no necessity to attend. However, to assist me in my duties I do require your views on the resolution set out on the enclosed form of proxy for the final meeting. I should be grateful if this would be completed, signed and returned to me by 30 August 2011. You may fax this to me if you wish.



## **Dissolution of the company**

The Company will be dissolved automatically (cease to exist) three months after I file details of my release and discharge with the Registrar of Companies

## **Members' right to information and ability to challenge remuneration and expenses**

In accordance with the provisions of Rules 4 49E and 4 148C of the Insolvency Rules 1986 members have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses

A request for further information must be made in writing within 21 days of receipt of this report.

Members of the company with at least 10% of the total voting rights of all members having the right to vote at general meetings of the company, or any members with the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question

If, however, you have any queries in relation to the liquidation, or require any assistance with the enclosed papers, please do not hesitate to contact Lewis Brooker on the above direct line.

Yours faithfully

Geoffrey Lambert Carton-Kelly  
**Baker Tilly Restructuring and Recovery LLP**  
Joint Liquidator of United Glass Holdings Limited

*Bruce Alexander Mackay is licensed to act as an Insolvency Practitioner in the UK by the Association of Chartered Certified Accountants and Geoffrey Lambert Carton-Kelly is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners' Association*

## Appendix A

### STATUTORY INFORMATION

Company Name	United Glass Holdings Limited
Functions	<p>The Joint Liquidators' appointment specified that they would have power to act jointly and severally</p> <p>The Joint Liquidators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment</p>
Previous Company Names	United Glass Public Limited Company
Company Number	00128058
Date of Incorporation	31 March 1913
Trading Name	United Glass Holdings Limited
Trading Address	Lakeside Drive, Park Royal, London, NW10 7HQ
Principal Activity	Dormant
Registered Office	Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London EC4A 4AB
Previous Registered Office	Lakeside Drive, Park Royal, London, NW10 7HQ

**United Glass Holdings Limited In Members' Voluntary Liquidation**  
**Abstract Receipts and Payments Account from 19 May 2010 to 18 May 2011**

DOS Value £		£	£
	<b>ASSET REALISATIONS</b>		
4 263 819 00	Inter-company debt Diageo Scotland Limited	4 263 819 00	
158 000 00	Investment in KNS		
-	Inter-company debt Grand Metropolitan Estates Limited	<u>3 056 652 00</u>	
			7 320 471 00
	<b>LIABILITY REALISATIONS</b>		
(4 263 817 00)	Inter-company debt KNS	-	
-	Inter-company debt Diageo Scotland Limited	<u>(7 320 469 00)</u>	
			(7 320 469 00)
	<b>DISTRIBUTION TO SHAREHOLDERS</b>		
	In-specie distribution of inter-company debt due to Diageo Scotland Limited	3 056 650 00	
	In-specie distribution of inter-company debt due from Grand Metropolitan Estates Limited	<u>(3 056 652 00)</u>	
			(2 00)
			<u><u>0 00</u></u>

**IN THE MATTER OF THE INSOLVENCY ACT 1986**

**AND**

**IN THE MATTER OF**

**UNITED GLASS HOLDINGS LIMITED  
AGS EMPLOYEE SHARES NOMINEES LIMITED  
DIAGEO SUB 5 LIMITED  
EXPRESS FOODS NOMINEE LIMITED  
GRAND METROPOLITAN ESTATES (DEVELOPMENTS) LIMITED  
DIAGEO SPARE COMPANY NO.3 LIMITED**

**ALL IN MEMBERS' VOLUNTARY LIQUIDATION ("THE COMPANIES")**

---

**NOTICE OF FINAL MEETINGS**

---

**NOTICE IS HEREBY GIVEN** pursuant to Section 94 of the Insolvency Act 1986 that the final meetings of the members of the above named companies will be held at the offices of Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London, EC4A 4AB on 31 August 2011 at 10 00am, 10 05am, 10 10am, 10 15am, 10 20am and 10 25am respectively, for the purpose of receiving an account showing the manner in which the winding up has been conducted and granting the Joint Liquidators their release and discharge from office

Proxies to be used at the meeting must be lodged with Baker Tilly Restructuring and Recovery LLP, 25 Farringdon Street, London, EC4A 4AB no later than 12 noon on the preceding business day

