# **Liquidator's Progress** Report

S.192

Pursuant to Sections 92A and 104A and 192 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

05783505

Name of Company

The Business Planning Shop Limited

I / We

Stephen Hunt, Tavistock House South, Tavistock Square, London, WC1H 9LG

the liquidator(s) of the company attach a copy of my/our Progress Report under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 24/10/2014 to 23/10/2015

Signed

Griffins Tavistock House South **Tavistock Square** London WC1H 9LG

Ref BUSIN03/SJH/IPU/GMR

29/11/2016 COMPANIES HOUSE

#285

# The Business Planning Shop Limited (In Liquidation) Liquidator's Abstract of Receipts & Payments

| From 24/10/2012<br>To 23/10/2015 | From 24/10/2014<br>To 23/10/2015 |                                 | Statement of Affairs |
|----------------------------------|----------------------------------|---------------------------------|----------------------|
|                                  |                                  | ASSET REALISATIONS              |                      |
| 5,000 00                         | NIL                              | Goodwill                        | 5,000 00             |
| NIL                              | NIL                              | Directors Loan Account          | 68,781 92            |
| 4,000 00                         | NIL                              | Funds Received Pre Appointment  | •                    |
| 0 39                             | 0 12                             | Bank Interest Gross             |                      |
| 9,000 39                         | 0 12                             |                                 |                      |
|                                  |                                  | COST OF REALISATIONS            |                      |
| 90 00                            | NIL                              | Specific Bond                   |                      |
| 5,000 00                         | NIL                              | Preparation of S of A           |                      |
| 3,250 00                         | NIL                              | Liquidators Fees                |                      |
| 150 00                           | NIL                              | Legal Fees                      |                      |
| 165 00                           | 165 00                           | Legal Fees                      |                      |
| 308 77                           | NIL                              | Statutòry Advertising           |                      |
| (8,963 77)                       | (165 00)                         | , .                             |                      |
|                                  |                                  | UNSECURED CREDITORS             |                      |
| NIL                              | NIL                              | Trade & Expense Creditors       | (780 00)             |
| NIL                              | NIL                              | HM Revenue & Customs - PAYE/NIC | (6,153 01)           |
| NIL                              | NIL                              | HM Revenue & Customs CT         | (73,570 11)          |
| NIL                              | NIL                              | HM Revenue & Customs - VAT      | (6,381 95)           |
| NIL                              | NIL                              |                                 | , ,                  |
|                                  |                                  | DISTRIBUTIONS                   |                      |
| NIL                              | NIL NIL                          | Ordinary Shares                 | (100 00)             |
| NIL                              | NIL                              | •                               | •                    |
| 36 62                            | (164 88)                         |                                 | (42 202 45)          |
|                                  |                                  |                                 | (13,203 15)          |
|                                  |                                  | REPRESENTED BY                  |                      |
| 240 77                           |                                  | VAT Receivable                  |                      |
| 50 19                            |                                  | Bank of Scotland Current A/c    |                      |
| (254 34                          |                                  | Bank 1 MM                       |                      |
| 36.62                            |                                  |                                 |                      |
|                                  |                                  |                                 |                      |
|                                  | $\ll$                            |                                 |                      |

Stephen Hunt Liquidator

# The Business Planning Shop Limited In Creditors' Voluntary Liquidation

Liquidator's annual progress report to members and creditors for the year ending 23 October 2015



# **Contents**

- 1 Introduction
- 2 Receipts and payments accounts
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- 4 Investigations
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# **Appendices**

- A Statutory information
- B Receipts and payments account for the period 24 October 2014 to 23 October 2015 together with a cumulative account for the entire period of the liquidation
- C Griffins' time analysis for the period 24 October 2014 to 23 October 2015, and for the entire period of the appointment, together with details of charge out rates, provided in accordance with Statement of Insolvency Practice 9
- D Creditors' rights Rules 4 49E and 4 131 of the Insolvency Rules 1986



### 1 Introduction

This report provides an update on the progress of the liquidation during the period and should be read in conjunction with previous reports

Additional information in respect of the company and office holders, as required pursuant to Rule 4 49C CVL of the Insolvency Rules 1986 (IA1986) is attached at Appendix A

# 2 Receipts and payments accounts

An account of my receipts and payments for the period 24 October 2014 to 23 October 2015 is at Appendix B, together with a cumulative account for the entire period of the liquidation and a comparison with the Directors estimated Statement of Affairs.

