



THURSDAY



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31/05/2018

#217

COMPANIES HOUSE

1	Company details	
Company number	0 5 7 8 3 5 0 5	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	The Business Planning Shop Limited	
2	Liquidator's name	
Full forename(s)	Stephen	
Surname	Hunt	
3	Liquidator's address	
Building name/number	Tavistock House South	
Street	Tavistock Square	
Post town	London	
County/Region		
Postcode	W C 1 H 9 L G	
Country		
4	Liquidator's name ①	
Full forename(s)		① Other liquidator Use this section to tell us about another liquidator.
Surname		
5	Liquidator's address ②	
Building name/number		② Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

6	Liquidator's release									
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.									
7	Final account									
	<input checked="" type="checkbox"/> I attach a copy of the final account.									
8	Sign and date									
Liquidator's signature	Signature  X	X								
Signature date	<table border="1"><tr><td>^d2</td><td>^d9</td><td>^m0</td><td>^m5</td><td>^y2</td><td>^y0</td><td>^y1</td><td>^y8</td></tr></table>	^d 2	^d 9	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8	
^d 2	^d 9	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8			

**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 **Martina Alexandrou**

Company name **Griffins**

Address **Tavistock House South**

Tavistock Square

Post town **London**

County/Region

Postcode **W C 1 H 9 L G**

Country

DX

Telephone **020 7554 9600**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have attached the required documents.
- ☒ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

The Business Planning Shop Limited
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 24 October 2017 To 26 March 2018

S of A £		£	£
	ASSET REALISATIONS		
5,000.00	Goodwill	5,000.00	
68,781.92	Directors Loan Account	NIL	
	Funds Received Pre Appointment	4,000.00	
	Bank Interest Gross	0.62	
			9,000.62
	COST OF REALISATIONS		
	Specific Bond	90.00	
	Preparation of S.of A.	5,000.00	
	Liquidators Fees	3,250.00	
	Legal Fees	150.00	
	Legal Disbursements	255.00	
	VAT Irrecoverable	258.77	
	Statutory Advertising	308.77	
	Expenses borne by Griffins	(311.92)	
			(9,000.62)
	UNSECURED CREDITORS		
(780.00)	Trade & Expense Creditors	NIL	
(6,153.01)	HM Revenue & Customs - PAYE/NIC	NIL	
(73,570.11)	HM Revenue & Customs : CT	NIL	
(6,381.95)	HM Revenue & Customs - VAT	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shares	NIL	
			NIL
(13,203.15)			0.00

REPRESENTED BY



Stephen Hunt
Liquidator

NIL



**The Business Planning Shop Limited
In Creditors' Voluntary Liquidation**

**Liquidator's Final Account to Members and Creditors
for the period ending 26 March 2018**



Goodwill

The director purchased the goodwill of the company on 24 October 2012 for £5,000. He paid this amount in a number of instalments, the last of which was on 9 January 2013.

3.1 Other Realisations

Bank Interest Net

Interest in respect of funds held in the liquidation account of £0.62 has been received during the period of the liquidation.

4 Investigations

4.1 Initial Investigations

As Liquidator, I undertook investigations into the company's affairs which included a review of the financial information available and obtaining further information from third parties.

During this review I undertook the following preliminary enquiries:

- Invited creditors to bring to my attention any particular matters which they considered requires investigation
- Made enquiries of accountants, solicitors and other professionals who acted for the company
- Compared the statement of affairs with the last management accounts in order to ascertain whether all significant fixed and current assets could be identified and material movements in fixed and current assets could be properly explained
- Conducted a review of the books and records for the six-month period prior to the liquidation in order to identify any unusual or exceptional transactions

In conducting this exercise I had regard to the size of the business, the level of assets available to fund any identified further investigations or actions, and the materiality of any matters that have arisen.

This information was used when carrying out my statutory duty in completing a report under section 7 of the Company Directors Disqualification Act 1986 (CDDA) on the conduct of the Directors. As this is a confidential report, I will not be able to disclose the contents.

This review resulted in further, more detailed, investigation into aspects of the company's financial affairs, see section 4.2 below.

The purpose of my appointment was to investigate the affairs of the company and the conduct of Mr Morfakis in particular to establish whether he was in breach of, or had neglected his statutory duties.



