

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



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01/03/2022

#113

COMPANIES HOUSE

1 Company details

Company number 0 7 6 5 9 1 4 2
Company name in full Chapman Dhillon Solicitors Limited

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

2 Liquidator's name

Full forename(s) M P Halligan
Surname

3 Liquidator's address

Building name/number City Mills
Street Peel Street
Morley
Post town Leeds
County/Region
Postcode L S 2 7 8 Q L
Country

4 Liquidator's name ①

Full forename(s)
Surname

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

5 Liquidator's address ②

Building name/number
Street
Post town
County/Region
Postcode
Country

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

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6 Period of progress report

From date	d	2	d	5	m	0	m	1	y	2	y	0	y	2	y	0
To date	d	2	d	4	m	0	m	1	y	2	y	0	y	2	y	1

7 Progress report

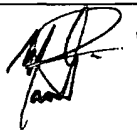
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

1

d

9

m

0

m

3

y

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y

2

y

1

LIQ03

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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 **M P Halligan**

Company name **MPH Recovery**

Address **City Mills**

Peel Street

Morley

Post town **Leeds**

County/Region

Postcode

L S 2 7 8 Q L

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

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

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



City Mills
Peel Street
Morley, Leeds
LS27 8QL

CHAPMAN DHILLON SOLICITORS LIMITED – IN LIQUIDATION
Company Number: 07659142

Registered Office: c/o City Mills, Peel Street, Morley, Leeds, LS27 8QL
Former Registered Office: Suite 3, Devonshire House, Devonshire Avenue, Street Lane, Leeds, LS8 1AY

Liquidator's Third Progress Report

M P Halligan appointed Liquidator 25 January 2018

Report Dated: 19 March 2021

Bradford • Leeds

T 0113 253 1445 E info@mph4recovery.com W www.mph4recovery.com



Martin Halligan is licensed in the United Kingdom to act as an Insolvency Practitioner by the Association of Chartered Certified Accountants.
Insolvency Practitioners acting as Administrators or Administrative Receivers contract as agents without personal liability.
MPH Recovery is a trading style of MPH (GB) Limited registered in England No: 5143886. VAT No. 921 7056 40
Registered Office: Unit 9 Gemini Business Park, Sheepscar Way, Leeds LS7 3JB.

CHAPMAN DHILLON SOLICITORS LIMITED ("the Company") – IN LIQUIDATION
Company Number: 07659142

Introduction

This report has been prepared to fulfil statutory requirement and is being made available to all known creditors. This report should be read in conjunction with my initial letter to members and creditors following my appointment and my previous progress reports dated 25 February 2019 and 23 March 2020. This third progress report is for the period 25 January 2020 to 24 January 2021.

The EC Regulation on Insolvency Proceedings will apply and these proceedings will be main proceedings as defined by the EC Regulations. The Company's registered office and centre of main interests are in the United Kingdom.

As Liquidator, I am bound by the Insolvency Code of Ethics ("the Code") when carrying out all professional work relating to liquidations. The Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found at www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics.

Receipts and Payments

A summary of receipts and payments for the period 25 January 2018 to 24 January 2021 and for the period since my previous progress report, 25 January 2020 to 24 January 2021, is attached at Appendix I. This shows a balance in hand of £24,354.21. The contents therein are self-explanatory. In accordance with the provisions of Statement of Insolvency Practice 7, the receipts and payments are shown net of VAT. An Interest-bearing bank account has been opened with Svenska Handelsbanken AB (publ) for the purposes of the Liquidation. Total gross bank interest of £62.53 has been received.

Assets Specifically Pledged

No assets specifically pledged have been brought to my attention in this reporting period.

Assets Not Specifically Pledged

No further assets not specifically pledged have been brought to my attention in this reporting period.

The only credit received during this reporting period is gross bank interest of £28.98.