The receipts and payments accounts contain information from prior to my appointment and as such I am unable to verify these figures.

### 3 Realisation of assets

# **Directors Loan Account**

Further to my previous report, my solicitors who are instructed to pursue the asset are in correspondence with the former director and continue to make endeavours to recover the outstanding amount

# **Bank Interest**

Interest of £0 12 has been received during the period

### 4 Investigations

Whilst the pursuit of the Directors Loan Account continues, the claim submitted against the insurance bond of Mr Morfakis remains ongoing and further funds may be recovered, together with a contribution towards my fees

### 5 Creditors

# Secured creditors

No creditors hold a fixed or floating charge over the assets of the company

# Preferential creditors

No preferential claims have been received in the liquidation to date and none are expected



## Unsecured creditors

The unsecured claims received to date amount to £86,476 23 as against the initial estimated figure of £86,885 07

If you have not already submitted your claim in the liquidation then please do so now I would, however, comment that I am currently unable to confirm whether unsecured creditors will receive a dividend

# 6 Liquidator's remuneration

Please note that as of 6 April 2015, Griffins introduced a new time recording analysis, which provides a more comprehensive breakdown of time recorded by my staff and I in the administration of this case. This has resulted in additional time recording categories being utilised. Should you require any further clarification, please contact me

The time recorded by my staff and I for the period 24 October 2014 to 23 October 2015 totals £14,735 88, which represents 50 67 hours at an average charge out rate of £290.84 per hour

The time recorded by my staff and I for the entire period of my appointment totals £32,952 99, which represents 110 25 hours at an average charge out rate of £298 89 per hour

The time spent is recorded under the following classifications, in my time analysis report attached at Appendix C

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Legal & Litigation

The report also provides details of the activity costs incurred by staff grade to date, together with details of charge out rates

It Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs are kept to a minimum

It was approved that the Joint Liquidators be remunerated on the basis of the time properly spent by the Joint Liquidator and their staff in dealing with the liquidation at the meeting of creditors held on 16 December 2013. To date I have not drawn any funds in respect of my fees or disbursements for acting as Liquidator.

Further information regarding remuneration can be found in "A Creditors' Guide to Liquidators' Remuneration", which is available for download at <a href="http://www.griffins.net/technical/">http://www.griffins.net/technical/</a> A hard copy can be provided upon request

In addition, creditors can find more information on the insolvency process at http://www.creditorinsolvencyguide.co.uk/



# 7 Liquidator's disbursements

Disbursements have been incurred in accordance with Statement of Insolvency Practice 9, which defines expenses by two categories. Category 1 which relate to direct expenses and can be drawn without prior approval from creditors and Category 2 which relate to indirect expenses and require a resolution from creditors to enable them to be drawn

# Category 1 Disbursements

The table below provides details of the Category 1 disbursement incurred and paid during the period covered by this report

| Supplier Name   | Nature of        | Amount      | Amount      | Amount | Amount      |
|-----------------|------------------|-------------|-------------|--------|-------------|
|                 | Expense Incurred | Incurred    | Incurred    | paid   | Outstanding |
|                 |                  | and unpaid  | this period | during |             |
|                 |                  | ın previous |             | this   | ]           |
|                 |                  | periods     |             | period |             |
|                 |                  | £           | £           |        | £           |
| JLT             | Specific Bond    | 60 75       | 0 00        | 0 00   | 60 75       |
| HM Land         | Land Registry    | 43 00       | 0.00        | 0 00   | 43 00       |
| Registry        | searches         |             |             |        |             |
| Lester Aldridge | Legal Fees       | 0 00        | 165 00      | 165 00 | 0 00        |
| LLP             |                  |             |             |        |             |
|                 | TOTAL            | 103 75      | 165 00      | 165 00 | 103 75      |

