

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 7 8 8 5 1 4 0

Company name in full N Sergeant Solutions Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Nicola

Surname Baker

### 3 Liquidator's address

Building name/number 6 Festival Building

Street Ashley Lane

Post town Saltaire

County/Region

Postcode B D 1 7 7 D Q

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

|           |                |                |                |                |                |                |                |                |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | <sup>d</sup> 1 | <sup>d</sup> 0 | <sup>m</sup> 0 | <sup>m</sup> 2 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 2 | <sup>y</sup> 2 |
| To date   | <sup>d</sup> 0 | <sup>d</sup> 9 | <sup>m</sup> 0 | <sup>m</sup> 2 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 2 | <sup>y</sup> 3 |

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X 

X

Signature date

|                |                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <sup>d</sup> 1 | <sup>d</sup> 6 | <sup>m</sup> 0 | <sup>m</sup> 3 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 2 | <sup>y</sup> 3 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

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 Rhys Wordsworth

Company name Rushtons Insolvency Limited

Address 6 Festival Building

Ashley Lane

Post town Saltaire

County/Region

Postcode B D 1 7 7 D Q

Country

DX

Telephone 01274 598 585

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**N Sergeant Solutions Ltd (“the Company”) –  
In Creditors Voluntary Liquidation**

**Liquidator’s Progress Report for the period from  
10 February 2022 to 9 February 2023**

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- Appendix B     Time costs analysis for the Period 10 February 2022 to 9 February 2023, cumulative time costs for the period since the Liquidator's appointment, together with the Liquidator's expenses policy and charge out rates
- Appendix C     Fees estimate

## 1. STATUTORY INFORMATION

Name of Company: N Sergeant Solutions Ltd  
 Trading name(s): N/A  
 Date of Incorporation: 16 December 2011  
 Company registered number: 07885140  
 Company registered office: 6 Festival Building, Ashley Lane, Saltaire, West Yorkshire, BD17 7DQ  
 Company's Directors and Shareholders:

|                      | Date appointed   | Date resigned | Shares held   |
|----------------------|------------------|---------------|---|
| <b>Director(s)</b>   |                  |               |   |
| Nia Sergeant         | 16 December 2011 | -             | 100 Ordinary Shares of £1 each                      |
| Andrew John Sergeant | -                | -             | 1 Ordinary Share of £1 and 1 Ordinary A Share of £1 |

## 2. THE LIQUIDATOR

Name of Liquidator: Nicola Baker (15852), Licensed Insolvency Practitioner of Rushtons Insolvency Limited  
 Date of appointment: 10 February 2020  
 Liquidator's contact details: Nicola Baker  
 01274 598 585  
[nbaker@rushtonsifs.co.uk](mailto:nbaker@rushtonsifs.co.uk)

### 3. PROGRESS DURING THE PERIOD AND RECEIPTS AND PAYMENTS

Attached at Appendix A is a copy of my Receipts and Payment for the period of this report ("the Reporting Period") with a comparison to the Director's Statement of Affairs values, together with a cumulative account since the date of my appointment which provides details of the remuneration charged and expenses incurred and paid by the Liquidator as follows: -

#### **Administration (including statutory compliance & reporting)**

An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipate would need to be done in this area is outlined to creditors at Appendix B.

Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.

As noted at Appendix B, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

#### **Asset Realisations**

##### *Overdrawn Directors Loan Account ("DLA")*

The Company's Director has made payments totalling £1,200 towards her DLA during the Reporting Period. These payments are in line with her agreement to repay at a rate of £100 per month.

Creditors are advised that the attached Receipts and Payments accounts refers to these payments as 'Other Debtors'.

##### *Bank Interest Gross*

Bank Interest Gross amounting to 38p has been earned during the Reporting Period. Total Bank Interest Gross earned amounts to 47p.

#### **Costs of Realisations**

##### *Bordereau Premium*

During the Reporting Period, the sum of £186 plus VAT has been paid to AUA Insolvency Risk Services Limited in respect of the statutory Bordereau Premium.

##### *Accountancy Fees*

During the Reporting Period, the sum of £1,000 plus VAT has been paid to Rushtons Insolvency Limited in respect of a disbursement made by my firm to the Company's accountants for their assistance as detailed in paragraph 4 below.