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8. Liquidators' Expenses and Disbursements
9. Quality of Service and Code of Ethics
10. Creditors' Rights
11. Conclusion

Appendices

- A. Statutory and Office Holder Information
- B. Receipts and Payments Account for the period 24 October 2017 to 26 March 2018, together with an account for the entire period of the liquidation and a comparison with the amounts recorded in the Statement of Affairs
- C. Griffins' Time Analysis for the period 24 October 2017 to 26 March 2018, and for the entire period of the appointment, provided in accordance with the Statement of Insolvency Practice 9
- D. Grant Thornton UK LLP's time analysis for the period of their appointment together with details of charge out rates, provided in accordance with Statement of Insolvency Practice 9
- E. Axiom Recovery LLP's time analysis for the period of their appointment, , provided in accordance with Statement of Insolvency Practice 9
- F. Statutory and Creditor Compliance Tasks
- G. Notice under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 that the company's affairs are fully wound up
- H. Creditors' Rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016 ("IR 2016")



1 Introduction

On 24 October 2012, Mr Costas Morfakis ("Mr Morfakis") of Axiom Recovery LLP was appointed Liquidator of The Business Planning Shop Limited ("the company") at a meeting of creditors.

Following a High Court order dated 8 March 2013, Mr Morfakis was removed as Liquidator and Mr Kevin Hellard of Grant Thornton UK LLP and I, were appointed Joint Liquidators in his place.

Kevin Hellard gave his permission to be removed as Joint Liquidator by an Order of the High Court dated 27 November 2013.

This account provides a final update on the progress in the liquidation and should be read in conjunction with the previous annual reports. I confirm that the affairs of the company are fully wound up, and attached at Appendix G is a notice to this effect under Rule 6.28 of IR 2016.

Additional information in respect of the company and office holders is attached at Appendix A.

This report provides creditors with the following information:

- The work undertaken
- An explanation of my statutory and professional compliance duties as Liquidator

2 Receipts and Payments Account

An account of the receipts and payments for the period 24 October 2017 to 26 March 2018 together with an account for the entire period of the liquidation and a comparison with the amounts recorded in the Statement of Affairs, is at Appendix B.

The receipts and payments account reflects actual payments made to date rather than accrued unpaid expenses.

My specific bond and Land Registry searches of £109.75 have been paid by Griffins and are not shown in the receipts and payments account.

3 Realisation of Assets

Funds Received Pre- Appointment

Prior to the appointment of Mr Morfakis funds of £4,000 were received by Mr Morfakis which it is understood represented the Statement of Affairs' fee.



As previously reported, I submitted claims against Mr Morfakis's insolvency bonds across the portfolio of cases in which I was appointed. I have agreed settlement of a number of claims but not in relation to this estate.

4.2 Further Investigations

Director's Loan Account ("DLA")

The director had an outstanding DLA which was recorded on the abbreviated accounts for the company for the year ending 30 April 2011. The DLA was also listed in the Statement of Affairs as having a realisable value of £68,781.92. In view of the director failing to respond to me about his DLA, I instructed solicitors to recover the amount outstanding.

My solicitors conducted various enquiries into the DLA which culminated in a family member of the director advising of his ill-health. In the absence of supporting medical evidence, my solicitors continued to pursue the matter but when additional investigations revealed that the director had no viable means to make it commercially viable to attempt to recover the outstanding DLA, I decided to conclude this issue.

I have not identified any further issues which may lead to recoveries for the liquidation estate. My investigations into the affairs of the company and Mr Morfakis's conduct are now complete.

5 Statutory and Professional Compliance

I have met a considerable number of statutory and regulatory obligations. This work did not provide a direct financial benefit to creditors, but they did assist in the efficient and compliant progression of the liquidation. This ensured that my staff and I carried out our work to high professional standards.

In order that creditors can have an informed understanding of these matters, they are listed at Appendix F.

6 Creditors' Communication, Claims and Distributions

I was required, as Liquidator, to undertake certain tasks in relation to creditors' claims. This work did not provide a direct financial benefit to the liquidation estate but was essential to the administration of the case.

In order that creditors can have an informed understanding of these matters, they are also listed at Appendix F.

