

LIQ13

Notice of final account prior to dissolution in MVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 07849084

Company name in full Keytech Consultants Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) James

Surname Hopkirk

3 Liquidator's address

Building name/number Montague Place

Street Quayside

Post town Chatham Maritime

County/Region Kent

Postcode ME44QU

Country

4 Liquidator's name ①

Full forename(s) Andrew

Surname Tate

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Montague Place

Street Quayside

Post town Chatham Maritime

County/Region Kent

Postcode ME44QU

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Final account

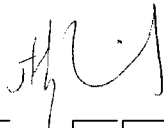
☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

1

d

4

m

0

m

5

y

2

y

0

y

2

y

1

LIQ13

Notice of final account prior to dissolution in MVL



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 **Rob Sage**

Company name **Kreston Reeves LLP**

Address **Montague Place**

Quayside

Post town **Chatham Maritime**

County/Region **Kent**

Postcode **M E 4 4 Q U**

Country

DX

Telephone **01634 899800**



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

Keytech Consultants Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 14 August 2018 To 12 May 2021

| Declaration of Solvency £ | | £ | £ |
|---------------------------------|-----------------------------|------------|---------------|
| | ASSET REALISATIONS | | |
| 2,000.00 | Furniture & Equipment | NIL | |
| 105,295.00 | Cash at Bank | 105,295.00 | |
| | Distribution funds returned | 500.00 | |
| | Bank Interest Gross | 1.36 | |
| | | | 105,796.36 |
| | COST OF REALISATIONS | | |
| | Office Holders Fees | 4,000.00 | |
| | Office Holders Expenses | 128.60 | |
| | VAT Unrecoverable | 5.36 | |
| | Accountant Costs | 445.64 | |
| | Storage Costs | 26.80 | |
| | Statutory Advertising | 232.35 | |
| | | | (4,838.75) |
| | UNSECURED CREDITORS | | |
| | H M Revenue & Customs | 786.28 | |
| | Statutory Interest | 85.32 | |
| | | | (871.60) |
| | DISTRIBUTIONS | | |
| (1.00) | Ordinary Shareholders | 100,086.01 | |
| | | | (100,086.01) |
| 107,294.00 | | | (0.00) |
| | REPRESENTED BY | | |
| | | | NIL |

Note:

Distribution: Shareholder distribution

Date Declared: 21 August 2018

Number of members: 1

Amount Paid: £99,933.92

Distribution rate: £99,933.92 per £1 share

Distribution Type - Unsecured Creditors

Date: 12 April 2019

Admitted: £418.95

Number of creditors: 1

Dividend rate: 100p in the £

Paid: £418.95

Distribution Type - Unsecured Creditors

Date: 8 October 2020

Admitted: £367.33

Keytech Consultants Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 14 August 2018 To 12 May 2021

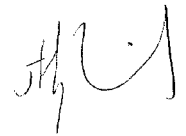
**Declaration
of Solvency**
£

£

£

Number of creditors: 1
Dividend rate: 100p in the £
Paid: £367.33

Distribution: Shareholder distribution
Date Declared: 2 February 2021
Number of members: 1
Amount Paid: £152.09
Distribution rate: £152.09 per £1 share



James Hopkirk
Joint Liquidator

Keytech Consultants Limited In Liquidation

Liquidators Final Account to
Members

Dated: 12 May 2021



Keytech Consultants Limited – In Members' Voluntary Liquidation

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to members, together with a receipts and payments account for the whole of the period I was in office.

This report will give an account of my acts and dealings and of the conduct of the winding up for the period from my last report to 12 May 2021 and should be read in conjunction with any previous reports and correspondence. I can advise that any reference to 'the period covered by this report', refer specifically to the period 14 August 2020 to 12 May 2021 ("the closing period").

The contents of this report are detailed as follows:

1. Liquidators' Actions Since Last Progress Report,
2. Receipts and Payments account,
3. Asset Realisations,
4. Liabilities,
5. Liquidators Remuneration,
6. Liquidators Expenses,
7. Further Information.

The enclosures provided with this report are as follows:

1. Statutory Information,
2. Receipts and payments account,
3. Routine work summary,
4. A summary of my firm's time costs to date,
5. Details of my firm's charge out rates and disbursement policy.