##### *Statutory Advertising*

During the Reporting Period, the sum of £327.60 plus VAT has been paid to Courts Advertising Limited in respect of the Statutory Advertising costs.

### 4. ASSETS WHICH REMAIN TO BE REALISED

The Company's Statement of Affairs reflected the only asset to be Other Debtors with an estimated book value and realisable value of £20,000. This sum was due from the Director of the Company in respect of her DLA. As previously reported, in order to determine the amount of the overdrawn DLA, I instructed Tordoff & Co Accountants to complete cessation accounts. In accordance with the cessation accounts the amount due is £47,693.



It was agreed with the Director in July 2021 that she would make monthly repayments of £100 and the repayments commenced immediately. I have entered into discussions with the Director in an attempt to either increase the level of monthly payments, or agree a settlement.

## 5. INVESTIGATIONS

A Liquidator is required to carry out work which complies with the requirements of the Company Directors Disqualification Act 1986. Whilst this work may not necessarily bring about any financial benefit to the creditors (unless potential recoveries are identified) I must carry it out.

In accordance with Statement of Insolvency Practice 2 - Investigations by Officeholders in Administration and Insolvent Liquidations - I have conducted a review of the Company's records and completed the online questionnaire regarding the conduct of the Director to the Department for Business, Energy and Industrial Strategy (DBEIS), as provided by them. The submission and the outcome thereof is confidential and cannot be disclosed to you in this report.

My investigations into the Company's affairs are complete.

## 6. REMUNERATION AND EXPENSES

### Statement of Affairs Costs

On 10 February 2020 my fee for preparing the Statement of Affairs and convening the meeting of creditors was approved by creditors in the sum of £5,000 plus VAT and expenses. To date I have not drawn any fee.

### Liquidator's Remuneration and Expenses

Creditors also approved that the basis of the Liquidator's remuneration be fixed by reference to the time properly given by the Liquidator and her staff in attending to matters arising in the winding-up limited to £12,900 plus VAT as per the fees estimate.

My fees estimate was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time, a copy of the estimate is attached as Appendix C.

### Time Costs

My time costs for the period covered by this report (10 February 2022 to 9 February 2023) amount to £4,230 plus VAT which represents 18.60 hours at an average charge out rate of £227.42 per hour.

My time costs from 10 February 2020 to 9 February 2023 amount to £15,244 plus VAT which represents 67.90 hours at an average charge out rate of £224.51 per hour.

To date I have not drawn any remuneration.

A breakdown of the costs incurred, in accordance with Statement of Insolvency Practice 9, can also be found at Appendix B of this report.

### Creditors' Rights

A copy of 'A Creditors' Guide To Liquidator's Fees' is available on request or can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

### Current position of Liquidator's expenses

An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

|                          | Paid in prior period £ | Paid in the period covered by this report £ | Incurred but not paid to date £ | Total anticipated cost £ |
|--------------------------|------------------------|---|---------------------------------|--------------------------|
| Specific penalty bond    | -                      | 186.00                                      | -                               | 186.00                   |
| Statutory Advertising    | -                      | 327.60                                      | -                               | 327.60                   |
| Category 2 disbursements | -                      | -   | -                               | -                        |
| - None charged           | -                      | -   | -                               | -                        |
| <b>TOTAL</b>             | -                      | <b>513.60</b>                               | -                               | <b>513.60</b>            |

## 7. ESTIMATED OUTCOME FOR CREDITORS / DISTRIBUTIONS

### Secured Creditor(s)

There are no outstanding charges registered against the Company at Companies House.

### Preferential Creditors

The Company does not have any Preferential creditors.

### Prescribed part for the unsecured creditors s176A Insolvency Act 1986

Section 176A of the 1986 Insolvency Act provides that where the Company has created a floating charge on or after 15 September 2003 the Liquidator must calculate and make a 'prescribed part' of the Company's net property available for the unsecured creditors ahead of any distribution to the floating charge holder.

Net property means the amount available to floating charge holders out of the floating charge assets after accounting for the preferential debts of the Company and the costs of realising the floating charge assets.