6.1 Secured Creditors

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



6.2 Preferential Creditors

No preferential claims have been received in the liquidation and none were anticipated.

6.3 Unsecured Creditors

The Statement of Affairs showed unsecured creditors with a total value of £86,885.07. To date, I have received claims totalling £86,476.23.

Under Rule 14.36 and 14.37(b) IR 2016, I give notice that I am unable to declare a dividend to any class of creditors as the funds realised were used for defraying the expenses of the liquidation.

7 Liquidators' Remuneration

From the records supplied Axiom Recovery LLP has drawn remuneration totalling £3,250 and a fee of £5,000 in respect of the preparation of the company's Statement of Affairs and convening the meeting of creditors.

Attached at Appendix E is Axiom Recovery LLP's time analysis for the period of their appointment, provided in accordance with Statement of Insolvency Practice 9.

As of 6 April 2015, Griffins introduced a new time recording analysis, which provides a more comprehensive breakdown of time my staff and I have recorded 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.

Appendix C details my total time costs for dealing with this case. It also provides details of the activity costs to date incurred by me and my staff, by grade.

In the period 24 October 2017 to 26 March 2018, my staff and I have recorded time costs of £4,782.47.

In the period of my appointment, my staff and I have recorded time costs of £53,200.

Attached at Appendix D is Grant Thornton UK LLP's time analysis report, together with details of charge out rates for the period of Mr Hellard's appointment as Joint Liquidator.

In the period of his appointment Mr Hellard's and his staff have recorded total time costs of £235.15.

Fee Resolution

At the meeting of creditors held on 16 December 2013, it was approved that the Liquidator be remunerated on the basis of time properly spent by the Liquidator and his staff.



There are no funds available to enable any payment to be made in respect of my fees in dealing with the liquidation and, as such, time costs incurred by me and my staff in administering this liquidation will be written off.

Further information regarding remuneration can be found in "A Creditors' Guide to Liquidator's Fees", which is available for download at the following address: <http://www.griffins.net/technical/>, together with Griffins policy on charge out rates and disbursements provided in accordance with the Statement of Insolvency Practice 9. 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/>.

8 Liquidators' Expenses and Disbursements

'Expenses' are amounts properly payable by the office holder from the estate. These may include, but are not limited to, legal and agents' fees.

'Disbursements' are expenses met by the office holder and reimbursed to the office holder in connection with an insolvency appointment and will fall into two categories, category 1 and category 2.

The table below provides details of the Category 1 disbursements incurred and paid during the period of the liquidation.

Payee name	Nature of expense incurred	Former Liquidator	Current Liquidator	Amount incurred and paid
		£	£	£
The Legal and Public Notices Advertising Agency	Statutory Advertising	233.50	-	233.50
Courts Advertising	Statutory Advertising	-	75.27	75.27
AUA Insolvency Risk Services	Specific Bond	90.00	-	90.00
Healys LLP	Legal fees	-	150.00	150.00
LesterAldridge LLP	Legal disbursements	-	255.00	255.00
HM Revenue & Customs	Irrecoverable VAT	-	258.77	257.77
	TOTAL	323.50	739.04	1,061.54



In accordance with our current policy, no category 2 disbursements have been drawn since my appointment.

Expenses Borne by Griffins

Please note that the sum of £331.92 in respect of disbursements above, has been paid by Griffins due to insufficient realisations to pay these. This is reflected on the attached Receipts and Payments account.

9 Quality of Service and Code of Ethics

My staff and I endeavour to provide the best possible standards at all times.

I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to insolvency appointments and details of this can be found at <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.

If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact my team manager, Ian Tilbury in the first instance at ian.tilbury@griffins.net. We will provide a response within 21 working days.

10 Creditors' Rights

Creditors are advised that Rule 18.9 IR 2016 provides the right to make a request to the Liquidator further information about remuneration or expenses appearing in this report. Rule 18.34 IR 2016 provides creditors with a right to challenge the Liquidators' remuneration and expenses.

Copies of these Rules are attached at Appendix H, for your information.

11 Conclusion

This final account will conclude my administration of the liquidation. I will obtain my release as Liquidator at the same time as vacating office upon filing this final account to the Registrar of Companies, together with a notice stating whether creditors have objected to my release before the end of the prescribed period as set out in Rule 6.28 of the IR16.