Preferential Creditors

The Director stated that he did not anticipate any preferential claims in respect of potential employees' claims for arrears of wages and holiday pay. I can confirm that no preferential claims have been notified to me to date.

Prescribed Part

The Prescribed Part is a proportion of floating charge assets set aside for non-preferential creditors pursuant to Section 176A of the Act. The Prescribed Part applies to floating charges created on or after 15 September 2003.

As there are no charges registered over the assets of the Company, the Prescribed Part provisions will not apply and as Liquidator I concur with the treatment of the Prescribed Part by the Directors in their Report.

Floating Charge Creditors

The Company has no outstanding registered charges and as such there are no floating charge creditors.

Non - Preferential Creditors

Non - preferential claims received to date total £149,157.86, detailed as follows: -

	No.	£ Per 'S of A'	No.	£ Claims
Trade Creditors	25	501,000	39	143,989.44
Banks/Institutes	1	4,500	0	0.00
HMRC - PAYE	1	5,000	1	5,498.42
HMRC – Corporation Tax	0	0	0	0.00
HMRC -VAT	0	0	0	0.00
TOTAL	27	510,500	40	149,487.86

Creditors who have not yet claimed are invited to submit their claims to me at the address detailed on the cover sheet, using the attached proof of debt form.

PRE APPOINTMENT REMUNERATION

A fee of £5,000.00 plus VAT and disbursements plus VAT was approved by the first meeting of creditors in respect of assisting in the preparation of the Statement of Affairs and preparing the report presented to the first meeting of creditors.

A fee of £5,000.00 plus VAT and disbursements plus VAT was approved by the first meeting of creditors in respect of convening the meeting of members and creditors.

Prior to my appointment, I received £8,500 on account.

LIQUIDATOR'S REMUNERATION

My remuneration was authorised by the creditors by written resolution dated 18 March 2019. My remuneration was authorised on a time costs basis.

I was authorised to draw time costs estimated in the sum of £73,190.00 on account of my work.

The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from creditors.

A summary of my Liquidator's time costs for the period 25 January 2018 to 24 January 2021 together with a summary of my Liquidator's time costs for the period since my previous progress report, 25 January 2020 to 24 January 2021, is attached at Appendix II. A summary of the work carried out from the date of my appointment is also attached at Appendix II.

A total of 134.45 hours have been spent on this assignment, for the period 25 January 2018 to 24 January 2021 totalling £41,320.00 at an average hourly rate of 307.33. No remuneration has been drawn to date.

Included in the above is a total of 11.70 hours which have been spent on this assignment for the period 25 January 2020 to 24 January 2021, totalling £4,124.00 at an average hourly rate of £352.48.

The actual charge out rate incurred compares with the estimated average charge out rate of £316.02.

Liquidator's Disbursements

A summary of my Category 1 disbursements, (disbursements which may be paid without the prior approval of creditors under insolvency legislation), both pre and post appointment, for the period to 24 January 2021, is detailed below:-

Disbursement	Payee	Amount (£)		Basis
		Pre	Post	
Statutory Advertising	EPE Reynell Advertising Ltd	100.33	200.66	Cost
Specific Bond	Marsh Limited	0.00	80.00	Cost
		100.33	280.66	

The specific bond has been paid out of estate funds.

A summary of my Category 2 disbursements, both pre and post appointment, for the period to 24 January 2021, is detailed below:-

Disbursement	Payee	Amount (£)	
		Pre	Post
Room Hire	MPH Recovery	175.00	0.00
Creditor Circulars	MPH Recovery	28.47	19.80
Travel & Subsistence	MPH Recovery	0.00	0.00
		203.47	19.80

Category 2 disbursements do however require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

My Category 2 disbursements were approved by creditors alongside the agreement of the basis of my remuneration as liquidator. No Category 1 or 2 disbursements have been drawn to date.

