

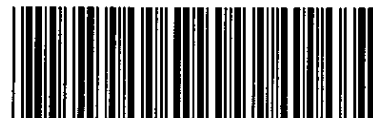
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY

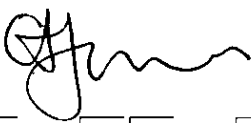


A89058JR
A10 04/07/2019 #73
COMPANIES HOUSE

1	Company details	
Company number	0 3 1 3 5 8 3 5	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Jay Gee Hydraulic Services Limited	
2	Liquidator's name	
Full forename(s)	Carrie	
Surname	James	
3	Liquidator's address	
Building name/number	93 Tabernacle Street	
Street		
Post town	London	
County/Region		
Postcode	E C 2 A 4 B A	
Country		
4	Liquidator's name ①	
Full forename(s)		① Other liquidator Use this section to tell us about another liquidator.
Surname		
5	Liquidator's address ②	
Building name/number		② Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 1	^d 2	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8				
To date	^d 1	^d 1	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9				
7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature	Signature X  X											
Signature date	^d 2	^d 6	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9				

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 **Glen Carter**

Company name **Benedict Mackenzie Recovery
Limited**

Address **93 Tabernacle Street
London**

Post town **EC2A 4BA**

County/Region

Postcode

Country

DX

Telephone **01293 447799**



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.



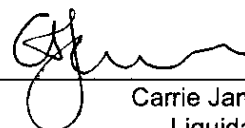
Further information

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

Jay Gee Hydraulic Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 12/06/2018 To 11/06/2019 £	From 12/06/2018 To 11/06/2019 £
	COSTS OF REALISATION	
	Agents/Valuers Fees	NIL
		NIL
	ASSET REALISATIONS	
	Bank Interest Gross	0.96
13,566.17	Book Debts	2,124.00
	Cash at Bank	9.41
4,500.00	Fabrication/Engineering Machinery	4,215.00
300.00	Furniture & Equipment	100.00
200.00	Motor Vehicles	NIL
4,000.00	Stock	3,597.00
		10,046.37
	COST OF REALISATIONS	
	Agents/Valuers Fees (1)	2,701.20
	Debt Collection Fees	317.73
	Money Laundering Checks	4.00
	Preparation of S. of A.	6,000.00
	Specific Bond	150.00
	Statutory Advertising	213.00
		(9,385.93)
	PREFERENTIAL CREDITORS	
(1,874.83)	Holiday Pay	NIL
		NIL
	UNSECURED CREDITORS	
(926.99)	Barclaycard Plc - Credit Card	NIL
(3,878.73)	Capital On Tap - Loan	NIL
(76,872.00)	Director's Loan	NIL
(53,498.68)	Employees' claims	NIL
(3,143.10)	Landlord - Rent	NIL
(15,000.00)	PAYE and NI Contributions	NIL
(4,539.38)	Paypal - Loan	NIL
(19,078.66)	Santander Bank- Overdraft	NIL
(10,941.49)	Trade & Expense Creditors	NIL
(9,500.00)	VAT	NIL
		NIL
	DISTRIBUTIONS	
(2.00)	Ordinary Shareholders	NIL
		NIL
(176,689.69)		660.44
	REPRESENTED BY	
	Bank Current Interest Bearing	423.21
	Trade Creditors	(87.14)
	Vat Payable	(16.46)
	Vat Receivable	340.83
		660.44


Carrie James
Liquidator

Jay Gee Hydraulic Services Limited – In Creditors’ Voluntary Liquidation

Formerly Jaygee The Steering People Limited

LIQUIDATOR’S PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 12 June 2018 to 11 June 2019

1. EXECUTIVE SUMMARY

- 1.1 Carrie James was appointed Liquidator of the Company on 12 June 2018.
- 1.2 At the date of appointment, the Company had ceased trading and subsequently steps have been taken to realise the remaining assets of the Company.
- 1.3 The main assets of the Company were engineering machinery, automotive stock and book debts. The asset realisation process has now been concluded and no further recoveries are expected.
- 1.4 At the outset, it was anticipated that there would not be sufficient funds to enable a distribution to the unsecured creditors and this position remains the same.
- 1.5 With the exception of some internal administration matters, the liquidation is complete. Immediately following the circulation of this report, I will be taking steps to bring the liquidation to the conclusion.

