

AM10

Notice of administrator's progress report



Companies House

SATURDAY



A24 *A6D6L121* 19/08/2017 #20
COMPANIES HOUSE

1 Company details

Company number 0 2 6 4 4 2 7 5

Company name in full QQQ CP LIMITED

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) PETER HALL

Surname

3 Administrator's address

Building name/number PETER HALL LIMITED

Street 2 VENTURE ROAD

CHILWORTH

Post town SOUTHAMPTON

County/Region

Postcode S 0 1 6 7 N P

Country

4 Administrator's name ①

Full forename(s)

Surname

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6

Period of progress report

From date	d 0	d 2	m 0	m 2	y 2	y 0	y 1	y 7
To date	d 0	d 1	m 0	m 8	y 2	y 0	y 1	y 7

7

Progress report

☒ I attach a copy of the progress report

8

Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date

d 1	d 8	m 0	m 8	y 2	y 0	y 1	y 7
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AM10

Notice of administrator's progress report



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

Company name **Peter Hall Limited**

Address

Post town

County/Region

Postcode

S O 1 6 7 N P

Country

DX

Telephone



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

Peter Hall

Independent Business and Insolvency Advice

18 August 2017

QQQ CP Limited (formerly Coastline Produce Limited) ("the Company") – in Administration

Administrator's progress report for the period 2 February 2017 to 1 August 2017

Key highlights of this report

- Final realisations of £2,812 were made during the period of this report.
- Funds of £85,000 have been distributed to creditors, with £65,000 distributed to secured creditors and £20,000 distributed to unsecured creditors under the prescribed part provisions.
- There are no further matters outstanding and the administration will be closed before 10 September 2017.

Appendices

The following appendices are attached which should be read in conjunction with this report:

- Appendix 1 – Statutory Information
- Appendix 2 – Receipts and Payments Account (shown net of VAT)
- Appendix 3 – Liquidator's Time Costs
- Appendix 4 – Summary of Liquidator's Activities
- Appendix 5 – Liquidator's Charge Out Rates and Category 1 and 2 Disbursements

1. Introduction

Peter Hall and Katie Young of Peter Hall Limited were appointed Joint Administrators of the Company on 11 September 2015 by order of the High Court of Justice, Chancery Division. Please note that Katie Young has left the firm and as a result was removed as Joint Administrator on 28 July 2017 by court order.

This report has been prepared in accordance with insolvency legislation to provide creditors with an update on the progress of the Administration of the Company for the period from 2 February 2017 to 1 August 2017.

This report should be read in conjunction with my previous reports, proposals and correspondence to members and creditors.

2. Progress of the Administration

2.1 Deferred Consideration

As previously advised, a sale of the Company's business and assets to Silverstar Foods Limited ("Silverstar") was completed on 30 November 2015. The sale of the assets included provisions for deferred sale consideration to be paid and the Company was due 11 instalments of £30,909.09.

However, Silverstar entered administration on 26 July 2016 at which point only 6 of the 11 instalments had been paid. The administrators of Silverstar have advised that there will be no funds available to the unsecured creditors and the balance due to the Company from Silverstar has therefore been deemed irrecoverable.

2.2 Book Debts

As previously advised, Pitmans LLP had been pursuing one remaining book debt. The sum of £1,756.53 was received during the period of this report and Pitmans have confirmed that no further realisations can be made.

2.3 Miscellaneous Refund

A refund of £1,055.85 has been received from the Company's energy supplier during the period of this report.

2.4 Cash at Bank

The sum of £11,338.20 has been received from closure of the Company's bank account, including the sum of £9,335.53 which had previously been subject to a dispute.

2.5 Distributions to Creditors

The Joint Administrators have made a distribution to secured creditors and also to unsecured creditors by virtue of the prescribed part. Further details are included at section 3 of this report.

3 Creditors' Claims

3.1 Preferential Creditors

All of the employees were transferred to the purchaser under TUPE on 1 June 2015.

The only preferential claim in the administration was for employees' unpaid pension contributions and a claim in the sum of £495.71 has been received in this regard.