FURTHER INFORMATION ON FEES AND DISBURSEMENTS

A schedule of MPH Recovery's fees and disbursements in Liquidations is attached at Appendix III. Scale rates are reviewed periodically and may increase from time to time over the period of administration on each insolvency case. There has been an adjustment to the scale rates but no increase during the Liquidation.

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

A creditors' guide to fees can be found on The Association of Business Recovery Professionals website at www.r3.org.uk/what-we-do/publications/professional/fees (under the sub heading "Guide to Liquidators Fees").

Please note that there are different versions of the Guidance Notes, and in this case you should refer to the October 2015 version. A hard copy of this can be obtained on request from this office, free of charge.

Other Professionals / Agents Employed

As Liquidator I have employed the following professionals, a summary of their fees for the duration of the Liquidation, is detailed below:-

Professionals	Description	Basis of fee	Incurred (£)	Paid (£)
Williams & Co	Legal Fees	Time Costs	7,514.00	7,514.00
Williams & Co	Legal Disbursements	Cost	0.00	0.00
Total			7,514.00	7,514.00

I consider the above to be a firm of repute with the appropriate expertise in their respective field. My experience of working with them indicates that their charge out rates and internal delegation results in charges which are cost effective for this kind of work.

Dividend Prospects

Based on current information, I am unable to state what level of funds will be available for the benefit of non-preferential creditors.

INVESTIGATIONS INTO THE AFFAIRS OF THE COMPANY AND THE COMPANY DIRECTORS' DISQUALIFICATION ACT 1986

As Liquidator, I have a duty to investigate generally the affairs of an insolvent company and to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy & Industrial Strategy. I confirm that I have discharged my duties in these respects.

Investigations are continuing into the numerous issues surrounding the transfer of assets for nil consideration to the Directors new business Gledhow Legal. No realisations have been made to date.

Creditors Rights

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

OTHER MATTERS

Should you have any queries regarding this report or the Liquidation in general, please contact me at the office address detailed on the cover sheet, or telephone this office on 0113 2531445.

At MPH Recovery we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case, then in the first instance you should contact me at the address given in this letter.

If you consider that I have not dealt with your comments or complaint appropriately you, then put details of your concerns in writing to the Complaints Officer, MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment. Please note our full grievance procedure is available at www.mph4recovery.com/grievance.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M P Halligan', written over the closing 'Yours faithfully'.

M P Halligan

Liquidator

APPENDIX I
SUMMARY OF RECEIPTS AND PAYMENTS

Chapman Dhillon Solicitors Limited
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 25/01/2020 To 24/01/2021 £	From 25/01/2018 To 24/01/2021 £
RECEIPTS			
Furniture & Equipment	1,000.00	0.00	0.00
Book Debts		0.00	33,388.48
Bank Interest Gross		28.98	62.53
		<u>28.98</u>	<u>33,451.01</u>
PAYMENTS			
Specific Bond		0.00	80.00
Legal Fees (1)		987.00	7,514.00
Trade & Expense Creditors	(501,000.00)	0.00	0.00
Banks/Institutions	(4,500.00)	0.00	0.00
HM Revenue & Customs - PAYE / NIC	(5,000.00)	0.00	0.00
		<u>987.00</u>	<u>7,594.00</u>
Net Receipts/(Payments)		<u>(958.02)</u>	<u>25,857.01</u>
MADE UP AS FOLLOWS			
Svenska Handelsbanken AB (publ)		(1,155.42)	24,354.21
VAT Receivable / (Payable)		197.40	1,502.80
		<u>(958.02)</u>	<u>25,857.01</u>