The Registrar of Companies will dissolve the company three months thereafter.


Stephen Hunt
Liquidator

Date: 28/03/2018



The Business Planning Shop Limited (In Liquidation)

Appendix A

Statutory and Office Holder Information



Company information

Company name: The Business Planning Shop Limited
Company number: 05783505
Trading name: The Business Planning Shop Limited
Nature of business: Management Consultancy Activities
Trading address: Britannia House, 11 Glenthorne Road,
Hammersmith, London W6 0DH
Registered office: Griffins, Tavistock House South, Tavistock
Square, London WC1H 9LG
Former registered office: Suite 2 First Floor Turnpike Gate House,
Alcester Heath Birmingham Road, Alcester,
Warwickshire B49 5JG

Liquidator's details

Name: Stephen Hunt
IP number: 9183
Name of firm: Griffins
Firm's address: Tavistock House South, Tavistock Square,
London WC1H 9LG
Date of Successor 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 First Floor Turnpike Gate House,
Alcester Heath Birmingham Road, Alcester,
Warwickshire B49 5JG
Date of Appointment: 24 October 2012
Date ceased to act: 8 March 2013



The Business Planning Shop Limited (In Liquidation)

Appendix B

Receipts and Payments Account for the period 24 October 2017 to 26 March 2018,
together with an account for the entire period of the liquidation and a comparison
with the amounts recorded in the Statement of Affairs



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

Statement of Affairs £		From 24/10/2017 To 26/03/2018 £	From 24/10/2012 To 26/03/2018 £
	ASSET REALISATIONS		
5,000.00	Goodwill	NIL	5,000.00
68,781.92	Directors Loan Account	NIL	NIL
	Funds Received Pre Appointment	NIL	4,000.00
	Bank Interest Gross	0.01	0.62
		0.01	9,000.62
	COST OF REALISATIONS		
	Specific Bond	NIL	90.00
	Preparation of S.of A.	NIL	5,000.00
	Liquidators Fees	NIL	3,250.00
	Legal Fees	NIL	150.00
	Legal Disbursements	NIL	255.00
	VAT Irrecoverable	32.07	258.77
	Statutory Advertising	NIL	308.77
	Expenses borne by Griffins	NIL	(311.92)
		(32.07)	(9,000.62)
	UNSECURED CREDITORS		
(780.00)	Trade & Expense Creditors	NIL	NIL
(6,153.01)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(73,570.11)	HM Revenue & Customs : CT	NIL	NIL
(6,381.95)	HM Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shares	NIL	NIL
		NIL	NIL
(13,203.15)		(32.06)	0.00
	REPRESENTED BY		
			NIL



Stephen Hunt
Liquidator



The Business Planning Shop Limited (In Liquidation)

Appendix C

Griffins' Time Analysis for the period 24 October 2017 to 26 March 2018, and for the entire period of the appointment, provided in accordance with the Statement of Insolvency Practice 9



Time Entry - Detailed SIP9 Time & Cost Summary

BUSIN03 - The Business Planning Shop Limited

From: 24/10/2017 To: 26/03/2018

Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
CLOSING : Closing an Insolvency	0.08	0.25	3.33	0.00	5.25	8.82	2,190.83	246.70
STATUTORY : Statutory Duties	0.33	1.67	1.67	1.25	4.33	9.17	2,276.23	248.32
Administration & Planning	0.42	1.92	5.00	1.25	8.68	18.08	4,487.06	247.03
CREDITOR : Creditor Related Work	0.00	0.08	0.00	0.00	0.08	0.08	32.08	384.96
Creditors	0.00	0.08	0.00	0.00	0.08	0.08	32.08	384.96
ASS-DLA : Directors Loan Accounts	0.00	0.00	0.83	0.00	0.00	0.83	283.33	340.00
Realisations of Assets	0.00	0.00	0.83	0.00	0.00	0.83	283.33	340.00
Total Hours	0.42	2.00	5.83	1.25	9.67	19.00	4,782.47	251.71
Total Fees Claimed							0.00	