A first and final dividend of £495.71 was declared and paid to the RPO on 13 July 2016. This represented a return of 100p in the £.

3.2 Secured Creditors

Barclays Bank Plc held a fixed and floating charge over the Company's assets that was created on 30 June 2010 and registered with Companies House on 6 July 2010. The liability to Barclay's Bank plc was discharged prior to our appointment and the Bank's charge is now showing as satisfied at Companies House.

The Pension Scheme hold a fixed and floating charge over the Company's assets that was created on 21 March 2013 and registered with Companies House on 3 April 2013. The Company's records show that there is an outstanding loan due to the Pension Scheme of £131,820. A first and final dividend of £65,000, representing 49.3p in the £, was paid on 11 July 2017.

Christopher Lewis holds a fixed and floating charge over the Company's assets that was created on 30 June 2014 and registered with Companies House on 16 July 2014. The Company's records show that there is an outstanding loan due to Christopher Lewis of £50,000. No funds were available for a distribution in this regard.

At the time of our appointment, Silverstar held a fixed and floating charge over the Company's assets that was created on 12 February 2015 and filed at Companies House on 28 February 2015. All claims against the company have been waived and the charge has been released as part of the terms of the sale of the business.

3.3 Prescribed Part

The company's net property available for distribution was £85,000. Under the provisions of the prescribed part, funds of £20,000 were set aside for unsecured creditors, following the first and final dividend to the Pension Scheme under its floating charge.

3.4 Unsecured Creditors

Unsecured creditors' claims were estimated in the Joint Administrators' proposals in the sum of £264,651.

As detailed above, funds totalling £20,000 were set aside under the Prescribed Part provisions and these funds have been distributed to unsecured creditors. Total unsecured creditor claims of £403,214.94 were agreed and a distribution of 4.96p in the £ was paid on 13 July 2017.

No further distribution will be made to creditors as the funds have been allocated for defraying the costs of the administration.

4 Costs of Administration

4.1 Joint Administrators' Remuneration

Creditors approved the Joint Administrators' fees on 6 November 2015 by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration ("time costs").

Fees accrued during the period of this report total £15,139.50, being 67.7 hours at an average charge out rate of £223.63. To date, total fees of £148,969.00 have been incurred in dealing with the administration, representing 607.4 hours at an average charge out rate of £245.26.

Attached at Appendix 3 is a breakdown of the time costs incurred during the period of this report and a breakdown of the time costs incurred during the whole administration.

Fees and disbursements plus VAT drawn to date are shown in the receipts and payments account. Please note that the receipts and payments account is shown net of VAT unless otherwise stated.

4.2 Professional Advisors

The following advisors have been engaged by us during the course of the Administration to provide the appropriate assistance:

Asset Recovery & Insolvency Limited were instructed to prepare an inventory of the business and provide professional advice relating to the sale of the business/assets. Their fees were agreed as a fixed fee of £10,000 plus VAT.

Lester Aldridge LLP were instructed to undertake various legal work and advice given in connection with matters arising in the administration including formalising the terms of the sale + dealing with assignments and surrenders of all the leases to the various trading premises. Their fees were agreed on the basis of their time costs plus disbursements plus VAT.

DC Solicitors were instructed to provide advice in relation to TUPE. Their fees were agreed on the basis of their time costs plus disbursements plus VAT.

Clumber Consultancy Limited were instructed to provide reports to Joint Administrators regarding four pension schemes and deal with claims for outstanding contributions. Their fees were agreed as fixed fees of £1,000 plus VAT for the reports and £1,500 plus VAT for assistance in relation to the outstanding contributions.

Pitmans LLP have been instructed to assist with pursuing any claims the Company may have. Pitmans LLP were instructed on a conditional fee basis at a rate of 10% of realisations. Their fees of £175.65 have been paid during the period of this report.

The use of professional advisors was necessary as either the task required a specialised skill set or it was economical to engage a third party.