Dated 19 July 2011



Geoffrey Lambert Carton-Kelly  
**Baker Tilly Restructuring and Recovery LLP**  
Joint Liquidator of the Companies

*Geoffrey Lambert Carton-Kelly is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners' Association*

Statement of rights under Section 325 Companies Act 2006

A member of a company is entitled to appoint another person as his proxy to exercise all or any of his rights to attend and to speak and vote at a meeting of the company

A member may appoint more than one proxy in relation to a meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by him

A proxy need not be a member of the Company



Proxy (Members' or  
Creditors Voluntary  
Winding Up)  
No 8 5 (Rule 8 1)  
Notes to help with  
completion of the form.

**IN THE MATTER OF  
UNITED GLASS HOLDINGS LIMITED**

**AND**

**IN THE MATTER OF THE INSOLVENCY ACT 1986**

(1) Please give full name  
and address for  
communication

**(1) Name of member**

Address

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

**(2) Name of proxy-holder**

1

2

3

I appoint the above person to be my member's proxy-holder at the final meeting of members to be held on 31 August 2011, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (3) (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

(3) Please delete words  
in brackets if the proxy-  
holder is only to vote as  
directed ie he has no  
discretion

**Voting instructions for resolutions**

(4) Please complete  
paragraph 1 if you wish  
to nominate or vote for a  
specific person as  
liquidator

1 The Joint Liquidators be granted their release and discharge

**FOR/AGAINST**

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

**(6) Signature**

**Date**

**Name in CAPITAL LETTERS**

(6) This form must be  
signed.

**(7) Position with member or relationship to creditor/member or other  
authority for signature**

(7) Only to be completed  
if the Creditor/Member  
has not signed in person

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

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

## **BAKER TILLY RESTRUCTURING AND RECOVERY LLP**

### **CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT**

#### **Charging policy**

- Partners, 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 partners, directors, managers and administrators
- Time spent by partners 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 for Baker Tilly Restructuring and Recovery LLP London are attached
- Time billed is subject to Value Added Tax 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 Baker Tilly Restructuring and Recovery LLP London 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

# A SHAREHOLDERS' GUIDE TO LIQUIDATORS' FEES

## ENGLAND AND WALES

### 1 Introduction

- 1.1 When a company goes into liquidation the costs of the proceedings are paid out of its assets. The shareholders, who will receive a return of capital representing the surplus assets after costs, therefore have a direct interest in the level of costs, including the remuneration and disbursements of the insolvency practitioner appointed to act as liquidator. The insolvency legislation recognises this interest by providing mechanisms for the shareholders, in general meeting, to fix the basis of the liquidator's fees. This guide is intended to help shareholders be aware of their rights to approve and monitor fees and disbursements, and explains the basis on which fees are fixed.

### 2 Voluntary Liquidation procedure

- 2.1 Voluntary Liquidation is the formal winding up of a company's affairs entailing the realisation of its assets and the distribution of the proceeds in a prescribed order of priority, with any funds remaining at the end of the procedure returned to the shareholders.
- 2.2 Voluntary liquidation may be either solvent (Members) or insolvent (Members and Creditors). This note deals purely with solvent liquidation. A solvent voluntary liquidation is called a members' voluntary liquidation (often abbreviated to 'MVL'). In this type of liquidation an insolvency practitioner acts as liquidator and the shareholders vote on his appointment at an extraordinary general meeting convened to wind up the company.

### 3 Fixing the liquidator's fees

- 4.1 In an MVL the basis for fixing the liquidator's remuneration is set out in Rules 4 148, 4 148A and 4 148B of the Insolvency Rules 1986. The Rules state that the remuneration shall be fixed either
- as a percentage of the value of the assets which are realised or distributed or of the one value and the other in combination, or
  - by reference to the time properly given by the liquidator and his staff in attending to matters arising in the winding up.

It is for the company in general meeting to determine on which of these bases the remuneration is to be fixed, and if it is to be fixed as a percentage, to fix the percentage to be applied.