Time Entry - Detailed SIP9 Time & Cost Summary

BUSIN03 - The Business Planning Shop Limited
From: 08/03/2013 To: 26/03/2018
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADMIN : Administration Work	0.00	0.00	0.00	0.50	11.50	12.00	3,560.02	296.67
CASG : Cashiering Functions	0.00	0.08	0.00	0.42	2.50	3.00	606.35	202.78
CASHER : Cashiering Functions	0.00	0.00	0.00	0.25	0.17	0.42	88.33	163.99
CLOSING : Closing an Insolvency	0.08	0.26	3.33	0.00	5.25	8.92	2,190.83	245.70
DIARY : Case Diary	0.00	0.00	0.00	0.00	2.50	2.50	752.09	300.84
INS : Insolvency	0.00	0.00	0.08	0.00	0.00	0.08	27.92	335.04
MTGS : Meetings	0.00	0.17	0.00	0.00	0.00	0.17	66.66	389.86
REVIEWS : Case Reviews	0.17	0.67	3.00	0.00	13.50	17.33	5,476.66	315.96
STAT : Statutory	0.08	0.00	0.00	0.00	0.08	0.17	58.58	357.48
STATUTORY : Statutory Duties	1.17	5.75	4.08	3.33	24.00	37.42	9,954.06	266.03
TAX : Tax	0.17	0.08	0.00	0.00	0.75	1.00	307.91	307.91
Administration & Planning	1.67	7.00	10.50	4.50	60.25	83.00	23,072.41	277.98
PROREPORT : Progress Report	0.08	0.00	0.00	0.00	7.33	7.42	2,287.08	308.37
CREDITOR : Creditor Related Work	0.00	0.08	0.00	0.00	0.08	0.08	32.08	384.96
Creditors	0.08	0.08	0.00	0.00	7.42	7.50	2,319.16	308.22
ANTE : Antecedent Transactions	0.00	0.17	1.00	0.00	0.00	1.17	400.85	340.59
BOND1 : Bond Claim - Proving or Recovery of money	0.00	0.00	3.17	0.00	0.00	3.17	1,060.83	336.00
BOND2 : Bond Claim Parallel Costs	0.00	0.00	0.00	0.00	3.17	3.17	960.00	300.00
INV : Investigation	0.00	0.17	4.33	0.00	25.68	30.08	9,265.86	308.01
INV-FURT : Further Investigations	0.08	0.08	0.33	0.00	0.57	1.17	358.76	307.51
INV-INT : Initial Investigations	0.00	0.50	0.92	0.00	0.25	1.42	496.66	350.58
SIP2 : Investigation into Affairs	0.17	0.00	0.00	0.00	0.17	0.17	92.50	555.00
SIP4 : CDDA Investigation	0.08	0.00	0.67	0.00	0.00	0.75	265.42	353.89
POOLED COST : Pooled Costs	0.00	0.17	0.17	0.00	0.00	0.33	119.17	357.51
Investigations	0.33	1.08	10.68	0.00	29.67	41.42	13,010.05	314.13
LEGL : Legal Issues	0.00	0.00	0.42	0.00	1.08	1.50	482.09	328.06
LIT-POST : Post-action litigation	0.08	0.33	5.50	0.00	2.25	8.17	2,574.16	315.20
LIT-PRE : Pre-action litigation	0.50	1.42	6.00	0.00	22.33	30.08	6,576.81	285.17
Legal & Litigation	0.58	1.75	11.92	0.00	25.67	39.75	11,645.06	292.96
INSURANCE : Insurance of assets	0.00	0.00	0.00	0.00	0.25	0.25	75.00	300.00
ASS-DIA : Directors Loan Accounts	0.00	0.33	5.83	0.00	1.58	7.75	2,581.24	333.06
ASST : Asset Realisation	0.00	0.00	0.00	0.00	1.50	1.50	460.00	300.00
PROPERTY : Property	0.08	0.00	0.00	0.00	0.00	0.08	47.08	584.96
Realisations of Assets	0.08	0.33	5.83	0.00	3.33	9.58	3,153.32	329.04
Total Hours	2.75	10.25	38.83	4.50	126.33	181.25	63,200.00	283.52
Total Fees Claimed							0.00	



**Grant Thornton UK LLP's time analysis for the period of the appointment together with
details of charge out rates, provided in accordance with Statement of Insolvency
Practice 9**