The choice of advisor was based upon the perception of the advisor's experience and ability to perform this type of work, together with the complexity and nature of the assignment and the basis of the fee arrangement with them. The Administrator has reviewed fees charged and is satisfied that they are reasonable in the circumstances of the case.

4.3 Expenses and Disbursements

A detailed explanation of category 1 and category 2 disbursements, together with the approved rates for category 2 disbursements, is set out in the Appendices.

Category 1 disbursements are those that are directly attributable to a third party invoice. Category 2 disbursements are those that are based upon an estimate or an internally set rate.

The Joint Administrators have incurred the following expenses throughout this period:

Expense	This Period		Cumulatively	
	Incurred	Paid	Incurred	Paid
<u>Category 1</u>				
Pension Agents' Fees (Clumber Consultancy Limited)	£0.00	£0.00	£2,500.00	£2,500.00
Agents' Fees (Asset Recovery & Insolvency Limited)	£0.00	£0.00	£10,000.00	£10,000.00
Debt Collection Fees (Pitmans LLP)	£175.65	£175.65	£1,057.25	£1,057.25
Legal Fees (DC Solicitors)	£0.00	£0.00	£780.00	£780.00
Legal Fees and expenses (Lester Aldridge LLP)	£0.00	£0.00	£50,298.96	£50,298.96
Specific Bond	£0.00	£0.00	£1,312.50	£1,312.50
Advertising Costs	£0.00	£0.00	£253.80	£253.80
Insurance of Assets	£0.00	£0.00	£1,510.50	£1,510.50
Postage	£0.00	£0.00	£703.30	£703.30
Travel Costs	£0.00	£0.00	£195.00	£195.00
External Room Hire	£0.00	£0.00	£73.50	£73.50
	£175.65	£175.65	£68,684.81	£68,684.81
<u>Category 2</u>				
None	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00
TOTAL	£175.65	£175.65	£68,684.81	£68,684.81

4.4 Further Information

You may also find it useful to read "A Guide to Administrators' fees" which can be downloaded from <http://peterhall.org.uk/useful-information>. Should you require a hard copy please do not hesitate to contact this office.

If you require any further information with regard to our fees and expenses, please contact this office and we shall do our best to assist you. Any request must be made in writing within 21 days of receipt of the report (or 7 business days where the report has been prepared for the purposes of a meeting to receive my resignation).

I must provide this information within 14 days of the request, unless it is considered that:

- The time and cost involved in preparing the information would be excessive;
- Disclosure would be prejudicial to the conduct of the Administration or might be expected to lead to violence against any person; or
- I am subject to an obligation of confidentiality in relation to the information requested, in which case I must give the reasons for not providing the information.

If you are not satisfied with my response, you have the right to request further information by either:

- An application granting permission by the court; or
- By any secured creditors, or by any unsecured creditor provided at least 10% in value of unsecured creditors agree (or they have the permission of the court).

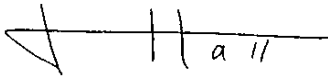
Any such application to court must be made within 8 weeks of the applicant receiving the progress report in which the charging of the remuneration or incurring of the expenses in question is first reported.

If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give me a copy of the application and supporting evidence at least 14 days before the hearing.

5 Outstanding Matters

There are no further outstanding matters and the Administration will be closed shortly.

Should you have any queries regarding this report or require any further information, please do not hesitate to contact Kirren Keegan of this office on 02380 111 366 or by email at kirren@peterhall.org.uk.