The prescribed part of the Company's net property is calculated by reference to a sliding scale:

- 50% of the first £10,000 of net property;
- 20% of net property thereafter;
- Up to a maximum amount to be made available of £600,000

A Liquidator is not required to set aside the prescribed part of net property if:

- the net property is less than £10,000 and the Liquidator is of the opinion that the cost of distributing the prescribed part would be disproportionate to the benefit; or
- the Liquidator makes an application to the court for an Order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the Court so orders that the provision shall not apply.

### How the Provisions Apply to This Company

As there were no charges registered against the company at Companies House the provisions of Section 176A do not apply.

### Unsecured Creditors

The Statement of Affairs estimated unsecured creditor claims of £60,349. Claims totalling £68,261.12 have been received to date.

The dividend prospects for the unsecured creditors are dependent on the amount recovered from the Director's Loan Account.

## 8. CREDITORS' RIGHTS

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors), may request in writing that the liquidator provide further information about her remuneration or expenses (other than pre-liquidation costs) which have been itemised in this progress report.

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, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

## 9. CONCLUSION

I am required to deliver a copy of my progress report within the two months after the end of the period covered by the report, or at the conclusion of my administration, whichever is the sooner.

Yours faithfully



Nicola Baker  
Liquidator

## **APPENDIX A**

**Receipts and Payments Account for the Period from 10 February 2022 to 9 February 2023 and for the cumulative period of the Liquidation**

**N Sergeant Solutions Ltd  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments**

| Statement<br>of Affairs<br>£ | From 10/02/2022<br>To 09/02/2023<br>£ | From 10/02/2020<br>To 09/02/2023<br>£ |
|------------------------------|---------------------------------------|---------------------------------------|
|                              | ASSET REALISATIONS                    |                                       |
|                              | Bank Interest Gross                   | 0.47                                  |
|                              | Commercial Card Refund                | NIL                                   |
| 20,000.00                    | Other Debtors                         | 1,397.19                              |
|                              |                                       | <u>1,900.00</u>                       |
|                              |                                       | 1,200.38                              |
|                              | COST OF REALISATIONS                  |                                       |
|                              | Accountancy Fees                      | 1,000.00                              |
|                              | Bordereau Premium                     | 186.00                                |
|                              | Statutory Advertising                 | 327.60                                |
|                              |                                       | <u>(1,513.60)</u>                     |
|                              | UNSECURED CREDITORS                   |                                       |
| (600.00)                     | Trade & Expense Creditors             | NIL                                   |
| (59,749.00)                  | VAT                                   | NIL                                   |
|                              |                                       | <u>NIL</u>                            |
|                              | DISTRIBUTIONS                         |                                       |
| (1.00)                       | Ordinary A Share                      | NIL                                   |
| (101.00)                     | Ordinary Shareholders                 | NIL                                   |
|                              |                                       | <u>NIL</u>                            |
| (40,451.00)                  |                                       | <u>(313.22)</u>                       |
|                              | REPRESENTED BY                        |                                       |
|                              | Bank 1 Current                        | 1,784.06                              |
|                              |                                       | <u>1,784.06</u>                       |

Nicola Baker  
Liquidator

## **APPENDIX B**

**Time costs analysis for the Period from 10 February 2022 to 9 February 2023,  
cumulative time costs for the period of the Liquidation, together with the  
Liquidator's expenses policy and charge out rates**

# Time Entry - SIP9 Time & Cost Summary

NSERSOL - N Sergeant Solutions Ltd  
All Post Appointment Project Codes  
From: 10/02/2022 To: 09/02/2023