STATUTORY INFORMATION

| | |
|--------------------|--|
| Company name: | Keytech Consultants Limited |
| Company number: | 07849084 |
| Trading address | St John's Innovation Centre Cowley Road Cambridge CB4 0WS |
| Registered office: | Montague Place Quayside Chatham Maritime Chatham, Kent ME4 4QU |

| | |
|--------------------------------|---|
| Former registered office: | St John's Innovation Centre Cowley Road Cambridge CB4 0WS |
| Principal trading activity: | Information technology Consultancy |
| Joint Liquidators' names: | James Hopkirk and Andrew Tate |
| Joint Liquidators' address: | Montague Place, Quayside, Chatham Maritime, Kent, ME4 4QU |
| Date of appointment: | 14 August 2018 |
| Actions of Joint Liquidators': | Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone. |

LIQUIDATORS' ACTIONS SINCE LAST PROGRESS REPORT

Liquidators Specific Actions in the closing period

Since my last report I have liaised with the member regarding repaying funds to the Liquidation to settle the outstanding PAYE and NI liability due to HMRC. I have paid the outstanding liability together with statutory interest to HMRC. I have also liaised with HMRC to obtain closure clearance and paid the final costs of the Liquidation.

Routine Work

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 members. A description of the routine work undertaken since last progress report is contained in Appendix 1.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 14 August 2018 to date is attached at Appendix 2. This includes a summary of the receipts and payments in the closing period.

ASSET REALISATIONS

Furniture & Equipment

As per the Directors' Declaration of Solvency, the Company owns furniture & equipment comprising of IT equipment with an estimated value of £2,000. This was distributed in specie to members on 11 September 2020. There have been no realisations under this heading during the closing period.

Cash at Bank

The Company held a bank account with HSBC Bank Plc and following my appointment the sum of £105,295 was received into the Liquidation account during the previous reporting

period. There have been no realisations under this heading during the closing period.

Bank Interest Gross

The sum of £1.36 was accrued in respect of interest earned on funds held in the post appointment liquidation account, of which £0.01 was received during the closing period.

LIABILITIES

Secured Creditors

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.

Crown Creditors

The Declaration of Solvency did not include an amount owed to HMRC. HMRC's claim of £418.95 has been received and a dividend of 100p in the pound was paid together with statutory interest in a previous reporting period.

Further correspondence was received from HMRC regarding an outstanding PAYE liability in the sum of £2,002.15. I spent a considerable amount of time liaising with the Company's accountant and HMRC in respect of this debt. Following submission of further information by the Company's accountant and further correspondence with myself, a revised claim was received in the sum of £367.33 plus statutory interest. I confirm that a further dividend of 100p in the pound was paid together with statutory interest on 8 October 2020.

Non-Preferential Unsecured Creditors

The Declaration of Solvency did not include any non-preferential unsecured creditors and I confirm that to date no claims have been received, other than those noted above in relation to HMRC.

Share Capital

All creditors have been paid in full together with statutory interest, and the following distributions have been made to the members:

| Date | Amount distribution | Rate of distribution per share |
|-----------------|---------------------|--------------------------------|
| 22 August 2018 | £99,933.92 | £99,933.92 per share |
| 2 February 2021 | £152.09 | £152.09 per share |

LIQUIDATOR'S REMUNERATION

My remuneration was previously authorised by members at a meeting held on 14 August 2018 on a fixed fee basis of £4,000 plus VAT.

I have drawn £4,000 plus VAT to the date of this report all of which was drawn in a previous reporting period.

Enclosed with this report is a schedule of my time costs which provide details of the activity costs incurred by staff grade for the above period. You will note that my staff and I have spent 53.90 hours on the case at an average rate of £205.30 per hour equating to total time costs of £11,065.70 since the date of liquidation, of which 17.70 hours at an average rate of £221.53 per hour equating to time costs of £3,921 were incurred during the closing period.

A copy of 'A Members Guide to Liquidators' Fees' together with an explanatory note which shows my firms fee policy are available at the link <http://www.krestonreeves.com/creditor-information>.

LIQUIDATORS' EXPENSES

I have incurred and drawn the following expenses in the period since my appointment as Liquidator, none of which was incurred or drawn in the closing period:

| | Incurred in the closing period £ | Incurred in the entire period £ |
|----------------|-------------------------------------|------------------------------------|
| Bond | 0.00 | 105.00 |
| Travel (Train) | 0.00 | 23.60 |
| Total | 0.00 | 128.60 |

I have incurred the following category 2 disbursements in the period since my appointment as Liquidator none of which were incurred in the anniversary period:

| | Incurred in the closing period £ | Incurred in the entire period £ |
|--------------|-------------------------------------|------------------------------------|
| HF Solutions | 0.00 | 22.50 |
| Total | 0.00 | 22.50 |

These amounts have been written off.