# Category 2 Disbursements

No Category 2 disbursements have been drawn since my appointment

# 8 Creditors' rights

Creditors are advised that under Rule 4 49E IA1986 they have the right to request the Liquidator for further information about remuneration or expenses which have been itemised in this report

Also under Rule 4 131 IA1986, creditors have a right to challenge the Liquidator's remuneration and expenses

Extracts of these Rules are attached at Appendix D, for your information

# 9 Next report

I will report again following the next anniversary of the liquidation, or sooner if the administration of the liquidation is complete



Yours faithfully

Stephen Hunt Liquidator

Date 4 December 2015

# Appendix A

# The Business Planning Shop Limited In Creditors' Voluntary Liquidation

Statutory information



Company information

Company name The Business Planning Shop Limited

Trading name n/a

Company registration number 05783505

Nature of business: Management Consultancy Activites

Registered office Tavistock House South, Tavistock Square, London

WC1H 9LG

Previous registered office. Britannia House

11 Glenthorne Road

Hammersmith London W6 0DH

Trading address. As above

**Current Liquidator's details** 

Name Stephen Hunt

IP number 9183

Name of firm Griffins

Firm's address Tavistock House South, Tavistock Square, London

WC1H9LG

Date of appointment 8 March 2013

Former Liquidator's details

Name Costas Morfakis

IP number 9471

Name of firm Axiom Recovery LLP

Firm's address Suite 2, 1<sup>st</sup> Floor Turnpike Gate House, Birmingham

Road, Alcester B49 5LG

Date of appointment 24 October 2012

Former Joint Liquidator's details

Name Kevin John Hellard

IP number 8833

Name of firm Grant Thornton UK LLP

Firm's address 30 Finsbury Square, London, EC2P 2YU

Date of appointment 8 March 2013



# Appendix B

# The Business Planning Shop Limited In Creditors' Voluntary Liquidation

Receipts and payments account for the period 24 October 2014 to 23 October 2015, together with a cumulative account for the period of the liquidation



# The Business Planning Shop Limited (In Liquidation) Liquidator's Abstract of Receipts & Payments

| From 24/10/20<br>To 23/10/20 | From 24/10/2014<br>To 23/10/2015 |                                 | Statement of Affairs |
|------------------------------|----------------------------------|---------------------------------|----------------------|
|                              |                                  | ASSET REALISATIONS              |                      |
| 5,000                        | NIL                              | Goodwill                        | 5,000 00             |
|                              | NIL                              | Directors Loan Account          | 68,781 92            |
| 4,000                        | NIL                              | Funds Received Pre Appointment  |                      |
| 0                            | 0 12                             | Bank Interest Gross             |                      |
| 9,000                        | 0 12                             |                                 |                      |
|                              |                                  | COST OF REALISATIONS            |                      |
| 90                           | NIL                              | Specific Bond                   |                      |
| 5,000                        | N <del>I</del> L                 | Preparation of S of A           |                      |
| 3,250                        | NIL                              | Liquidators Fees                |                      |
| 150                          | NiL                              | Legal Fees                      |                      |
| 165                          | 165 00                           | Legal Fees                      |                      |
| 308                          | NIL                              | Statutory Advertising           |                      |
| (8,963                       | (165 00)                         |                                 |                      |
|                              |                                  | UNSECURED CREDITORS             |                      |
| 1                            | NIL                              | Trade & Expense Creditors       | (780 00)             |
| 1                            | NIL                              | HM Revenue & Customs - PAYE/NIC | (6,153 01)           |
| 1                            | NIL                              | HM Revenue & Customs CT         | 3,570 11)            |
| 1                            | NIL                              | HM Revenue & Customs - VAT      | (6,381 95)           |
|                              | NIL                              |                                 |                      |
|                              |                                  | DISTRIBUTIONS                   |                      |
| 1                            | NIL                              | Ordinary Shares                 | (100 00)             |
|                              | NIL                              | •                               | , ,                  |
|                              |                                  |                                 |                      |
| 36                           | (164 88)                         |                                 | 13,203.15)           |
|                              |                                  | REPRESENTED BY                  |                      |
| 240                          |                                  | VAT Receivable                  |                      |
| 50                           |                                  | Bank of Scotland Current A/c    |                      |
| (254                         |                                  | Bank 1 MM                       |                      |
| 36.                          |                                  |                                 |                      |

