

# CVA3

## Notice of supervisor's progress report in voluntary arrangement



Companies House

SATURDAY



\*A69QSFBK\*

A20

01/07/2017

#27

COMPANIES HOUSE

I, please  
at  
house

### 1 Company details

Company number 0 5 7 6 7 1 9 6

Company name in full Body Bronze Ltd

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

### 2 Supervisor's name

Full forename(s) Ian Michael

Surname Rose

### 3 Supervisor's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

### 4 Supervisor's name <sup>①</sup>

Full forename(s)

Surname

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

### 5 Supervisor's address <sup>②</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# CVA3

Notice of supervisor's progress report in voluntary arrangement

## 6 Date of voluntary arrangement

Date 

d	1	d	3	m	0	m	5	y	2	y	0	y	1	y	3
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## 7 Period of progress report

Date from 

d	1	d	3	m	0	m	5	y	2	y	0	y	1	y	6
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Date to 

d	1	d	2	m	0	m	5	y	2	y	0	y	1	y	7
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## 8 Progress report

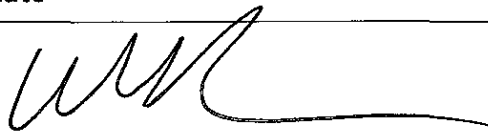
☒ I attach a copy of the progress report

## 9 Sign and date

Supervisor's signature

Signature

X



X

Signature date

d	2	d	8	m	0	m	6	y	2	y	0	y	1	y	7
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**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	Jack Barker
Company name	Silke & Co Limited
Address	1st Floor Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	
Telephone	01302 342875

**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 and dated 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)

**Voluntary Arrangement of  
Body Bronze Ltd  
Supervisor's Summary of Receipts & Payments**

Statement of Affairs £		From 13/05/2016 To 12/05/2017 £	From 13/05/2013 To 12/05/2017 £
	<b>ASSET REALISATIONS</b>		
45,000.00	Contributions	9,000.00	36,030.00
1,000.00	Lump Sums	NIL	1,000.00
		9,000.00	37,030.00
	<b>OTHER REALISATIONS</b>		
	Bank interest, gross	38.29	52.69
		38.29	52.69
	<b>COST OF REALISATIONS</b>		
	Specific bond	NIL	296.00
	Nominee's fee	NIL	5,000.00
	Supervisor's fees	2,500.00	10,000.00
	Agents'/Valuers' fees	NIL	180.00
	Telephone/Printing/Fax	NIL	301.85
	Stationery & postage	NIL	88.24
	Companies House Search	NIL	12.00
	Travel/Mileage	NIL	46.80
		(2,500.00)	(15,924.89)
	<b>PREFERENTIAL CREDITORS</b>		
	RPO Preferential	NIL	794.04
		NIL	(794.04)
	<b>UNSECURED CREDITORS</b>		
	Trade & expense	5,880.89	10,279.51
	RPO Unsecured	595.75	1,041.35
	HM Revenue & Customs	717.76	1,254.61
		(7,194.40)	(12,575.47)
<b>46,000.00</b>		<b>(656.11)</b>	<b>7,788.29</b>
	<b>REPRESENTED BY</b>		
	Estate Account		7,788.29
			<b>7,788.29</b>

# SILKE & CO LTD

1<sup>st</sup> Floor – Consort House – Waterdale – Doncaster – DN1 3HR  
Tel: 01302 342875 - Fax: 01302 342986  
Email: admin@silkeandco.co.uk - Web: www.silkeandco.co.uk

**TO ALL MEMBERS AND CREDITORS**

Our Ref: B4FA/IMR/JBA  
Date: 28 June 2017

When calling please ask for: Jack Barker  
Email: jack.barker@silkeandco.co.uk

Dear Sir/Madam

## **BODY BRONZE LTD - COMPANY VOLUNTARY ARRANGEMENT ("CVA")**

The Supervisor presents his fourth annual report upon the progress of this Voluntary Arrangement. This report should be read in conjunction with the CVA Proposal at the meeting of creditors held on 13 May 2013 and previous annual reports.

### **1. RECEIPTS AND PAYMENTS ACCOUNT**

I attach an account of receipts and payments for the current period 13 May 2016 to 12 May 2017 and cumulatively from the commencement of the Arrangement to the end of the anniversary.

### **2. TERMS OF THE ARRANGEMENT**

Under the terms of the Arrangement the Company is to make monthly contributions totalling £45,000.00, over a 5 year period, of which £36,030.00 has been received.

The Company is also to make a lump sum contribution totalling £1,000.00 during the course of the Arrangement, which has been received.

