

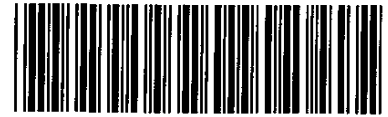
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY

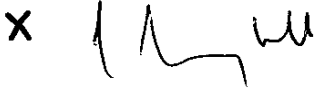


A21 *A8274LTN* #280
28/03/2019
COMPANIES HOUSE

1	Company details	
Company number	0 3 7 6 5 4 4 2	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Padley Security Limited	
2	Liquidator's name	
Full forename(s)	Simon	
Surname	Campbell	
3	Liquidator's address	
Building name/number	Office D	
Street	Beresford House	
Post town	Town Quay	
County/Region	Southampton	
Postcode	S O 1 4 2 A Q	
Country		
4	Liquidator's name ①	
Full forename(s)	Carl	① Other liquidator Use this section to tell us about another liquidator.
Surname	Jackson	
5	Liquidator's address ②	
Building name/number	Office D	② Other liquidator Use this section to tell us about another liquidator.
Street	Beresford House	
Post town	Town Quay	
County/Region	Southampton	
Postcode	S O 1 4 2 A Q	
Country		

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report																
From date	d	1	d	5	m	0	m	2	y	2	y	0	y	1	y	8	
To date	d	1	d	4	m	0	m	2	y	2	y	0	y	1	y	9	
7	Progress report																
<input checked="" type="checkbox"/> The progress report is attached																	
8	Sign and date																
Liquidator's signature	Signature 																
Signature date	d	2	d	6	m	0	m	3	y	2	y	0	y	1	y	9	

PADLEY SECURITY LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

26 March 2019

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Simon Campbell and Carl Jackson of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Padley Security Limited on 15 February 2018.

Simon Campbell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales



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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Simon Campbell and Carl Jackson of Quantuma LLP
"the Company"	Padley Security Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 15 February 2018 to 14 February 2019

1. INTRODUCTION

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 15 February 2018.

Given the information previously provided to members and creditors in our earlier report, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to that report.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the Appointment of the Joint Liquidators

Simon Campbell and Carl Jackson of Quantuma LLP were appointed Joint Liquidators of the Company on 15 February 2018.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT is in the process of being reclaimed.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;



- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of Assets

Cash at Bank

£26,227.17 was realised in respect of cash at bank.

Estimated Future Realisations

No future realisations are expected.

Payments

Other payments as shown on the Receipts and Payments account attached at Appendix 2 are in the main self-explanatory.

Costs Incurred but Remaining Unpaid

During the Review Period, the Joint Liquidators have incurred timecosts, not all of which have yet been discharged. Further details of these costs are set out below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, shows that the Company has no charges over its assets.

Preferential Creditors

There are no known preferential creditors.



Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

Unsecured Creditors

Unsecured claims were estimated at £70,164.24 in the Director's Estimated Statement of Affairs and, to date, 3 claims have been received totalling £63,805.44. However one claim of £16,567.24 has since been withdrawn as the debt was settled outside of the liquidation.

Outside the Review Period, a dividend of 19.47p in the £ was paid on 12 March 2019 to unsecured creditors whose claims totalled £47,238.20. The dividend is therefore not showing on the Receipts and Payments account at Appendix 2. Although significant time costs have been incurred in adjudicating on creditors' claims, this work has had a financial benefit for creditors as it has ensured that payments have only been made to parties who have a statutory right to a dividend.

Notice of No Further Dividend

In accordance with Rule 14.36 and Rule 14.37 I confirm that no further dividend will be distributed as the funds realised have already been distributed or used for defraying the expenses of the Liquidation.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.



This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. The majority creditor and ex-director of the Company had concerns about how the sale of business was conducted in 2016. The Joint Liquidators reviewed these claims, however, as previously advised the creditors claim was settled outside of the Liquidation. The only remaining creditors were connected parties, there was therefore no benefit to creditors for the Joint Liquidators to incur further costs investigating this further.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address and trading address was 3 Victoria Place, Love Lane, Romsey, SO51 8DE and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notice/.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.