# The Business Planning Shop Limited In Creditors' Voluntary Liquidation

Griffins' time analysis for the period 24 October 2014 to 23 October 2015 and for the entire period of the appointment, together with details of charge out rates, provided in accordance with Statement of Insolvency Practice 9.



# Time Entry - Detailed SIP9 Time & Cost Summary

BUSIN03 - The Business Planning Shop Limited From 24/10/2014 To 23/10/2015 Project Code POST

| Classification of Work Function  | Partner | Manager | Other Senior<br>Professionals | Assistants &<br>Support Staff | Administrators | Total Hours | Time Cost (£) | Average Hourly<br>Rate (£) |
|----------------------------------|---------|---------|-------------------------------|-------------------------------|----------------|-------------|---------------|----------------------------|
| CASG Cashiering Functions        | 000     | 00 0    | 000                           | 0 17                          | 0.42           | 0.58        | 134 16        | 229 99                     |
| CASHIER Cashiering Functions     | 00 0    | 000     | 000                           | 0.25                          | 0 17           | 0 42        | 68 33         | 163 99                     |
| DIARY Case Diary                 | 000     | 000     | 000                           | 000                           | 0 42           | 0 42        | 129 17        | 310 01                     |
| REVIEWS Case Reviews             | 800     | 0 67    | 0 42                          | 000                           | 292            | 4 08        | 1 340 83      | 328.37                     |
| STAT Statutory                   | 800     | 000     | 00 0                          | 000                           | 000            | 900         | 47 08         | 564 96                     |
| STATUTORY Statutory Duties       | 000     | 290     | 000                           | 000                           | 1.58           | 2 25        | 556 66        | 247 40                     |
| TAX Tax                          | 800     | 900     | 00 0                          | 000                           | 0.25           | 0.42        | 110 00        | 264 00                     |
| AOMN Administration Work         | 000     | 000     | 00 0                          | 0.50                          | 2 00           | 7 50        | 2 205 02      | 294 00                     |
| Administration & Planning        | 0.25    | 1 42    | 0.42                          | 0 92                          | 12.75          | 15 75       | 4,591.25      | 291.51                     |
|                                  |         |         | :                             |                               |                |             |               |                            |
| PROREPORT Progress Report        | 00 0    | 00 0    | 000                           | 000                           | 3.58           | 3.58        | 1,110 84      | 310 00                     |
| Creditors                        | 000     | 000     | 00 0                          | 000                           | 3.58           | 3.58        | 1,110.84      | 310 00                     |
|                                  |         |         |                               |                               |                |             |               |                            |
| ANTE Antecedent Transactions     | 000     | 0 17    | 000                           | 800                           | 000            | 0 17        | 62 50         | 375 00                     |
| INV Investigation                | 000     | 0 17    | 2 50                          | 00 0                          | 533            | 8 00        | 2 553 35      | 319 17                     |
| INV-FURTH Further Investigations | 00 0    | 800     | 0.08                          | 000                           | 0 17           | 0 33        | 84 17         | 252 51                     |
| Investigations                   | 00 0    | 0 42    | 2 58                          | 00 0                          | 5.50           | 8.50        | 2,700 02      | 317 65                     |
| !                                |         |         |                               |                               |                |             |               |                            |
| LEGI Legal Issues                | 000     | 000     | 000                           | 00 0                          | 1 08           | 1 08        | 335 84        | 310 01                     |
| LIT POST Post action lingation   | 00 0    | 0 33    | 0.62                          | 000                           | 1 08           | 2 33        | 674 58        | 289 11                     |
| LIT PRE Pre action lingation     | 017     | 90 -    | 2.75                          | 000                           | 1383           | 17 75       | 4 804 60      | 270 68                     |
| Legal & Litigation               | 0 17    | 1 33    | 367                           | 00 0                          | 16 00          | 21 17       | 5,815 02      | 274 73                     |
|                                  |         |         |                               |                               |                | 1           |               |                            |
| ASS DLA Directors Loan Accounts  | 000     | 00 0    | 0 08                          | 000                           | 85.            | 1 67        | 51875         | 311.25                     |
| Realisations of Assets           | 000     | 00 0    | 90 0                          | 00 0                          | 1.58           | 167         | 518 75        | 311 25                     |
| Total Hours                      | 0.42    | 317     | 675                           | 0 92                          | 39 42          | 50 67       | 14,735 88     | 290 84                     |
| Total Fees Claimed               |         |         |                               |                               |                |             | 00 0          |                            |
|                                  | :       |         |                               |                               |                |             |               |                            |