The Business Planning Shop Ltd - In Liquidation - T30200820 - SIP 9 TIME COST ANALYSIS


Job(s): CVL

Transaction period: 01/01/2013 to 31/10/2013

Export version: standard Export version: detail Detailed Version

Standard	Portfolio		Manager		Executive		Administered		Total	
	Hrs	£	Hrs	£	Hrs	£	Hrs	£	Hrs	£
Administration and Planning					.84	214.80	.11	20.35	.95	235.15
Creditors										
Initial period										
Investigations										
Realisation of Assets										
Trading										
Total					.84	214.80	.11	20.35	.95	235.15
										247.53

Total fees billed to date (Time): £

 Grant Thornton

Printed on 12/11/2013 15:01



EXPLANATION OF GRANT THORNTON UK LLP CHARGING AND DISBURSEMENT RECOVERY POLICIES

INTRODUCTION

The following information is provided in connection with the liquidator's remuneration and disbursements in accordance with Statement of Insolvency Practice ("SIP") 9.

TIME COSTS

All partners and staff are charged out at hourly rates appropriate to their grade. The hourly charge-out rates are updated annually on 1 July. Details of the hourly charge-out rates are made available to creditors or committees at the time of fixing the basis of our fees. Support staff (ie secretaries, cashiers and filing clerks) are charged to the case for the time they work on it.

Detailed rates in use per year.

Staff Grade	From 1 July 2012	From 1 July 2013	From 1 July 2014 and still in use as at 1 July 2015
	£	£	£
Partners	465 - 580	480 - 600	495 - 615
Directors	440 - 480	455 - 500	470 - 515
Managers and Associate Directors	270 - 440	280 - 455	290 - 470
Executives	220 - 285	230 - 295	240 - 305
Administrators	150 - 210	155 - 220	160 - 230
Assistants and Support Staff	140 - 165	145 - 170	150 - 175
Staff Grade	From 1 July 2009	From 1 July 2010	From 1 July 2011
	£	£	£
Partners	410 - 510	425 - 535	445 - 560
Directors	385 - 420	405 - 440	425 - 460
Managers and Associate Directors	235 - 385	245 - 405	260 - 425
Executives	195 - 250	200 - 260	210 - 275
Administrators	135 - 190	140 - 195	145 - 205
Assistants and Support Staff	125 - 150	130 - 155	135 - 160

DISBURSEMENTS

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate as a cost, with no uplift. These include but are not limited to such items as case advertising, storage, bonding and other insurance premiums and properly reimbursed expenses incurred by personnel in connection with the case. Out of pocket expenses are charged at cost. Mileage is charged at standard rates which comply with HM Revenue and Customs limits, or AA recommended rates.

Category 2 or indirect Disbursements as defined by SIP 9 are not charged to the case.



Axiom Recovery LLP's time analysis for the 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

BUSIM03 - The Business Planning Shop Limited
To: 07/03/2013

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
06 : Salary/Legal/Compliance	0.70	1.20	0.00	0.20	10.20	2,077.00	203.63
06 : Bank Correspondence	0.00	0.30	0.00	4.30	4.30	738.00	171.63
07 : Insurance	0.00	0.00	0.00	0.20	0.20	40.00	200.00
14 : Telephone & Messages	0.00	0.00	0.00	3.20	3.20	736.00	230.00
27 : Payroll	0.00	0.00	0.00	9.50	9.50	2,113.00	222.42
Administration & Planning	0.70	1.50	0.00	25.20	27.40	5,704.00	208.18
22 : Costs	0.10	0.30	0.00	2.40	2.70	532.00	196.66
03 : VAT	0.00	0.30	0.00	0.90	1.20	243.00	202.50
11 : Dividends/Investigations	0.00	0.50	0.00	0.00	0.50	180.00	360.00
Case Specific Matters	0.10	1.00	0.00	3.30	4.40	1,955.00	228.41
16 : Secured Creditors	0.00	0.40	0.00	0.00	0.40	144.00	360.00
02 : Proctor/Proxies	0.00	0.00	0.00	0.10	0.10	15.00	150.00
Creditors	0.00	0.40	0.00	0.10	0.50	159.00	318.00
20 : Asset Realisation - Fixed Assets	0.40	1.20	0.00	2.00	3.60	972.00	266.79
21 : Asset Realisation - Debtors	0.00	0.00	0.00	0.60	0.60	90.00	150.00
Realisations of Assets	0.40	1.20	0.00	2.60	4.20	1,062.00	241.35
Total Hours	1.40	4.10	0.00	31.20	36.70	7,938.00	216.03
Total Fees Claimed						0.00	