| Classification of Work Function    | Partner      | Manager     | Other Senior Professionals | Assistants & Support Staff | Cashiering  | Total Hours  | Time Cost (£)   | Average Hourly Rate (£) |
|------------------------------------|--------------|-------------|----------------------------|----------------------------|-------------|--------------|-----------------|-------------------------|
| Admin & Planning                   | 1 20         | 0.00        | 0.00                       | 4.20                       | 2.80        | 8.20         | 1,200.00        | 146.34                  |
| Annual & Variation Reports         | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Case Specific Matters              | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Creditors                          | 7 40         | 0.00        | 0.00                       | 0.50                       | 0.00        | 7.90         | 2,280.00        | 288.61                  |
| Creditors & Claims                 | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Fixed Charged Asset Realisation    | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| General Work                       | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Investigations                     | 1 10         | 0.00        | 0.00                       | 0.00                       | 0.00        | 1.10         | 330.00          | 300.00                  |
| Realisation of Assets              | 1 40         | 0.00        | 0.00                       | 0.00                       | 0.00        | 1.40         | 420.00          | 300.00                  |
| Statutory Compliance               | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Trading                            | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| Unanalysed Time                    | 0.00         | 0.00        | 0.00                       | 0.00                       | 0.00        | 0.00         | 0.00            | 0.00                    |
| <b>Total Hours</b>                 | <b>11.10</b> | <b>0.00</b> | <b>0.00</b>                | <b>4.70</b>                | <b>2.80</b> | <b>18.80</b> | <b>4,230.08</b> | <b>227.42</b>           |
| <b>Total Fees Claimed</b>          |              |             |                            |                            |             |              | <b>0.00</b>     |                         |
| <b>Total Disbursements Claimed</b> |              |             |                            |                            |             |              | <b>0.00</b>     |                         |

Time Entry - SIP9 Time & Cost Summary

NSERSOL - N Sergeant Solutions Ltd  
All Post Appointment Project Codes  
From: 10/02/2020 To: 09/02/2023

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Cashiering | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---------------------------------|---------|---------|----------------------------|----------------------------|------------|-------------|---------------|-------------------------|
| Admin & Planning                | 4.40    | 3.90    | 0.00                       | 8.30                       | 5.20       | 21.80       | 3,482.00      | 159.72                  |
| Annual & Variation Reports      | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Case Specific Matters           | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Creditors                       | 12.20   | 1.10    | 0.00                       | 1.10                       | 0.00       | 14.40       | 3,650.00      | 256.25                  |
| Creditors & Claims              | 0.00    | 0.30    | 0.00                       | 0.00                       | 0.00       | 0.30        | 54.00         | 180.00                  |
| Fixed Charged Asset Realisation | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| General Work                    | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Investigations                  | 26.10   | 0.00    | 0.00                       | 0.00                       | 0.00       | 26.10       | 6,428.00      | 246.28                  |
| Realisation of Assets           | 5.30    | 0.00    | 0.00                       | 0.00                       | 0.00       | 5.30        | 1,590.00      | 300.00                  |
| Statutory Compliance            | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Trading                         | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Unanalysed Time                 | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00       | 0.00        | 0.00          | 0.00                    |
| Total Hours                     | 48.00   | 5.30    | 0.00                       | 9.40                       | 5.20       | 67.90       | 16,244.00     | 224.51                  |
| Total Fees Claimed              |         |         |                            |                            |            |             | 0.00          |                         |
| Total Disbursements Claimed     |         |         |                            |                            |            |             | 0.00          |                         |



**RUSHTONS INSOLVENCY LIMITED – EXPENSES AND FEE POLICY – SIP 9****EFFECTIVE FROM 1 APRIL 2021****Expenses**

Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

- Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.
- Category 2 expenses: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

**Time Cost Analysis & Explanation of Work Undertaken**

| <u>Category</u>           | <u>Examples of Work</u>  |
|---------------------------|--|
| Administration & Planning | Case planning, reviewing, administrative set up, appointment notification, maintenance of statutory records, statutory reporting and compliance                            |
| Realisation of Assets     | Identify, locating, realising and insuring Company assets. Dealing with charged and past secured assets and verifying security documentation                               |
| Trading                   | Employee issues, instructing experts and agents, accounting, management operations   |
| Investigations            | Statutory duties, SIP 2 review, SIP 4 & CDDA reports, antecedent transactions and viable matters brought to our attention  |
| Creditors                 | Communicating with creditors, (secured, preferential and unsecured) creditor claims, adjudication on claims, dealing with preferential creditors (employees) and dividends |
| Reporting                 | Reports and circulars to Creditors   |
| Case specific matters     | The nature of insolvency work means not every case is the same and may produce unique work requirements not covered above  |

**Rushtons Insolvency Limited Current Hourly Charge Out Rates plus VAT**

|                        |      |
|------------------------|------|
| Director/Office Holder | £300 |
| Consultant             | £250 |
| Senior Manager         | £250 |
| Manager                | £200 |
| Administrator          | £120 |
| Cashiering             | £120 |

## APPENDIX B

### Explanation of the Liquidator's Charging and Expense Recovery Policies

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

The constitution of the case team will usually consist of a Director / Office Holder, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

### Sub-Contractors

No sub-contractors have been used in this matter.