2. STATUTORY INFORMATION

Company name:	Jay Gee Hydraulic Services Limited
Registered office:	93 Tabernacle Street London EC2A 4BA
Former registered office:	5-6 The Courtyard East Park Crawley West Sussex RH10 6AG
Registered number:	03135835
Liquidator’s name:	Carrie James
Liquidator’s address:	93 Tabernacle Street London EC2A 4BA
Liquidator’s appointment:	date of 12 June 2018

3. LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

- 3.1 Since my appointment, steps have been taken to realise the remaining assets of the Company
- 3.2 With the assistance of valuation agents, Asset Management Services (UK) Ltd, I have achieved a sale of Company's tangible assets.
- 3.3 I initially pursued the collection of the outstanding book debts without the assistance of agents however, due to the lack of receipts, I instructed PDT Solicitors to assist with the collection efforts.
- 3.4 I also wrote to Company's bankers to request the funds held on behalf of the Company.
- 3.5 In addition, there is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Liquidator is contained in Appendix 1.

4. RECEIPTS AND PAYMENTS

- 4.1 My Receipts & Payments Account for the period from 12 June 2018 to 11 June 2019 is attached.
- 4.2 The balance of funds are held in an interest bearing estate bank account.

5. ASSETS

Engineering Machinery, Office Furniture and Stock

- 5.1 Independent chattel agent Mr Lee Baldwin, ANAVA of Asset Management Services (UK) Ltd was instructed to provide a valuation of the Company's assets.
- 5.2 The agents were subsequently instructed to realise the assets and conducted a marketing strategy whilst the assets remained at the Company's premises. Offers were subsequently received from unconnected parties and sales were agreed on 25 July 2018 following the advice of the agent.
- 5.3 The asset sales achieved were in line with the valuations previously with £4,215 being received for engineering machinery, £3,597 for the automotive stock and £100 for the office furniture and equipment.

Motor Vehicles

- 5.4 At the date of my appointment the Company's Vauxhall Corsa Van was held by a garage following repairs being undertaken. Mr Lee Baldwin, ANAVA of Asset Management Services (UK) Ltd, advised that the estimated realisable value of the vehicle was £200 - £350.
- 5.5 Following my appointment the garage advised that they had unpaid costs of £770 including £500 of storage costs. The garage further advised that an additional work was required on the vehicle totalling £500. The garage enforced their right under Common Law and held a lien over the van requiring their outstanding costs to be paid prior to returning the van to the Company.
- 5.6 Mr Lee Baldwin subsequently confirmed that it was not cost effective to seek the return of the van and it was subsequently abandoned.

Book Debts

- 5.7 The Company's statement of affairs include book debts due to the Company totalling £15,960. The director estimated £13,566 of these debts were likely to be realisable.
- 5.8 I initially wrote to the debtors to seek recovery of the amounts due. The information held in respect of each debtor was limited and this resulted in a number of debtors refusing to settle the amounts due. It also became apparent that some of debtors had previously settled amounts due to the Company and these amounts were able to be identified on the Company's bank statements.
- 5.9 Following my efforts, we had only received £1,340. Four debtors remained outstanding and I subsequently instructed PDT Solicitors to pursue the amounts due.
- 5.10 PDT Solicitors successfully recovered a further £804 from one debtor. The remainder of the ledger was considered uncollectable and these amounts were written off.

Cash at Bank

- 5.11 The Statement of Affairs did not anticipate any cash held in the Company's bank account. However, an amount of £9 have been received from Company's bankers.

Bank Interest Gross

- 5.12 A nominal amount of bank interest was received in respect of the funds held in the Liquidation bank account. These are detailed in the attached receipts and payments account.

6. LIABILITIES

Secured Creditors

- 6.1 An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.
- 6.2 The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

- 6.3 The statement of affairs anticipated £1,875 in preferential creditors. No claims have been received in this regard.

Non-Preferential Unsecured Creditors

- 6.4 The following claims have been received to date:-

	Statement of Affairs £	Claims Lodged £
Trade & Expense	10,942	1,555
HM Revenue and Customs- PAYE/NIC	15,000	27,204
HM Revenue and Customs- VAT	9,500	-
Landlord Rent	3,143	-
Director Loan Account	76,872	-
Employees	53,499	-
Banks/ Financial Institutions	28,424	3,996

7. DIVIDEND PROSPECTS

- 7.1 As anticipated at outset, no dividend shall be distributed to the Creditors due to insufficient realisations.

8. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

- 8.1 I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.
- 8.2 There were no matters that justified further investigation in the circumstances of this appointment.
- 8.3 Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come

to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

9. PRE-APPOINTMENT REMUNERATION

- 9.1 The creditors previously authorised the payment of a fee of £5,000 plus VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator.
- 9.2 The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator has been paid from first realisations and is shown in the enclosed receipts and payments account.

10. LIQUIDATOR'S REMUNERATION

- 10.1 My remuneration was approved on a fixed fee of £15,000 plus VAT for my work in respect of Administration, Realisations and Creditors.
- 10.2 I have not been able to draw any remuneration in respect of work done for which my fees were approved as a fixed fee.
- 10.3 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Benedict Mackenzie Recovery Limited's fee policy are available at the link www.benemack.com. Please note that there are different versions of the Guidance Notes and in this case you should refer to the October 2015 version.

11. LIQUIDATOR'S EXPENSES

- 11.1 I have incurred expenses to 11 June 2019 of £368. I have drawn £367 to date. Expenses incurred are detailed as below:

Type of expense	Amount incurred/ accrued	Amount Paid
Statutory Advertising	£213	£213
Specific Bond	£150	£150
Money Laundering Check	£4	£4
Storage	£1	-

- 11.2 I have not incurred any category 2 disbursements in the period since my appointment as Liquidator.
- 11.3 I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Asset Management Services (UK)	Valuer/Auctioneer	Percentage of realisations
PDT Solicitors	Debt Collection	Combination of fixed fee & % of realisation

- 11.4 The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

12. FURTHER INFORMATION

- 12.1 An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.
- 12.2 An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.
- 12.3 To comply with the Provision of Services Regulations, some general information about Benedict Mackenzie Recovery Limited can be found in the attached summary sheet.

13. SUMMARY

- 13.1 The Liquidation is now ready to be concluded and I will shortly issue my final report to creditors.
- 13.2 If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Glen Carter by email at g.carter@benemack.com, or by phone on 01293 447799.


Carrie James
Liquidator

Appendix 1

1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical/electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

3. Investigations

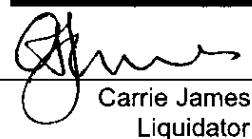
- Submit an online return on the conduct of the directors as required by the Company Directors Disqualification Act.

Jay Gee Hydraulic Services Limited
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 11 June 2019

RECEIPTS	Statement of Affairs (£)	Total (£)
Fabrication/Engineering Machinery	4,500.00	4,215.00
Furniture & Equipment	300.00	100.00
Motor Vehicles	200.00	0.00
Stock	4,000.00	3,597.00
Book Debts	13,566.17	2,124.00
Cash at Bank		9.41
Bank Interest Gross		0.96
		<hr/>
		10,046.37
		<hr/>
PAYMENTS		
Specific Bond		150.00
Preparation of S. of A.		6,000.00
Agents/Valuers Fees (1)		2,701.20
Debt Collection Fees		317.73
Money Laundering Checks		4.00
Statutory Advertising		213.00
Holiday Pay	(1,874.83)	0.00
Trade & Expense Creditors	(10,941.49)	0.00
Employees' claims	(53,498.68)	0.00
Landlord - Rent	(3,143.10)	0.00
Director's Loan	(76,872.00)	0.00
Santander Bank- Overdraft	(19,078.66)	0.00
Barclaycard Plc - Credit Card	(926.99)	0.00
Paypal - Loan	(4,539.38)	0.00
Capital On Tap - Loan	(3,878.73)	0.00
VAT	(9,500.00)	0.00
PAYE and NI Contributions	(15,000.00)	0.00
Ordinary Shareholders	(2.00)	0.00
		<hr/>
		9,385.93
		<hr/>
Net Receipts/(Payments)		660.44
		<hr/>

MADE UP AS FOLLOWS

Bank Current Interest Bearing	336.07
VAT Receivable / (Payable)	324.37
	<hr/>
	660.44
	<hr/>


 Carrie James
 Liquidator

BenedictMackenzie

Practice Fee Recovery Policy

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time onwards. This sheet explains how we intend to apply the alternative fee bases allowed by the new legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which by the creditors in the general meeting, or by the court.

Further information about creditors' rights can be obtained by visiting the creditors' information microsite published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Alternatively, a hard copy may be requested from Carrie James of Benedict Mackenzie, 5-6 The Courtyard, East Park, Crawley, West Sussex RH10 6AG. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee members and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. in reference to time properly spent by Benedict Mackenzie practice members or staff at our standard charge-out rates, the time incurred will also be disclosed, whether drawn or not, together with the average (or 'blended') rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information, and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Time Cost Basis

When charging fees on a time costs basis, we use charge-out rates appropriate to the skills and experience of the member of staff in question and the work that they perform. This is combined with the amount of time that they work on each case, recorded in six-minute units, with supporting narrative to explain the work undertaken.