I have used the following agents or professional advisors in the reporting period:

| Professional Advisor | Nature of Work | Fee Arrangement |
|----------------------|----------------|-----------------|
| Kreston Reeves LLP | Accountancy | Time costs |

The following Payments have been paid directly from case funds:

Accountancy Fees

Kreston Reeves LLP had assisted in bringing the Company's financial and tax affairs to a conclusion. Fees of £445.64 plus VAT were paid during a previous reporting period.

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.

Statutory Advertising

The sum of £232.35 was paid during a previous reporting period to Courts Advertising Limited in respect of the statutory notices which were published in the London Gazette upon the Liquidators' appointment.

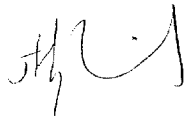
Storage Costs

The sum of £26.80 plus VAT was paid to Crown Records Management for storage of the

Liquidators records. The VAT in the sum of £5.36 is unrecoverable.

SUMMARY

If members 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 Rob Sage on 01634 899828, or by email at Rob.Sage@krestonreeves.com before our release.

A handwritten signature in black ink, appearing to read 'JH', with a stylized flourish extending from the end.

James Hopkirk
Joint Liquidator

James Hopkirk is licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants in England and Wales
Andrew Tate is licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants in England and Wales

Appendix 1

1. Administration and Planning

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their. It does not give direct financial benefit to the members, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- 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.
- Preparing, reviewing and issuing annual progress reports to the members.
- Filing returns at Companies House.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a draft final account of the liquidation to the members.
- Issuing the final account to the members
- Filing the final account at Companies House.

2. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Distributions - the office holder has to undertake certain statutory formalities in order to enable him to make a distribution to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.

Keytech Consultants Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

| RECEIPTS | Declaration of Solvency (£) | From 14/08/2018 To 13/08/2020 (£) | From 14/08/2020 To 12/05/2021 (£) | Total (£) |
|----------------------------------|-----------------------------------|---|---|--------------|
| Furniture & Equipment | 2,000.00 | 0.00 | 0.00 | 0.00 |
| Cash at Bank | 105,295.00 | 105,295.00 | 0.00 | 105,295.00 |
| Distribution funds returned | | 0.00 | 500.00 | 500.00 |
| Bank Interest Gross | | 1.35 | 0.01 | 1.36 |
| | | 105,296.35 | 500.01 | 105,796.36 |
| PAYMENTS | | | | |
| Office Holders Fees | | 4,000.00 | 0.00 | 4,000.00 |
| Office Holders Expenses | | 128.60 | 0.00 | 128.60 |
| VAT Unrecoverable | | 0.00 | 5.36 | 5.36 |
| Accountant Costs | | 445.64 | 0.00 | 445.64 |
| Storage Costs | | 0.00 | 26.80 | 26.80 |
| Statutory Advertising | | 232.35 | 0.00 | 232.35 |
| H M Revenue & Customs | | 418.95 | 367.33 | 786.28 |
| Statutory Interest | | 22.04 | 63.28 | 85.32 |
| Ordinary Shareholders | (1.00) | 99,933.92 | 152.09 | 100,086.01 |
| | | 105,181.50 | 614.86 | 105,796.36 |
| Net Receipts/(Payments) | | 114.85 | (114.85) | 0.00 |
| MADE UP AS FOLLOWS | | | | |
| Barclays Current Ac NIB 25.01.21 | | 114.85 | (114.85) | 0.00 |
| | | 114.85 | (114.85) | 0.00 |

Note:

Distribution: Shareholder distribution
Date Declared: 21 August 2018
Number of members: 1
Amount Paid: £99,933.92
Distribution rate: £99,933.92 per £1 share

Distribution Type - Unsecured Creditors
Date: 12 April 2019
Admitted: £418.95
Number of creditors: 1
Dividend rate: 100p in the £
Paid: £418.95

Distribution Type - Unsecured Creditors
Date: 8 October 2020
Admitted: £367.33
Number of creditors: 1
Dividend rate: 100p in the £
Paid: £367.33