Unsecured creditors will receive a dividend of approximately 43.3 pence in the £ in full and final settlement of their debt.

### **3. SUPERVISORS' REPORT AND COMMENTS**

*The Company is up to date in respect of monthly contributions as at the anniversary date.*

Statutory returns and the returns for HM Revenue & Customs ("HMRC") have been completed as and when due.

Based on performance to date, it is anticipated that the CVA will be successfully implemented, as set out in the CVA Proposal. The CVA has a further one year to run. If the *Company continues to pay the required contributions and the costs are in line with those originally estimated*, it is anticipated that the total dividend to be paid to unsecured creditors will reach the estimated dividend of 43.3 in the £.

### **4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

Preferential claims in respect of employee arrears of pay and holiday pay were estimated in the Statement of Affairs at £3,500.00. The preferential claims submitted in the CVA amounted to £794.04 and a distribution to preferential creditors of 100p in the £ was declared on 17 September 2015.

The logo for Silke & Co Ltd features a stylized black roofline above the company name in a bold, sans-serif font.

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The dividend prospects as set out in the CVA Proposal were based on the unsecured creditors' claims estimated at that time totalling £66,779.86 as below. Although the total claims received to date are less than the total listed in the CVA Proposal, it should be noted that additional claims may be received in response to the dividend notice.

Ordinary unsecured claims have been received from twelve creditors amounting to £64,111.17; of this eleven creditors totalling £63,979.79 have been agreed. The director's Statement of Affairs highlighted seventeen creditors with estimated unsecured claims of £66,779.86. It should be noted that four of the claims received are additional claims which were not highlighted in the proposal.

The following creditors are requested to submit their claims:

BCW Group Ltd/Eon Energy Solutions - claim form and supporting evidence.  
British Telecom (BT) plc - claim form and supporting evidence.  
Chubb - claim form and supporting evidence.  
Fuel Card Services Limited - claim form and supporting evidence.  
GPUK LLP t/a Global Payments - supporting evidence.  
HSBC Bank plc (Overdraft) - claim form and supporting evidence.  
HSCB Bank plc (Credit Card) - claim form and supporting evidence.  
Phoenix Commercial Collections - claim form and supporting evidence.  
Sage (UK) Limited (TAS Software) - claim form and supporting evidence.  
T Mobile - claim form and supporting evidence.

Dividends totalling 19.91 pence in the £ have been paid to unsecured creditors to date.

After providing for costs of the CVA to date, including Nominees and Supervisors fees, there are sufficient funds available to pay a third dividend to creditors. It is anticipated that a dividend will be paid to creditors within two months from the date of proving being 28 July 2017.

A dividend notice is enclosed requesting claims to be submitted by 28 July 2017. If your name is listed above, please provide the information requested, to be included in the dividend distribution. A creditor claim form is available on the portal, if required.

## 5. REMUNERATION & DISBURSEMENTS

Nominees' fees of £5,000.00 were approved at the first meeting of creditors held on 13 May 2013, which have been drawn.

The Supervisors remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the CVA and was approved at the meeting of creditors to consider the CVA proposal held on 13 May 2013.

In the current period the Supervisor has incurred time costs of £2,941.25 representing 17.00 hours at an average hourly charge-out rate of £173.01. Total time spent to 12 May 2017 on this assignment amounts to 123.99 hours at an average composite rate of £167.39 per hour resulting in total time costs to date of £20,754.75. Supervisors fees of £10,000.00 have been drawn to date in accordance with the above approval leaving outstanding time costs of £10,754.75.

The time costs were incurred in carrying out a number of tasks during the course of the CVA. The attached breakdown shows that a significant portion of the time costs incurred relate to Administration and Planning, and Statutory & Compliance, as well as Floating Charge



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Assets/Contributions, which in the main relates to undertaking statutory duties and chasing the monthly contributions due from the director. Whilst these tasks have not had a direct benefit in enhancing realisations for the creditors, they have assisted in the efficient and compliant progressing of the administration of the case, which has ensured that the Supervisor and his staff have carried out their work to high professional standards. In addition, the time spent supervising the Company's compliance with the CVA terms has increased the likelihood that the CVA will be implemented successfully.

In addition, the Supervisor is required to comply with statutory and regulatory duties as regards filing, maintaining records, managing a cash book and bank account, monitoring and processing the Company's payments of voluntary contributions, conducting periodic case reviews, preparing annual reports and pursuing delivery of the Company's trading accounts and carrying out a review of them.

Significant time has also been spent in dealing with creditors' claims and particularly in assisting employees with their claims as well as adjudicating on claims for dividend purposes, which has required the Supervisor to seek additional information from creditors and the Company. Although this work has no direct financial benefit to creditors, it is the Supervisors duty to ensure that dividends are correctly paid to creditors in line with their statutory entitlements.