Charge-out Rates

Charge-out Rates	
Director (Appointment Taker)	250-300
Manager	200
Administrator	120-150
Junior Administrator	80

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The charge-out rates charged are reviewed on 1 April each year, and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and planning
- Investigations
- Realisation of assets
- Creditors
- Trading
- Case-specific matters

The legislation with regard to office holder's fees changed on 1 October 2015; therefore, we seek time costs for the following categories:

- Investigations
- Distributions
- Trading

When we seek time costs approval, we set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or 'blended' rate for all of the work being carried out within the estimate. We will also disclose whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make will include sufficient information about the insolvency appointment to enable creditors to understand how the proposed fees reflect the complexity (or otherwise) of the case, any responsibilities of an exceptional nature that will fall on the office holder, the effectiveness with which the office holder expects to carry out their functions, and the value and nature of the property with which the office holder will have to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed, the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will disclose whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage Basis

The legislation allows fees to be charged as a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. Any fee request will be accompanied by a report that will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but will be disclosed to help put the remuneration request into context.

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The percentage approved with respect to realisations will be charged against the assets realised, and, where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make will include sufficient information about the insolvency appointment to enable creditors to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibilities of an exceptional nature that will fall on the office holder, the effectiveness with which the office holder expects to carry out their functions, and the value and nature of the property with which the office holder will have to deal.

If the basis of remuneration has been approved on a percentage basis, then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the court.

Fixed Fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Any fee request will be accompanied by a report that will specify the set fee that we propose to charge and the work that will be covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but will be disclosed to help put the remuneration request into context.

The disclosure that we make will include sufficient information about the insolvency appointment to enable creditors to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibilities of an exceptional nature that will fall on the office holder, the effectiveness with which the office holder expects to carry out their functions, and the value and nature of the property with which the office holder will have to deal.

If the basis of remuneration has been approved on a fixed-fee basis, then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the court.

Members' Voluntary Liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVLs), company voluntary arrangements (CVAs) or individual voluntary arrangements (IVAs). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals, and creditors approve the fee basis when they approve the arrangement.

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All Cases

With the exception of individual voluntary arrangements (IVAs) and company voluntary arrangements (CVAs), which are VAT exempt, the office holder's remuneration that is invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

These will be charged at cost, based upon the charge made by the agent instructed; the term 'agent' includes:

- Solicitors/legal advisors
- Auctioneers/valuers
- Accountants
- Quantity surveyors
- Estate agents
- Other specialist advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment, the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9, the basis of disbursement allocation with respect to disbursements incurred by the office holder in connection with the administration of the estate must be fully disclosed to the creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Benedict Mackenzie; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors, either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of Category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying and mileage.

Benedict Mackenzie will recover the following Category 2 disbursements:

Mileage:	65p per mile
Photocopying/Printing:	5p per sheet

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PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR BENEDICT MACKENZIE

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Trading Name

Benedict Mackenzie is a trading name of Benedict Mackenzie Recovery Limited which is a limited company, registered in England and Wales under the number 7769908, with the registered office at 5-6 The Courtyard, East Park, Crawley, West Sussex RH10 6AG. The Directors of Benedict Mackenzie Recovery Limited are Carrie-Ann James and Sanjay Swarup.

Licensing Body

Carrie-Ann James is licensed to act as Insolvency Practitioners in the United Kingdom by the Insolvency Practitioners Association.

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Carrie-Ann James can be found at www.insolvency-practitioners.org.uk. In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice.

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code.

Complaints

At Benedict Mackenzie we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer Carrie James. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to The Insolvency Service at IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at up to 12p per minute from a land line, or for mobiles, between 3p and 45p per minute if you're calling from the UK.

Professional Indemnity Insurance

Benedict Mackenzie's Professional Indemnity Insurance is provided by Howden UK Group Limited of 16 Eastcheap, London EC3M 1BD. This professional indemnity insurance provides worldwide coverage, excluding professional business carried out in the United States of America or Canada, and any action for a claim brought in any court in the United States of America or Canada.

VAT

Benedict Mackenzie is registered for VAT under registration no. 724 9825 07.