Version 15-01-14

# Time Entry - Detailed SIP9 Time & Cost Summary

BUSIN03 - The Business Planning Shop Limited From 08/03/2013 To 23/10/2015 Project Code POST

| Classification of Work Function                              | Partner     | Manager | Other Senlor<br>Professionals | Assistants &<br>Support Staff | Administrators | Total Hours | Time Cost (£)      | Average Hourly<br>Rate (£) |
|--|-------------|---------|-------------------------------|-------------------------------|----------------|-------------|--------------------|----------------------------|
|  |             |         |                               | 43.4                          |                | 000.        | 00000              | 2000                       |
| ADMN Administration Work                                     | 00.0        | 000     | 8                             | 80                            | 3              | 00 21       | ZU USC,            | /9 087                     |
| CASG Cashlering Functions                                    | 00 0        | 900     | <b>0</b> 00                   | 0 42                          | 2 50           | 300         | 608 35             | 202 78                     |
| CASHIER Cashiening Functions                                 | 000         | 00 p    | 800                           | 0.25                          | 0 17           | 0.42        | 68 33              | 163 99                     |
| DIARY Case Diary   | 000         | 000     | 00 0                          | 00 0                          | 2 50           | 250         | 752 09             | 300 84                     |
| INS Insolvency   | 000         | 000     | 80 0                          | 000                           | 000            | 90 0        | 27 92              | 335 04                     |
| MTGS Meetings  | 000         | 0 17    | 800                           | 80                            | 000            | 0 17        | 99 99              | 399 96                     |
| REVIEWS Case Reviews   | 0 17        | 290     | 300                           | 000                           | 13.50          | 17 33       | 5,476 66           | 315 96                     |
| STAT Statutory   | 0 08        | 000     | 000                           | 000                           | 0 08           | 0 17        | 59 58              | 357 48                     |
| STATUTORY Statutory Duties                                   | 000         | 0.67    | 000                           | 88                            | 1.58           | 2 25        | 556 66             | 247 40                     |
| IAX lax  | <b>,</b> 10 | 0.08    | 0.00                          | 000                           | 0.79           | 200         | 307.91             | 16 /00                     |
| Administration & Planning                                    | 0.42        | 1 67    | 3 08                          | 117                           | 32.58          | 38 92       | 11,484 18          | 285 10                     |
|  |             |         |                               |                               |                |             |                    |                            |
| PROREPORT Progress Report                                    | 80.0        | 000     | 900                           | 000                           | 7 33           | 7 42        | 2,287 08           | 308 37                     |
| Creditors  | 80.0        | 0000    | 00 0                          | 00 0                          | 7.33           | 7 42        | 2,267 08           | 308 37                     |
|  |             |         |                               |                               |                |             |                    |                            |
| SIP2 Investigation into Affairs                              | 0 17        | 000     | 060                           | 000                           | 000            | 21.0        | 92.50              | 555 00                     |
| SIP4 CDDA Investigation                                      | 800         | 00 0    | 290                           | 80                            | 90 0           | 0.75        | 265 42             | 353 89                     |