Distribution: Shareholder distribution
Date Declared: 2 February 2021

Keytech Consultants Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

Number of members: 1

Amount Paid: £152.09

Distribution rate: £152.09 per £1 share

40030243 KEYTECH CONSULTANTS LIMITED**Matter: Post Appointment Work****Analysis of ' time costs for the period 14/08/2020 to 12/05/2021**

| Classification of Work Function | Hours | | | | | Total Hours | Time Cost | Av hourly Rate |
|------------------------------------|---------------|-----------------|-----------------|----------------------------|-------------|----------------|-----------------|-------------------|
| | Partner | Manager | Senior | Assistant Administrator | Support | | | |
| Administration and Planning | | | | | | | £ | £ |
| Case Planning | | 1.70 | 1.90 | | | 3.60 | 907.50 | 252.08 |
| Statutory Reporting | | 2.20 | 4.60 | | | 6.80 | 1,590.00 | 233.82 |
| Liason with Company Officers | | | 0.50 | | | 0.50 | 97.50 | 195.00 |
| Cashiering | | | 2.90 | | | 2.90 | 490.50 | 169.14 |
| Partner Review | 0.30 | | | | | 0.30 | 133.50 | 445.00 |
| Creditors | | | | | | | | |
| Communications with Creditor | | | 0.90 | | | 0.90 | 175.50 | 195.00 |
| Creditors Claims | | | 2.70 | | | 2.70 | 526.50 | 195.00 |
| Total Hours | 0.30 | 3.90 | 13.50 | | 0.00 | 17.70 | | 221.53 |
| Total Fees Claimed (£) | 133.50 | 1,230.00 | 2,557.50 | | 0.00 | | 3,921.00 | |

40030243 KEYTECH CONSULTANTS LIMITED**Matter: Post Appointment Work****Analysis of ' time costs for the period 14/08/2018 to 12/05/2021**

| Classification of Work Function | Hours | | | | | Total Hours | Time Cost | Av hourly Rate |
|------------------------------------|---------------|-----------------|-----------------|----------------------------|---------------|----------------|------------------|-------------------|
| | Partner | Manager | Senior | Assistant Administrator | Support | | | |
| Administration and Planning | | | | | | | £ | £ |
| Case Planning | | 3.50 | 7.00 | | | 10.50 | 2,441.50 | 232.52 |
| Administrative set up | | | 0.20 | | | 0.20 | 38.00 | 190.00 |
| Appointment notification | | 1.20 | 1.60 | | | 2.80 | 700.00 | 250.00 |
| Maintenance of records | | | 0.90 | | 1.10 | 2.00 | 280.50 | 140.25 |
| Statutory Reporting | | 2.60 | 6.80 | | | 9.40 | 2,155.00 | 229.26 |
| Liason with Company Officers | | 0.40 | 2.00 | | | 2.40 | 499.00 | 207.92 |
| Cashiering | | | 9.30 | | 1.60 | 10.90 | 1,677.90 | 153.94 |
| Partner Review | 0.30 | | | | | 0.30 | 133.50 | 445.00 |
| Creditors | | | | | | | | |
| Communications with Creditor | | 1.10 | 7.30 | | | 8.40 | 1,791.50 | 213.27 |
| Creditors Claims | | 0.90 | 5.20 | | 0.50 | 6.60 | 1,332.00 | 201.82 |
| Case Specific Matters | | | | | | | | |
| Case specific 1 | | | | | 0.10 | 0.10 | 4.20 | 42.00 |
| | | | | | 0.30 | 0.30 | 12.60 | 42.00 |
| Total Hours | 0.30 | 9.70 | 40.30 | | 3.60 | 53.90 | | 205.30 |
| Total Fees Claimed (£) | 133.50 | 3,091.00 | 7,564.00 | | 277.20 | | 11,065.70 | |

PRACTICE FEE RECOVERY POLICY FOR KRESTON REEVES LLP
RESTRUCTURING AND RECOVERY

INTRODUCTION

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the 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 the creditors in general meeting, or the Court.

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/>. 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.krestonreeves.com/creditor-information>. Alternatively a hard copy may be requested from my office. 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 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. by reference to time properly spent by members of staff of the practice 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.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

TIME COSTS BASIS

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out rates per hour listed by staff classification

| Staff Grade | Period from 1 June 2017 and 2018 | Period from 1 June 2019 |
|-------------------------|--|----------------------------|
| Partner | £430 | £445 |
| Manager/Senior Manager | £270 - £350 | £280-£340 |
| Senior | £190 | £195 |
| Assistant Administrator | £110 - £160 | £110-£165 |
| Support | £105 | £110 |

These charge-out rates charged are reviewed in June 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

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we will seek time costs for the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters

When we seek time costs approval we have to 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 say 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 should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has 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 say 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 on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation.

The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request 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 must be disclosed to help put the remuneration request into context.

The percentage approved in respect of 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 should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has 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. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation.

The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge 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 must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has 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 (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). 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.

ALL BASES

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

AGENT'S COSTS

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 in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to 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 Kreston Reeves LLP; 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, internal room hire, internal storage and mileage.

Kreston Reeves LLP will not be seeking to recover Category 2 disbursements in this case.