Peter Hall
Administrator

Dated: 18 August 2017

The affairs, business and property of the company are managed by the administrators who act as agents of the company and without personal liability

Statutory Information

Company	QQQ CP Limited (name changed from Coastline Produce Ltd on 9 December 2015)
Trading Names	Coastline
Company Number	02644275
Date of Incorporation	10 September 1991
Activity	Wholesale food supplies
Court	In the High Court of Justice No. 5839 of 2015
Registered Office	c/o Peter Hall Limited, 2 Venture Road, Science Park, Chilworth, Southampton SO16 7NP
Former Registered Office	Units 5-10, Airfield Way, Christchurch, Dorset, BH23 3PE
Trading Addresses	Units 5-10, Airfield Way, Christchurch, Dorset, BH23 3PE Units 5-6, Saunders Drive, Somerton Ind Estate, Newport Road, Cowes, PO31 8HU Units 20-22, Sovereign Way, Botany Trading Estate, Tonbridge, Kent, TN9 1RG
Director(s)	Christopher Lewis Darren Lewis (resigned 31/07/2015)
Company Secretary	None
Share Capital	52 ordinary £1 shares – Coastline Produce Holdings Limited – In Liquidation (Christopher Lewis is a 100% shareholder of Coastline Produce Holdings Limited)
Date of the Administration	11 September 2015
Administration applied for	11 September 2015
Appointor	Christopher Lewis under a debenture dated 30 June 2014 and registered on 16 July 2014
Administrators	Peter Hall (IP No. 3966) and Katie Young (IP No. 15872) of Peter Hall Limited, 2 Venture Road, Science Park, Chilworth, Southampton, SO16 7NP. In accordance with P100(2) of Schedule B1 of the Insolvency Act 1986 a statement has been made authorising that all of the administrators' functions may be exercised by either administrator acting alone, or by both administrators acting jointly.

Katie Young was removed as Joint Administrator on 28 July 2017 by court order following her leaving the firm.

Date of Appointment	11 September 2015
Purpose of Administration	A more advantageous realisation of the company's assets than would be likely in a winding up
Date of approval of proposals	6 November 2015
Extensions to Administration Period	The administration was extended by 12 months to 10 September 2017. Consent for this extension was given by creditors at a meeting held by correspondence on 23 August 2016.
End of Administration Period	10 September 2017
EC Regulations	The administration constitutes 'main proceedings' under the EC Regulation on Insolvency Proceedings (Council Regulation (EC) No. 1346/2000). The company does not have branch operations in other EU member states.

Receipts and Payments Account

Statement of Affairs £		From 02/02/2017 To 01/08/2017 £	From 11/09/2015 To 01/08/2017 £
	ASSET REALISATIONS		
8.00	Leases	NIL	8.00
40,000.00	Plant & Machinery	NIL	NIL
15,000.00	Furniture & Equipment	NIL	NIL
NIL	Motor Vehicles	NIL	NIL
344,992.00	Stock	NIL	245,446.54
	Third Party Contribution to Legal Costs	NIL	2,000.00
	Book Debts	1,756.53	26,703.09
	Payment Received Under Licence Ter	NIL	9,565.22
	Refund Part Payment on Account-Pitm	NIL	106.10
	Insurance Refund	NIL	252.43
10,000.00	Cash at Bank	NIL	22,084.58
	Funds Received in Error	NIL	839.69
	Npower Refund	1,055.85	1,055.85
	Bank Charges Refund	NIL	9.88
	Legal Fees Overpayment	NIL	175.00
	Gas/Electricity Refund	NIL	70.08
	Refund of Payment on Account	NIL	713.40
		<u>2,812.38</u>	<u>309,029.86</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	1,312.50
(170,000.00)	Provision for costs and expenses	NIL	NIL
	Pension Contribution Claim Fees	NIL	1,500.00
	Office Holders Fees	17,250.00	148,700.00
	Office Holders Expenses - No VAT	NIL	898.30
	Legal Expenses - No VAT	NIL	127.00
	Pension Review Fees	NIL	1,000.00
	Agents/Valuers Fees	NIL	10,000.00
	Book Debt Collection Legal Fees	175.65	310.65
	Legal Fees	NIL	45,129.96
	Legal Fees - Pre-Appointment	NIL	5,800.00
	Legal Expenses	NIL	22.00
	Refund of Funds Received in Error	NIL	839.69
	Room Hire	NIL	73.50
	Statutory Advertising	NIL	253.80
	Agents Fees - Pitmans LLP	NIL	746.60
	Insurance of Assets	NIL	1,510.50
		<u>(17,425.65)</u>	<u>(218,224.50)</u>
	PREFERENTIAL CREDITORS		
(496.00)	Pension Schemes	NIL	495.71
		NIL	(495.71)
	FLOATING CHARGE CREDITORS		
(131,820.50)	Trustees of Coastline Produce Ltd SS	65,000.00	65,000.00
(50,000.00)	Mr C J Lewis	NIL	NIL
		<u>(65,000.00)</u>	<u>(65,000.00)</u>
	UNSECURED CREDITORS		
(519,131.26)	Trade & Expense Creditors	20,000.00	20,000.00
		<u>(20,000.00)</u>	<u>(20,000.00)</u>