| BOND1 Bond Claim - Proving or Recovery of money              | 000         | 000     | 317                           | 000                           | 900            | 317         | 1 060 83           | 335 00                     |
| BOND2 Bond Claim Parallel Costs                              | 000         | 900     | 000                           | 000                           | 3 17           | 317         | 820 00             | 300 00                     |
| INV Investigation  | 000         | 017     | 4.0                           | 98                            | 7 P            | 30 08       | 9,265,86           | 308 01                     |
| INV-FURTH FURNET INVESTIGATIONS ANTE Anteredent Transactions | 36          | 0.08    | 80-                           | 800                           | )<br>0<br>0    | 3 -         | 400<br>50 85       | 343 59                     |
|  |             |         |                               |                               |                |             |                    |                            |
| invostigations   | 0.25        | 0 42    | 9 25                          | 000                           | 28.92          | 38 83       | 12,119 63          | 312 09                     |
|  |             |         |                               |                               |                |             |                    |                            |
| LEGL Legal issues  | 000         | 000     | 0 42                          | 000                           | 1 08           | 1 50        | 492 09             | 328 06                     |
| LIT POST Post-action litigation                              | 000         | 033     | 0 92                          | 000                           | 1 08           | 233         | 674 58<br>4 804 60 | 289 11<br>270 68           |
| בון נול ומימסון ווחמשמסוי                                    | 2           | 200     | 2                             | 25.                           | 832            | •           | 3                  | }<br>}<br>ii               |
| Legal & Litgation  | 0 17        | 133     | 4 08                          | 000                           | 16 00          | 21.58       | 5,971.27           | 276.66                     |
|  |             |         |                               |                               |                |             |                    |                            |
| PROPERTY Property  | 80 0        | 000     | 000                           | 00 0                          | 000            | 900         | 47 08              | 564 96                     |
| ASS-DLA Directors Loan Accounts                              | 000         | 000     | 800                           | 88                            | 88.            | 167         | 518 75             | 311.25                     |
| ASST Asset Realisation INSURANCE Insurance of assets         | 88          | 8 6     | 38                            | 38                            | 0.25           | 0 25        | 75 00              | 300 000                    |
|  |             |         |                               |                               |                |             |                    |                            |
| Realisations of Assets                                       | 80 0        | 000     | 80 0                          | 000                           | 3 33           | 3 50        | 1,090.83           | 311.67                     |
| Total Hours  | 1 00        | 3 42    | 16 50                         | 1 17                          | 88 17          | 110 25      | 32,952 89          | 298 89                     |
| -  |             |         |                               |                               |                |             | \$                 |                            |
| Total Fees Claimed   |             |         |                               |                               |                |             | 000                |                            |
|  |             |         |                               |                               |                |             |                    |                            |