The CVA Proposal disclosed that the Supervisors' fees for administering and completing the CVA were estimated to be £6,000.00. In view of the time costs incurred to date and the anticipated work to conclude the CVA, the final time costs of the Supervisor will be higher than originally estimated due to the difficulties encountered and the additional work carried out, as described above.

Therefore time costs of £10,000.00 will be written off by the Supervisor, leaving outstanding time costs of £754.75.

Disbursements of £968.48 have been allocated to the case up to the anniversary of which £924.89 have been drawn by the Supervisors leaving unbilled disbursements of £43.59.

The following further information as regards time costs is enclosed:

Silke and Co Ltd policy for re-charging expenses  
Silke and Co Ltd charge-out rates

All other payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the Arrangement.

A Creditors' Guide to Insolvency Practitioners' Fees is available on the portal or on our website, which includes creditors' rights to further information and to challenge fees.

## 6. CONCLUSION

The CVA is progressing as anticipated and the Supervisor will continue to monitor the Company's adherence to its terms, taking appropriate steps in line with the CVA terms where necessary. Provided that the CVA continues to progress as planned, the Supervisor will issue a further progress report shortly after the next anniversary of the CVA.

A third dividend will be paid to creditors within two months from the date of proving being 28 July 2017.

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Should you have any questions or queries regarding this report, please contact Jack Barker in the first instance.

Yours faithfully



 Ian Michael Rose  
Supervisor



**Body Bronze Ltd**  
**(Under a Voluntary Arrangement)**

**SUPERVISOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 13/05/2016 To 12/05/2017 £	From 13/05/2013 To 12/05/2017 £
<b>RECEIPTS</b>			
Contributions	45,000.00	9,000.00	36,030.00
Lump Sums	1,000.00	0.00	1,000.00
Bank interest, gross		38.29	52.69
		<u>9,038.29</u>	<u>37,082.69</u>
<b>PAYMENTS</b>			
Specific bond		0.00	296.00
Nominee's fee		0.00	5,000.00
Supervisor's fees		2,500.00	10,000.00
Agents'/Valuers' fees		0.00	180.00
Telephone/Printing/Fax		0.00	301.85
Stationery & postage		0.00	88.24
Companies House Search		0.00	12.00
Travel/Mileage		0.00	46.80
RPO Preferential		0.00	794.04
Trade & expense		5,880.89	10,279.51
RPO Unsecured		595.75	1,041.35
HM Revenue & Customs		717.76	1,254.61
		<u>9,694.40</u>	<u>29,294.40</u>
Net Receipts/(Payments)		<u>(656.11)</u>	<u>7,788.29</u>
<b>MADE UP AS FOLLOWS</b>			
Estate Account		(656.11)	7,788.29
		<u>(656.11)</u>	<u>7,788.29</u>

# Time Entry - Detailed SIP9 Time & Cost Summary

B4FA - Body Bronze Ltd  
 From: 13/05/2016 To: 12/05/2017  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.00	0.00	1.00	3.05	4.05	632.50	156.17
CR-CRED : Creditors & Distributions	0.00	1.00	2.25	1.00	4.25	718.75	169.12
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	4.70	0.50	5.20	927.50	178.37
SS-STAT : Statutory & Compliance	0.00	1.00	2.50	0.00	3.50	662.50	189.29
<b>Productive Time</b>	<b>0.00</b>	<b>2.00</b>	<b>10.45</b>	<b>4.55</b>	<b>17.00</b>	<b>2,941.25</b>	<b>173.01</b>
<b>Total Hours</b>	<b>0.00</b>	<b>2.00</b>	<b>10.45</b>	<b>4.55</b>	<b>17.00</b>	<b>2,941.25</b>	<b>173.01</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

B4FA - Body Bronze Ltd  
To: 12/05/2017  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.00	1.45	11.35	16.39	29.19	4,549.75	155.87
CR-CRED : Creditors & Distributions	0.20	7.50	41.75	7.40	56.85	9,635.00	169.48
RA-FLTG : Floating Charge Assets/Contributions	0.00	1.00	16.65	5.70	23.35	4,023.75	172.32
S1-EMP : Employees	0.00	0.00	5.25	0.00	5.25	787.50	150.00
S3-STAT : Statutory & Compliance	0.00	2.50	6.75	0.00	9.25	1,743.75	188.51
TR-TRA : Trading	0.00	0.00	0.00	0.10	0.10	15.00	150.00
<b>Productive Time</b>	<b>0.20</b>	<b>12.45</b>	<b>81.75</b>	<b>29.59</b>	<b>123.99</b>	<b>20,754.75</b>	<b>167.39</b>
<b>Total Hours</b>	<b>0.20</b>	<b>12.45</b>	<b>81.75</b>	<b>29.59</b>	<b>123.99</b>	<b>20,754.75</b>	<b>167.39</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursments

B4FA - Body Bronze Ltd  
Project Code: POST  
To: 12/05/2017

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
14/05/2013	Fax and Printing: Faxes	2.00
30/05/2013	Company Searches: Companies House	1.00
16/05/2013	Postage: Postage	6.25
20/05/2013	Postage: Postage	1.09
22/05/2013	Postage: Postage	0.33
22/05/2013	Postage: Postage	0.66
24/05/2013	Postage: Postage	0.47
28/05/2013	Postage: Postage	0.99
30/05/2013	Postage: Postage	0.33
30/05/2013	Postage: Postage	0.47
30/05/2013	Postage: Postage	1.00
31/05/2013	Postage: Postage	0.66
16/05/2013	Fax and Printing: Printing	22.50
04/07/2013	Postage: Postage	0.33
22/07/2013	Postage: Postage	0.33
30/07/2013	Postage: Postage	0.66
04/06/2013	Postage: Postage	0.66
05/05/2013	Postage: Postage	0.33
11/06/2013	Postage: Postage	0.66
17/06/2013	Postage: Postage	0.33
27/06/2013	Postage: Postage	0.33
28/06/2013	Postage: Postage	0.66
04/07/2013	Company Searches: Companies House	1.00
06/08/2013	Postage: Postage	0.33
07/08/2013	Postage: Postage	1.13
21/08/2013	Postage: Postage	0.66
13/09/2013	Postage: Postage	0.33
18/09/2013	Postage: Postage	0.66
24/09/2013	Postage: Postage	0.33
16/10/2013	Postage: Postage	0.33
25/10/2013	Postage: POSTAGE	0.33
29/01/2014	Fax and Printing: Faxes	3.00
23/01/2014	Fax and Printing: Faxes	3.00
19/02/2014	Postage: POSTAGE	1.20
19/02/2014	Postage: POSTAGE	0.33
21/02/2014	Postage: POSTAGE	0.33
24/02/2014	Postage: POSTAGE	0.33
25/02/2014	Postage: POSTAGE	0.33
13/05/2013	Company Searches: Companies House	4.00
13/05/2013	Fax and Printing: Faxes	1.00
14/05/2013	Fax and Printing: Faxes	2.00
14/05/2013	Postage: Postage	0.33
14/05/2013	Company Searches: Companies House	0.70
14/05/2013	Company Searches: Companies House	3.00
14/05/2013	Company Searches: Companies House	3.00
28/05/2013	Postage: Postage	0.92
17/06/2013	Postage: Postage	8.74
22/06/2013	Fax and Printing: Printing	234.00
22/06/2013	Postage: Postage	33.25
10/07/2013	Postage: Postage	0.71

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursments

B4FA - Body Bronze Ltd  
 Project Code: POST  
 To: 12/05/2017

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
30/06/2013	Travel Costs: Courier Services	46.80
01/07/2013	Advertising: Agents Fees	180.00
19/03/2014	Postage: POSTAGE	0.66
21/03/2014	Postage: POSTAGE	0.33
10/06/2014	Postage: POSTAGE	3.50
14/07/2014	Postage: POSTAGE	0.35
09/12/2013	Bonding: Bonding	296.00
24/06/2015	Fax and Printing: PRINTING	34.35
24/06/2015	Postage: POSTAGE	11.70
29/06/2015	Postage: POSTAGE	0.78
03/07/2015	Postage: POSTAGE	0.39
07/07/2015	Postage: POSTAGE	0.39
21/09/2015	Postage: POSTAGE	0.39
19/10/2015	Postage: POSTAGE	4.68
15/01/2016	Postage: POSTAGE	0.39
11/03/2016	Postage: POSTAGE	0.39
27/07/2016	Postage: POSTAGE	0.39
23/06/2016	Postage: POSTAGE	11.70
23/06/2016	Fax and Printing: PRINTING	6.90
31/03/2017	Software charges: Software charges	18.75
Total		968.48

**Notice of Intended Dividend**

**BODY BRONZE LTD  
SUBJECT TO A COMPANY VOLUNTARY ARRANGEMENT**

**471B STAINES ROAD, BEDFONT, FELTHAM, MIDDLESEX, TW14 8BL**

**Company Number: 05767196  
In the LEEDS DISTRICT REGISTRY No 577 of 2013**

NOTICE IS HEREBY GIVEN that the Supervisor in this matter intend declaring a third dividend to unsecured creditors who are required on or before 28 July 2017, being the last date for proving, to submit their claims to Ian Michael Rose, of Silke & Co Ltd, 1<sup>st</sup> Floor, Consort House, Waterdale, Doncaster, DN1 3HR, and provide such further details or produce such documentation or other evidence as to support the claim. A creditor who has not proved his debt before the last date for proving is not entitled to disturb, by reason that he had not participated in it, any dividend subsequently declared.