Statement of Affairs £	From 02/02/2017 To 01/08/2017 £	From 11/09/2015 To 01/08/2017 £
(461,447.76)	(99,613.27)	5,309.65
REPRESENTED BY		
Vat Receivable		2,325.13
Bank 1 Current		2,984.52
		5,309.65

Administrator's Time Costs
For the period 2 February 2017 to 1 August 2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
401 : Administration and planning	0.70	0.70	0.00	0.00	1.40	381.50	272.50
101 : Formalities	1.25	0.00	0.20	0.00	1.45	457.25	315.34
114 : Maintenance of records	0.00	0.00	1.30	0.00	1.30	194.00	149.23
115 : Statutory reporting	1.50	0.00	0.00	0.00	1.50	517.50	345.00
116 : Case reviews	1.30	2.30	0.00	0.00	3.60	908.50	252.36
600 : Post appointment tax	0.00	0.70	0.00	0.00	0.70	140.00	200.00
Administration & Planning	4.75	3.70	1.50	0.00	9.95	2,598.75	261.18
500 : Secured Creditors	1.50	0.00	1.00	0.00	2.50	697.50	279.00
501 : Unsecured Creditors	0.50	1.20	0.10	0.00	1.80	425.50	236.39
504 : Reports to Creditors	2.20	8.20	0.00	0.00	10.40	2,399.00	230.67
505 : Report / Secured Creditor	0.00	0.00	1.00	0.00	1.00	180.00	180.00
510 : Creditors claims review	2.00	18.10	12.10	0.00	32.20	6,163.00	191.40
525 : Cashiering - payments	0.50	0.30	0.40	0.00	1.20	294.50	245.42
530 : Communication with creditors	0.00	0.70	1.20	0.00	1.90	356.00	187.37
540 : Employee claims	4.00	0.00	0.00	0.00	4.00	1,380.00	345.00
Creditors	10.70	28.50	15.80	0.00	55.00	11,895.50	216.28
121 : Debt collection	0.00	0.20	0.20	0.00	0.40	66.00	165.00
306 : Other Assets	0.00	0.80	0.00	0.00	0.80	160.00	200.00
325 : Cashiering - receipts	0.85	0.50	0.20	0.00	1.55	419.25	270.48
Realisation of Assets	0.85	1.50	0.40	0.00	2.75	645.25	234.64
Total Hours	16.30	33.70	17.70	0.00	67.70	15,139.50	223.63

Administrator's Time Costs

from appointment to 1 August 2017

Time Entry - Detailed SIP9 Time & Cost Summary

167COASA - QQQ CP Limited (formerly Coastline Produce Limited)