### Professional Advisors

On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of my fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor | Description of Assignment        | Basis of Fee Arrangement | Paid to Date | Total anticipated costs |
|------------------------------|----------------------------------|--------------------------|--------------|-------------------------|
| Tordoff & Co Accountants     | Completion of cessation accounts | Fixed Fee *              | £1,000       | £1,000                  |

My choice was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them.

To determine the extent of the Director's loan account the Company's former accountant had been instructed to complete the Company's cessation accounts. \* Creditors are informed that in my previous progress report, I incorrectly advised that the basis of the fee arrangement was 'Time Costs'.

### Liquidator's Expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

With effect from 1 April 2021, following a change to Statement of Insolvency Practice 9 'Payments to insolvency office holders and their associates from an estate', an office holder requires specific approval of any payments to associates or which have an element of shared costs.

The estimate of expenses which were anticipated at the outset of the liquidation, is set out below:-

| Category 1 Expenses   | Estimated cost £ |
|-----------------------|------------------|
| Statutory advertising | 328              |
| Specific penalty bond | 80               |
| <b>TOTAL</b>          | <b>408</b>       |

I can confirm that no category 2 expenses have been charged by the firm.

### Category 1 Expenses

Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

### Category 2 Expenses

Category 2 expenses: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

### Time Recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

|                             | Hourly Rate<br>To 31.03.2021<br>£ | Hourly Rate<br>From 01.04.2021<br>£ |
|-----------------------------|-----------------------------------|-------------------------------------|
| Director / Office Holder    | 200-280                           | 300                                 |
| Senior Manager / Consultant | 200                               | 250                                 |
| Manager                     | 180                               | 200                                 |
| Administrator / Cashier     | 100                               | 120                                 |

### Narrative of the Work Carried Out by the Liquidator

Below is a summary of some of the work carried out under each category of time:

#### Administration and Planning (including statutory compliance & reporting)

Liquidators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- *Reviewing available information to determine appropriate strategy.*
- *Statutory duties associated with the appointment.*
- *Notification of the appointment to creditors and other interested parties.*
- *Lodging periodic returns with the Registrar of Companies for the liquidation*
- *Complying with statutory duties in respect of the liquidator's specific penalty bond*
- *Creation and update of case files both physical, and on the firm's insolvency software*
- *Securing the Company's books and records pension regulatory reporting*
- *Completion and filing of the notice of the Company's insolvency to HMRC*

- *Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter)*
- *Opening, maintaining and managing the liquidation estate cashbook and bank account(s)*
- *Dealing with all post-appointment VAT and corporation tax compliance*

### **Realisation of Assets**

Please refer to the main body of the report but in summary the time spent includes:

- *Review of the Company's bank statements to ascertain any credit balance held*
- *Corresponding with Bank for it to submit any credit balance held*
- *Chasing the Bank for any outstanding closing statements*
- *Review of the Company's books and records*
- *Review of the annual returns and other statutory documentation filed at the Registrar of Companies*
- *Recovery of the Director's loan account*

Work done by the liquidator, her staff and any third parties engaged to assist the liquidator in realising the Company's assets will, it is anticipated, provide a financial benefit to creditors. This may involve realising assets to facilitate a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and/or unsecured creditors of the Company. Further information on the likely outcome of the liquidation process will be provided in the liquidator's subsequent progress reports.

### **Creditors**

The time spent includes the following matters:

- *Recording and maintaining the list of creditors.*
- *Dealing with creditor queries.*
- *Notification of the Liquidator's appointment*
- *Liaising with creditors in relation to their outstanding claims*
- *Logging receipt of proof of debt claim forms and acknowledging receipt where applicable*
- *Issuing the completed progress reports to creditors*
- *Adjudicating on proof of debt claim forms received and formally admitting them for the purpose of the payment of a dividend, if applicable*
- *Requesting additional information from creditors in order to adjudicate on their claims, if applicable*