Pre-Appointment Costs

The creditors authorised the fee of £4,000 for assisting the Directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 27 March 2018.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees were fixed by postal resolutions considered and approved by creditors on 27 March 2018 as follows:

That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma LLP at the time when the work is performed (plus VAT).

In accordance with this resolution, fees totalling £10,241.75 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the whole period of the liquidation.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	14.00	192.50	2,695.00	23.45	186.22	4,366.75
Creditors	16.00	192.50	3,080.00	13.80	152.28	2,101.50
Investigations	18.00	192.50	3,465.00	28.90	158.13	4,570.00
Realisation of Assets	5.00	192.50	962.50	5.50	119.09	655.00
Cashiering	6.00	177.50	1,065.00	7.90	137.03	1,082.50
Closing Procedures	7.00	177.50	1,242.50	0.70	150.00	105.00
TOTAL	66.00	189.55	12,510.00	80.25	160.51	12,880.75



The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses			
Specific bond	135.00	135.00	
Statutory advertising	244.35	162.90	
Postage	10.00	2.57	
Storage of books and records	0.00	35.24	Change of Quantuma's standard charging
Category 2 expenses			
Photocopying	8.00	3.00	
Storage of books and records	250.00	0.00	
Stationery – cost of circular	4.00	1.50	
TOTAL	651.35	489.81	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 27 March 2018.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate is unlikely to be exceeded.

The main reason why the fees estimate has been exceeded is that the day to day management of the case incurred extra costs that were not anticipated. Additional time was also incurred in respect of investigation. However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate.

Creditors' Right to Request Information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' Right to Challenge Remuneration and/or Expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.



Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

Once the relevant VAT return has been received from HMRC and VAT reclaimed, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Abigail Bundy on 023 8033 6464 or by e-mail at Abigail.Bundy@Quantuma.com.

Simon Campbell
Joint Liquidator

**Padley Security Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Padley Security Limited
Trading Address	3 Victoria Place, Love Lane, Romsey, England, SO51 8DE
Proceedings	In Liquidation
Date of Appointment	15 February 2018
Joint Liquidators	Simon Campbell Carl Jackson Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	03765442
Incorporation Date	06 May 1999

**Padley Security Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 14 FEBRUARY 2019**

Padley Security Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 14/02/2019

S of A £		£	£
	ASSET REALISATIONS		
26,023.92	Cash at Bank	26,227.17	
	Bank Interest Gross	3.75	
			26,230.92
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Preparation of S. of A.	4,000.00	
	Office Holders Fees	10,241.75	
	Office Holders Expenses	7.07	
	Storage Costs	35.24	
	Statutory Advertising	162.90	
			(14,581.96)
	UNSECURED CREDITORS		
(22,926.04)	Previous Director	NIL	
(45,261.80)	M3 Security Limited	NIL	
(1,976.40)	M3 Electrical & Data Limited	NIL	
			NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	
			NIL
(44,142.32)			11,648.96
	REPRESENTED BY		
	Vat Receivable		505.58
	Bank 1 Current		11,143.38
			11,648.96

**Padley Security Limited
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD AND THE
WHOLE PERIOD OF THE LIQUIDATION**