To: 01/08/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
004 : AML	0.00	0.50	0.00	0.00	0.50	92.50	185.00
100 : Contact with directors	0.80	9.50	4.00	0.00	14.30	2,489.50	174.09
101 : Formalities	8.05	0.00	0.20	0.00	8.25	2,599.25	315.06
102 : Strategy (incl Sales)	20.70	0.00	0.00	0.00	20.70	6,520.50	315.00
111 : Case planning	17.60	4.40	0.00	0.00	22.00	6,370.00	289.55
113 : Appointment notification	0.00	5.20	0.20	0.00	5.40	986.00	182.59
114 : Maintenance of records	0.00	3.50	6.80	0.50	10.80	1,547.50	143.29
115 : Statutory reporting	1.50	3.00	3.00	0.00	7.50	1,432.50	191.00
116 : Case reviews	6.80	8.50	0.00	0.00	15.30	3,854.00	251.90
401 : Administration and planning	13.20	0.70	1.80	3.40	19.10	4,924.00	257.80
310 : Administrative set up	1.60	7.50	0.00	0.00	9.10	1,891.50	207.86
600 : Post appointment tax	3.90	8.50	0.20	0.00	12.60	2,918.00	231.59
Administration & Planning	74.15	51.30	16.20	3.90	145.55	35,625.25	244.76
500 : Secured Creditors	4.20	0.10	1.00	0.00	5.30	1,566.50	295.57
501 : Unsecured Creditors	3.90	2.20	7.20	0.00	13.30	2,533.50	190.49
502 : Employee Matters	6.70	2.30	0.00	0.00	9.00	2,536.00	281.78
504 : Reports to Creditors	14.70	39.00	5.00	1.90	60.60	12,786.50	211.00
505 : Report / Secured Creditor	0.00	0.00	1.00	0.00	1.00	180.00	180.00
510 : Creditors claims review	2.00	28.50	12.80	0.00	43.30	8,301.50	191.72
520 : Preferential creditors	0.40	0.60	0.00	0.00	1.00	237.00	237.00
525 : Cashiering - payments	5.85	10.00	5.20	0.00	21.05	4,450.75	211.44
530 : Communication with creditors	8.60	18.90	2.00	0.00	29.50	6,568.50	222.66
540 : Employee claims	5.80	0.10	0.00	0.00	5.90	1,965.50	333.14
550 : Pensions	2.70	11.60	0.90	0.00	15.20	3,116.50	205.03
560 : Pre appointment taxes	1.50	1.70	0.00	0.00	3.20	820.00	256.25
Creditors	56.35	115.00	35.10	1.90	208.35	45,062.25	216.28

Summary of Administrator's Activities

There are a number of activities that are generic to every Creditors' Voluntary Liquidation and a summarised list of these activities is detailed below.

Staff of different levels were involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

Administration

- Filing the relevant notices upon appointment
- Statutory reporting
- Circulating notices to creditors, members, employees and other stakeholders advising of the appointment
- Maintaining records
- Regular case reviews
- Completing tax returns
- Reviewing the circumstances of the case to determine the appropriate strategy

Realisation of assets

- Instruction of, and correspondence with, agents and lawyers with regarding to the valuation and disposal of assets
- Safeguarding assets
- Uplifting of company documents
- *Obtaining adequate insurance*
- Liaising with, and providing information to, potential purchasers of assets
- Registering relevant notices with Land Registry as appropriate
- Dealing with outstanding pre-appointment HMRC returns
- Debt collection

Creditors

- Communicating with creditors
- Maintaining a list of creditors' claims
- Dealing with Retention of Title claims
- Dealing with employee related matters
- Advertising for claims
- Agreement of claims

Cashiering

- Opening an appropriate bank account
- Obtaining a specific bond
- *Monthly bank statement reconciliations*
- Dealing with receipts into the account
- Dealing with payments out of the account
- Post appointment Corporation Tax returns
- Post appointment VAT returns

Charge Out Rates and Category 1 and 2 Disbursements

Charge Out Rates

A schedule of Peter Hall Limited's charge out rates effective from the appointment of the Liquidator is as follows:

	Rates per hour (£)	
	At commencement	Current rates
Insolvency Practitioner / Director	275	345
Manager	175	200
Senior Administrator	160	180
Administrator	110	130
Junior	75	90

Charge out rates are subject to periodic reviews and change.

Please be advised that the minimum unit of time recorded is 6 minutes.

Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by Peter Hall Limited and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire
- Document storage

Category 2

Category 2 disbursements are estimated or shared costs which may include some internal recharges from Peter Hall Limited. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Internal room hire
- Stationery

The current levels of Category 2 disbursements recovered by Peter Hall Limited are as follows:

Mileage	45p per mile
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