The dividend will be declared within the period of two months from the last date for proving.

Please contact Jack Barker on 01302 342875 or [jack.barker@silkeandco.co.uk](mailto:jack.barker@silkeandco.co.uk) for further information.



Ian Michael Rose  
Supervisor

Dated: 28 June 2017

**Silke & Co Limited**  
**Body Bronze Ltd**  
**Creditor Claims Summary Report**

Key	Name	Rep. By	S of A £	Claim £	Agreed Claim £
CA00	Affinity Water Ltd 6482378-&		0.00	320.31	320.31 (U)
CB01	BCW Group Ltd/Eon Energy Solutions B18939202/BCW, 011618746350		2,652.72	0.00	0.00
CB02	D Bowen-Davies & Co		17,000.00	19,894.00	19,894.00 (U)
CB03	Anthony Bell		236,613.00	0.00	0.00
CB04	Body Bronze London Limited		165,520.00	0.00	0.00
CB05	British Telecom (BT) plc		835.63	0.00	0.00
CC00	Contributions Agency		0.00	0.00	0.00
CC01	Chubb		1,032.00	0.00	0.00
CE00	ECF Asset Finance Plc		20,000.00	20,920.72	20,920.72 (U)
CE01	E.on UK 011618743500		1,581.04	4,114.12	4,114.12 (U)
CF00	Fuel Card Services Limited		201.07	0.00	0.00
CG00	GPUK LLP trading as Global Payments 1090620314		0.00	131.38	0.00
CH00	HM Revenue & Customs 880 1671539 34 PIL		3,043.72	6,303.82	6,303.82 (U)
CH02	HSBC Bank plc (Overdraft) 402122/ 71412655		2,800.00	0.00	0.00
CH03	HSBC Bank plc [Credit Card]		3,800.00	0.00	0.00
CL00	London Borough of Richmond Upon Thames 2088060		1,238.42	1,794.26	1,794.26 (U)
CL01	London Borough of Hounslow 920965018		0.00	544.75	544.75 (U)
CN00	The National Insurance Fund CN00015644		0.00	6,026.32	5,232.28 (U) 794.04 (P)
CP00	London Borough of Hounslow 921315858		8,533.50	2,168.77	2,168.77 (U)
CP01	Phoenix Commercial Collections L1127738		0.00	0.00	0.00
CT00	Sage (UK) Limited (TAS Software) 952 898		1,324.68	0.00	0.00
CT01	Transport for London (Congestion Charging) TF60402094/60586033/62714440/63428811		360.00	614.00	614.00 (U)
CT02	T Mobile		823.12	0.00	0.00
CU00	Lancashire Lighting Services Ltd T/A UV Logistic BODTW14		1,500.00	1,278.72	1,278.72 (U)
CV00	Voluntary Arrangements Service		0.00	0.00	0.00
CV01	Viking Direct		53.96	0.00	Agreed Nil Claim
EB00	Miss Amber Bennett		85.00	139.44	0.00
EM00	Mrs Khwantiwa Marriner		3,381.70	0.00	0.00
EP00	Miss Louise Samantha Powers		3,184.42	(0.01)	0.00
ET00	Miss Jacqueline Alice Taylor		2,076.02	0.00	0.00
<b>30 Entries Totalling</b>			<b>477,640.00</b>	<b>64,250.60</b>	<b>63,979.79</b>

U - Unsecured  
P - Preferential

# PROOF OF DEBT - GENERAL FORM

## BODY BRONZE LTD (Company Voluntary Arrangement)

DETAILS OF CLAIM - Relevant Date: 13 May 2016		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the relevant date, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. Please attach detailed Statement of Account.	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Telephone Number		
Email Address		
Are you the sole member of the Creditor?		YES / NO



# **SILKE & CO LIMITED DISBURSEMENT AND CHARGEOUT RATES**

**EFFECTIVE FROM 1 OCTOBER 2013**

## **Disbursements**

### **Definitions**

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

### **Charging Policy of Silke & Co Limited**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per Month (maximum £200 per case).
- Stationery charged at £5.00 per file.

## **Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.