# **GRIFFINS POLICY ON CHARGEOUT RATES AND DISBURSEMENTS**

# SCHEDULE OF STANDARD CHARGEOUT RATES IN RESPECT OF GRIFFINS PARTNERS AND STAFF AS AT 1 OCTOBER 2015

In accordance with Statement of Insolvency Practice 9 "Remuneration of Insolvency Office Holders" the following hourly charge-out rates will be applied when fixing the Officeholders Remuneration

| Grade of staff  | <b>Hourly Rate</b> |
|-----------------|--------------------|
| Partners        | £450 - £565        |
| Senior Managers | £400 - £450        |
| Managers        | £325 - £390        |
| Investigators   | £280 - £360        |
| Administrators  | £150 - £325        |
| Cashiering      | £100 - £275        |
| Support         | £70 - £200         |

The above rates are reviewed annually on 1 October

It is not our policy to charge for support staff (secretarial, filing, reception) unless such staff are working on an individual matter for more than 7 hours in which case the rate for an Administrator may be applied

Time is charged in minimum units of 5 minutes for all staff

# **DISBURSEMENTS**

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm Best practice guidance<sup>1</sup> requires that such charges should be disclosed to those who are responsible for approving his remuneration, together with an explanation of how those charges are made up and the basis on which they are arrived at

# **DEFINITIONS**

Practice guidance<sup>1</sup> classifies expenses into two broad categories

- Category 1 expenses (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 suppliers' invoice or published tariff of charges, mileage is charged at the appropriate H M Revenue & Customs rate
- Category 2 expenses. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to an appointment on a proper and reasonable basis.

# **CHARGING POLICY**

- Category 1 expenses (approval not required) all such items are re-charged to the case as they are incurred
- Category 2 expenses (approval required) resolutions to be sought from creditors if these category of expenses arise



# **GRIFFINS HISTORIC CHARGEOUT RATES SINCE 1 OCTOBER 2009**

| STAFF GRADE                  | 1 October 2009 |
|------------------------------|----------------|
|                              | £              |
| Partners                     | 365-440        |
| Managers                     | 290-300        |
| Senior                       |                |
| Administrators/Investigators | 260-290        |
| Administrators               | 140-220        |
| Support Staff                | 70-170         |

| STAFF GRADE                  | 1 October 2010 | 1 October<br>2011 | 1 October 2012 |
|------------------------------|----------------|-------------------|----------------|
|                              | £              | £                 | £              |
| Partners                     | 495            | 495-545           | 495-545        |
| Managers                     | 300-350        | 300-395           | 300-395        |
| Senior Investigators         | 300-350        | 325-380           | 325-380        |
| Administrators/Investigators | 180-280        | 200-300           | 200-300        |
| Junior Administrators/Junior |                | ·                 |                |
| Investigators                | 140-190        | 145-190           | 145-250        |
| Support Staff                | 70-170         | 70-180            | 70-180         |

| STAFF GRADE                  | 1 October 2013 | 1 May 2014 |
|------------------------------|----------------|------------|
|                              | £              | £          |
| Partners                     | 495-565        | 450-565    |
| Managers                     | 300-400        | 300-450    |
| Senior Investigators         | 325-385        | 325-425    |
| Administrators/Investigators | 200-310        | 200-360    |
| Junior Administrators/Junior |                |            |
| Investigators                | 150-250        | 150-250    |
| Support Staff                | 70-220         | 70-220     |

| STAFF GRADE              | 1 October 2014 |
|--------------------------|----------------|
|                          | £              |
| Partners                 | 450-565        |
| Managers                 | 325-450        |
| Investigators            | 285-380        |
| Administrators           | 150-310        |
| Support/Cashier Managers | 220-275        |
| Support/Cashier Staff    | 70-180         |

The above rates are reviewed annually on 1 October, however following the appointment of a new partner on the 1 May 2014 a rate review took place

It is not our policy to charge for support staff (secretarial, filing, reception) unless such staff are working on an individual matter for more than 7 hours in which case the rate for an Administrator may be applied. Time is charged in minimum units of 5 minutes for all staff.