Rule 4 148A(3) says that in arriving at their decision the shareholders shall have regard to the following matters

- the complexity (or otherwise) of the case,
  - any responsibility of an exceptional kind or degree which falls on the liquidator in connection with the case,
  - the effectiveness with which the liquidator appears to be carrying out, or to have carried out, his duties,
  - the value and nature of the assets which the liquidator has to deal with.
- 4.2 A resolution specifying the terms on which the liquidator is to be remunerated may be taken at the meeting which appoints the liquidator (and usually is), or at a later general meeting, but if the remuneration is not fixed in any of these ways, it will be determined in accordance with a scale set out in the Rules.

### 5 What information should be provided by the liquidator?

Extensive guidance has been given by The Association of Business Recovery Professionals as to the information concerning a liquidator's costs and disbursements that should be given to creditors in an insolvent liquidation. This guidance does not apply to MVL's, but Baker Tilly takes the view that, unless a liquidator in an MVL is working to a fixed fee, as a matter of best practice, when seeking agreement to his fees, he should provide equivalent and sufficient supporting information to enable shareholders to form a judgment as to whether the

proposed fee is reasonable having regard to all the circumstances of the case. This is to be applied when seeking fee approval, after fee approval and in relation to disbursements

## **5.1 When seeking fee approval**

5.1.1 The nature and extent of the supporting information which should be provided will depend on

- the nature of the approval being sought,
- the stage during the administration of the case at which it is being sought, and
- the size and complexity of the case

5.1.2 Where, at any shareholders' meeting, the liquidator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case

5.1.3 Where the liquidator seeks agreement to his fees during the course of the liquidation, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the liquidator should disclose to the shareholders the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case. The additional information should comprise a sufficient explanation of what the liquidator has achieved and how it was achieved to enable the value of the exercise to be assessed (whilst recognising that the liquidator must fulfil certain statutory obligations that might be seen to bring no added value for shareholders) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4 above. To enable this assessment to be carried out it may be necessary for the liquidator to provide an analysis of the time spent on the case by type of activity and grade of staff.

The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the liquidator's own initial assessment, including the anticipated return to shareholders. To the extent applicable it should also explain

- Any significant aspects of the case, particularly those that affect the amount of time spent
- The reasons for subsequent changes in strategy
- Any comments on any figures in the summary of time spent accompanying the request the liquidator wishes to make
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement

- Any existing agreement about fees
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees

It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases.

5.1.4 Where the fee is charged on a percentage basis the liquidator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by a liquidator or his staff.

## 5.2 After fee approval

Where a resolution fixing the basis of fees is passed at any shareholders' meeting held before he has substantially completed his functions, the liquidator should notify the shareholders of the details of the resolution in his next report or circular to them. When subsequently reporting to shareholders on the progress of the liquidation, or submitting his final report, he should specify the amount of remuneration he has drawn in accordance with the resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the liquidator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out.

## 5.3 Expenses and disbursements

There is no statutory requirement for the shareholders to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the liquidator proposes 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, document storage or communication facilities provided by the liquidator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

## 6 What if a shareholder is dissatisfied?

It is the shareholders as a body who have authority to approve the liquidator's fees. This requires the passing of an ordinary resolution in general meeting. An ordinary resolution may be passed by 50% of shareholders present and voting. If a shareholder believes that the liquidator's remuneration is too high he may, if sufficient shareholders agree, decline to approve the remuneration.

## 7 What if the liquidator is dissatisfied?

If the liquidator considers that the remuneration fixed by the shareholders is insufficient he may require to be remunerated under the scale provided for in the Rules, or he may apply to Court for an order increasing its amount or rate. If he decides to apply to the Court he must give at least 14 days' notice to the contributories, or such one or more of them as the Court may direct, and the contributories may nominate any one or more of their number to appear or be represented. The Court may order the costs to be paid out of the assets.

## 8. Provision of information – additional requirements

In any case where the liquidator is appointed on or after 1 April 2005 he must provide certain information about the time spent on the case, free of charge, upon request by any creditor, director or shareholder of the company.

The information which must be provided is –

- the total number of hours spent on the case by the liquidator or staff assigned to the case,
- for each grade of staff, the average hourly rate at which they are charged out,

- the number of hours spent by each grade of staff in the relevant period

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the liquidator's appointment, or where he has vacated office, the date that he vacated office

The information must be provided within 28 days of receipt of the request by the liquidator, and requests must be made within two years from vacation of office