## **Investigations**

- *Review the Company's bank statements to determine whether there have been any inappropriate antecedent transactions*
- *Liaising with the Company's accountants in respect of financial disclosure*
- *Review and archive the Company's books and records*
- *Review available documentation to establish the date of insolvency*
- *Comparing claims received against claims disclosed in the Estimated Statement of Affairs*
- *Comparing the Estimated Statement of Affairs with available financial information*
- *Meetings with director and other Company officers, as necessary*
- *Review concerns raised by creditors, as necessary*
- *Ensure that cooperation is received from directors*
- *Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the liquidation*
- *Submitting a statutory report to the Insolvency Service under the CDDA*

## **Reporting to Creditors**

- *Preparing and issuing annual progress reports to members and creditors*

**N. BAKER LIQUIDATOR RE: N SERGEANT SOLUTIONS LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION**

Due to the complex and varying nature of insolvency cases Rule 18.16(2) of The Rules 2016 provide for a Liquidators Remuneration to be charged on differing basis.

Fixed Fee

Time Spent

### Combination of the above

The headings below provide a breakdown of the work and areas I and members of Rushtons Insolvency Limited will generally be working to.

[illegible]

| NATURE OF WORK                               | ESTIMATE | POTENTIAL FINANCIAL BENEFIT TO ESTATE | ESTIMATE NO. OF HOURS | HOURLY RATE OF FEE/EARNERS | BASIS OF ESTIMATE |
|--|----------|---------------------------------------|-----------------------|----------------------------|-------------------|
| <b>INVESTIGATIONS</b>                        |          |                                       |                       |                            |                   |
| Examples of this work includes:-             |          |                                       |                       |                            |                   |
| Analyse why Company Insolvent                | 1000     | Unknown                               | 5                     | 180-280                    | Time Spent        |
| Inspect Bank Accounts, Transactions          | 1200     | Unknown                               | 6                     | 180-280                    | Time Spent        |
| Review Books & Records                       | 1000     | Unknown                               | 5                     | 180-280                    | Time Spent        |
| Follow up areas notified by Creditors        | 200      | Unknown                               | 1                     | 180-280                    | Time Spent        |
| Responding to Creditor Enquiries             | 200      | Unknown                               | 1                     | 180-280                    | Time Spent        |
| Company Directors Disqualification Report    | 400      | Unknown                               | 2                     | 180-280                    | Time Spent        |
| <b>CREDITOR CLAIMS</b>                       | 4000     |                                       | 20                    |                            |                   |
| Examples of this work includes:-             |          |                                       |                       |                            |                   |
| Agreement/Compromise                         | 600      | Nil                                   | 3                     | 180-280                    | Time Spent        |
| Reviewing/Validity                           | 200      | Nil                                   | 1                     | 180-280                    | Time Spent        |
| <b>REPORTING TO CREDITORS</b>                | 800      |                                       | 4                     |                            |                   |
| Initial and subsequent circulars and reports | 1400     |                                       | 7                     |                            |                   |
|  | 12900    |                                       |                       |                            |                   |
|  |          |                                       | 65                    |                            |                   |

At this stage I cannot indicate the payment prospects to Creditors.

Should it be necessary to instruct a Solicitor, or Agent, I will select a Solicitor, or Agent, with the correct level of experience, any fees will be paid on a time costs basis.

My remuneration will be drawn when funds are available or at the completion of the Liquidation.

As an approximate guide and based on my experience of similar matters I would estimate my total fees for acting in this matter to be £12900 (per the above estimate).

This estimate is not a fixed quotation but is a guide to give you an idea of the likely costs involved.

This firm's current hourly charge out rate is as follows:-

|                        |           |
|------------------------|-----------|
| Director/Office Holder | £200/£280 |
| Senior Manager         | £200      |
| Manager                | £180      |
| Support Staff          | £100      |

My proposed Statement of Affairs fee is £5000 plus VAT and Disbursements.

In accordance with Rule 18.20(3) of The Insolvency Rules 2016 the basis of my remuneration may be fixed by a decision of the Creditors by a decision procedure. I therefore attach herewith a Notice seeking approval of my fee estimate.

In accordance with Rule 18.34 of The Insolvency Rules 2016 Creditors have the right to apply to Court to challenge the basis upon which my remuneration is to be charged by making an application under Rule 18.34(2)(b) with the concurrence of at least 10% in value of Unsecured Creditors.