The Business Planning Shop Limited (In Liquidation)

Appendix F

Statutory and Creditor Compliance Tasks



Post-Appointment Statutory and Professional Compliance Tasks

I have undertaken the following tasks, during the period of the liquidation:

- On appointment, dealt with case setup on our insolvency database, maintained and separately recorded all financial records on the case, including creditors and employees details;
- Obtained a Specific Penalty bond for a sum equal to the company's assets subject to the statutory provisions. This bond covered any losses to the estate for any possible fraud or dishonesty of the Liquidator whether acting alone or in collusion with one or more persons and/or the fraud and dishonesty of any person committed with the connivance of the Liquidator, as required by Section 390 of the Insolvency Act 1986;
- Provided creditors with an opportunity to establish a Liquidation Committee;
- Undertook one month case review to ensure that all initial statutory matters were completed, asset realisation and initial investigations had commenced;
- Obtained the company's books and records;
- Established whether the company had an occupational pension scheme and complied with Section 120 Pensions Act 2004 and submitted a S120 Notice to the Pension Protection Fund, The Pension Regulator and to the Trustees of the Pension Fund.

Annual Statutory and Professional Compliance

In addition to the above tasks that were carried out, each year I undertook the following statutory tasks:

- Preparation and issuing of annual progress reports to members and creditors and submission of the same to the Registrar of Companies;
- Undertook bi-annual case reviews and ensured that the case was progressed efficiently and in a timely manner; undertook statutory duties; considered any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensured that any identified matters were addressed;
- Submitted VAT returns to HM Revenue and Customs, to ensure that any VAT refunds or payments are received or paid;
- Submitted annual Corporation Tax returns to HM Revenue and Customs;
- Maintained the case cash book, by undertaking quarterly reconciliations.



Closing Statutory and Professional Compliance

After concluding all case related matters, I have, or will be, undertaking the following tasks:

- Prepared and issued letters to HM Revenue and Customs requesting clearances in respect of VAT, PAYE/NIC and Corporation Tax, in order to conclude the administration of the liquidation;
- The allocation of funds, payments and bank reconciliations;
- Prepared and issued the Final Account to members and creditors;
- If the creditors so resolve, obtain my release from the Secretary of State;
- Retain and store the liquidation records for a minimum of 6 years after the vacation of office.

Tasks in relation to creditors' claims

- Ensured that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Statement of Affairs;
- Entered proof of debt forms/claims as and when they were received;
- Dealt with enquires from creditors;
- Reviewed the level of funds available and ensured that all costs and expenses have been paid in accordance with the rules of priority.



The Business Planning Shop Limited (In Liquidation)

Appendix G

Notice under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 that the
company's affairs are fully wound up



Notice that the Company's Affairs are fully Wound Up

Company Name: The Business Planning Shop Limited (In Liquidation) - ("the company")

Company Number: 05783505

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the company, Stephen Hunt, of Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG (telephone number: 0207 554 9600), who was appointed pursuant to an Order of the Court.

The Liquidator gives notice that the company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidators' remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by
- (iv) giving notice in writing below before the end of the prescribed period to:

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided at Appendix H.

Signed: _____

Stephen Hunt
Liquidator

Dated: _____

28/03/2018



**Creditors' Rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules
2016 ("IR 2016")**



Insolvency (England & Wales) Rules 2016

Rule 18.9

Creditors' and members' requests for further information in administration, winding up and bankruptcy

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) 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;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.



(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

(a) the office-holder giving reasons for not providing all of the information requested;

or

(b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

Rule 18.34

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

(a) the remuneration charged by the office-holder is in all the circumstances excessive;

(b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or

(c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

(a) a secured creditor,

(b) an unsecured creditor with either—

(i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or

(ii) the permission of the court, or

(c) in a members' voluntary winding up—

(i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or

(ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