# Appendix D

# The Business Planning Shop Limited In Creditors' Voluntary Liquidation

Creditors' rights - Rules 4 49E and 4 131 of the Insolvency Rules 1986



# Rule 4.49E Creditors' and members' request for further information

### 4.49E(1) If-

- (a) within the period mentioned in paragraph (2)—
  - (i) a secured creditor, or
  - (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
  - (III) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company,

or

- (b) with the permission of the court upon an application made within the period mentioned in paragraph (2)—
  - (i) any unsecured creditor, or
  - (ii) any member of the company in a members' voluntary winding up,

makes a request in writing to the liquidator for further information about remuneration or expenses set out in the progress report in accordance with Rule 4 49B(1)(e) or (f) (including by virtue of Rule 4 49C(5)) or in a draft report under Rule 4 49D, the liquidator must within 14 days of receipt of the request, comply with paragraph (3) except to the extent that the request is in respect of matter in a draft report under Rule 4 49D or a progress report required by Rule 4 108 which (in either case) was previously included in a progress report not required by Rule 4 108

- 4.49E(2) The period referred to in paragraph (1)(a) and (b) is—
- (a) 7 business days of receipt (by the last of them in the case of an application by more than one member) of the progress report where it is required by Rule 4 108, and
- (b) 21 days of receipt (by the last of them in the case of an application by more than one member) of the report or draft report in any other case
- 4.49E(3) The liquidator complies with this paragraph by either—
- (a) providing all of the information asked for, or
- (b) so far as the liquidator considers that-
  - (i) the time or cost of preparation of the information would be excessive, or
  - (ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
  - (III) the liquidator is subject to an obligation of confidentiality in respect of the information,

giving reasons for not providing all of the information

- **4.49E(4)** Any creditor, and any member of the company in a members' voluntary winding up, who need not be the same as the creditors or members who asked for the information, may apply to the court within 21 days of—
- (a) the giving by the liquidator of reasons for not providing all of the information asked for, or
- (b) the expiry of the 14 days provided for in paragraph (1),

and the court may make such order as it thinks just

- **4.49E(5)** Without prejudice to the generality of paragraph (4), the order of the court under that paragraph may extend the period of 8 weeks or, as the case may be, 4 weeks provided for in Rule 4 131(1B) or 4 148C(2) by such further period as the court thinks just
- 4.49E(6) This Rule does not apply where the liquidator is the official receiver

# Rule 4.131 Creditors' claim that remuneration is or other expenses are excessive

- **4.131(1)** Any secured creditor, or any unsecured creditor, with the concurrence of at least 10 per cent in value of the creditors (including that creditor) or the permission of the court, may apply to the court for one or more orders in paragraph (4)
- 4.131(1A) Application may be made on the grounds that—
  - (a) the remuneration charged by the liquidator,
  - (b) the basis fixed for the liquidator's remuneration under Rule 4 127, or
  - (c) expenses incurred by the liquidator,

is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate

- **4.131(1B)** The application must, subject to any order of the court under Rule 4 49E(5), be made no later than 8 weeks (or, in a case falling within Rule 4 108, 4 weeks) after receipt by the applicant of the progress report, or the draft report under Rule 4 49D, which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report") "
- **4.131(2)** The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss the application, but it shall not do so unless the applicant has had an opportunity to attend the court for a hearing, of which he has been given at least 5 business days' notice but which is without notice to any other party

If the application is not dismissed under this paragraph, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly

- **4.131(3)** The applicant shall, at least 14 days before the hearing, send to the liquidator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it
- **4 131(4)** If the court considers the application to be well-founded, it must make one or more of the following orders—
  - (a) an order reducing the amount of remuneration which the liquidator was entitled to charge,
  - (b) an order fixing the basis of remuneration at a reduced rate or amount,
  - (c) an order changing the basis of remuneration,
  - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the liquidation,
  - (e) an order that the liquidator or the liquidator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,

and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report "

**4.131(5)** Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable out of the assets