Time Entry - Detailed SIP9 Time & Cost Summary

6002293 - Padley Security Limited
 From: 15/02/2018 To: 14/02/2019
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.00	0.20	0.30	0.30	0.80	124.00	155.00
100A Initial Statutory & General Notifications & Filing	0.00	0.00	0.00	0.60	0.60	60.00	100.00
102A Recovering & Scheduling books and records	0.00	0.00	0.00	1.60	1.60	160.00	100.00
103 IPS Case / File set up/ Filing	0.00	0.00	0.60	1.00	1.60	166.00	116.25
104 General Administration	0.60	0.00	2.70	1.70	5.00	766.50	153.30
105 Case strategy / Review	3.15	4.00	3.10	0.40	11.05	2,850.25	239.84
506 Tax / VAT	0.00	0.00	2.80	0.00	2.80	420.00	150.00
Admin & Planning	3.75	4.80	9.50	5.60	23.45	4,366.75	186.22
600 Cashiering	0.00	0.50	2.20	5.20	7.90	1,082.50	137.03
Cashiering	0.00	0.50	2.20	5.20	7.90	1,082.50	137.03
550 Closing Procedures	0.00	0.00	0.70	0.00	0.70	105.00	150.00
Closing Procedures	0.00	0.00	0.70	0.00	0.70	105.00	150.00
201 Creditors	0.50	0.00	0.20	1.10	1.80	299.00	166.11
203 Creditor correspondence / Call	0.90	0.00	0.40	1.50	2.80	502.50	179.46
204 Unsecured Creditors claims	0.70	0.20	0.00	0.90	0.90	267.50	297.22
204A Dealing with Pension Schemes	0.00	0.00	0.00	0.60	0.60	60.00	100.00
206 Final report	0.00	0.00	1.30	0.00	1.30	195.00	150.00
207A Notice of Intended Dividend	0.00	0.00	0.80	0.00	0.80	120.00	150.00
207C Dealing with HMRC/RPD Claims	0.00	0.00	0.60	0.00	0.60	90.00	150.00
209 Creditors meetings	0.30	0.00	0.00	0.00	0.30	97.50	325.00
212 Initial Appointment Notifications to Creditors	0.00	0.00	0.00	4.10	4.10	410.00	100.00
213 Interim Fee Report to Creditors	0.00	0.00	0.00	0.60	0.60	60.00	100.00
Creditors	2.40	0.20	3.30	7.90	13.80	2,101.50	152.26
300 Investigations	0.30	3.60	13.50	7.00	24.40	3,627.50	148.67
300A SIP 2 Review	0.00	0.00	1.20	0.00	1.20	180.00	150.00
301 CDDA Reports	0.40	0.40	1.60	0.00	2.40	470.00	195.83
302 Pursuing Antecedent Transactions	0.90	0.00	0.00	0.00	0.90	292.50	325.00
Investigations	1.60	4.00	16.30	7.00	28.90	4,570.00	156.13
400 Realisation of Assets	0.00	0.00	1.20	0.00	1.20	180.00	150.00
411 Cash at Bank	0.00	0.00	0.90	3.40	4.30	475.00	110.47
Realisation of Assets	0.00	0.00	2.10	3.40	5.50	655.00	119.09
Total Hours	7.75	9.30	34.10	28.10	80.25	12,880.75	160.51
Total Fees Claimed						10,241.75	

Time Entry - Detailed SIP9 Time & Cost Summary

6002293 - Padley Security Limited
From: 15/02/2018 To: 14/02/2019
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
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Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6002293 - Padley Security Limited
Project Code: POST
From: 15/02/2018 To: 14/02/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
08/03/2018	Photocopying: Photocopying cost of circular to show notice of appointment	3.00
08/03/2018	Stationery: Stationary cost of circular to show notice of appointment	1.50
Total		4.50

**Padley Security Limited
(IN LIQUIDATION)**

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 3 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
CREDITORS	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Accounts	
Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice.	Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution
Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Receipt of POD Adjudicating POD Request further information from claimants regarding POD

Description of work undertaken	Includes
Dealing with HMRC claim	
Annual Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
INVESTIGATIONS	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
REALISATION OF ASSETS	
Realisation of Assets	
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
CASHIERING	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

Current Charge-out Rates of the staff working on the case

- **Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates
Partners	495
Directors	325
Senior Manager	250
Manager	200
Assistant Manager	185
Administrator	150
Assistant Administrator	95
Case Accountant	125
Support Staff/Executive Assistant	95