APPENDIX II

**SUMMARY OF WORK UNDERTAKEN / ANTICIPATED TO BE UNDERTAKEN
AND SUMMARY OF TIME COSTS**

IN THE LIQUIDATION

Time Entry - SIP9 Time & Cost Summary

0274 - Chapman Dhillon Solicitors Limited
Project Code: POST
To: 24/01/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.20	8.70	3.00	8.40	22.30	5,483.00	245.87
Creditors	14.30	5.45	8.80	4.20	32.75	9,979.00	304.70
Investigations	34.90	21.30	1.00	11.50	68.70	22,732.50	330.90
Meeting Reports & Reviews	2.10	0.00	5.70	0.00	7.80	2,122.50	272.12
Realisation of Assets	1.90	0.40	0.00	0.00	2.30	895.00	389.13
Taxation	0.00	0.20	0.00	0.40	0.60	108.00	180.00
Total Hours	55.40	36.05	18.50	24.50	134.45	41,320.00	307.33
Total Fees Claimed							
Total Disbursements Claimed							

Time Entry - SIP9 Time & Cost Summary

0274 - Chapman Dhillon Solicitors Limited
Project Code: POST
From: 25/01/2020 To: 24/01/2021

Classification of Work Function							Total Disbursements Claimed	
Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Fees Claimed	Total Disbursements Claimed
Admin & Planning	1.00	0.00	0.00	1.20	514.00	233.84		
Creditors	7.10	0.30	0.00	7.40	2,945.00	397.97		
Investigations	0.60	0.00	0.00	0.60	240.00	400.00		
Meeting Reports & Reviews	0.50	0.00	0.00	1.50	425.00	283.33		
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00		
Taxation	0.00	0.00	0.00	0.00	0.00	0.00		
Total Hours	9.20	0.30	1.00	1.20	11.70	4,124.00	352.48	

SUMMARY OF WORK TO BE UNDERTAKEN:

Administration and planning:

- Case planning - Devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.
- Setting up physical/electronic case files (as applicable).
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other parties required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond. (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- Dealing with all routine correspondence and e-mails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking monthly bank reconciliations of the bank account containing estate funds.
- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.

Meetings Reports and Reviews:

- Convening and holding decision procedures and meetings of members and creditors (as applicable).
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Preparing the final account.
- Undertaking periodic reviews of the progress of the case.

Realisation of assets:

- Arranging suitable insurance over assets.
- Monitoring regularly the suitability and appropriateness of the insurance cover in place.
- Liaising with the bank regarding the closure of the Company's account.
- Liaising with agents re valuation of known assets.

Creditors:

- Dealing with creditor correspondence, e-mails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.

Investigations

- Recovering and listing the books and records for the case.
- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- Review the Company's bank statements to determine whether there have been any inappropriate antecedent transactions.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
- Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Comparing claims received against claims disclosed in DESA.
- Meetings with directors and other Company officers, ensuring that co-operation is received from both.
- Review concerns raised by creditors, as necessary.
- Appoint and liaise with Solicitors to pursue asset recoveries and any other claims or transactions.

Taxation:

- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.

APPENDIX III

LIQUIDATORS FEE RECOVERY POLICY

PRACTICE FEE RECOVERY POLICY FOR MPH RECOVERY (FROM 01 JUNE 2016)

Introduction

The Insolvency (Amendment) Rules 2015 allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.r3.org.uk/what-we-do/publications/professional/fees (under the sub heading "Guide to Liquidators Fees"). Alternatively a hard copy may be requested from MPH Recovery. Please note, however, that the guides have not yet been updated for the revised legislation, so we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were

taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour £
Director/Partner	400
Senior Manager	350
Manager	300
Administrator	225
Assistant	95

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning.
- Creditors.
- Investigations.
- Meetings Reports & Reviews.
- Realisation of Assets.
- Taxation.

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

The office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or MPH Recovery; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Disbursement Type	Basis of Charge
Mileage	75p per mile
Creditor Circulars (incl. stationery, printing and postage)	At Cost
Room Hire	£175.00

CLAIMING AS A CREDITOR

Under insolvency legislation, a liquidator may, depending on the circumstances of the case, decide to treat a 'small debt' of the Company (meaning a debt not exceeding £1,000 inclusive of VAT), as having been proved, without a creditor having to submit a proof of debt in respect of their claim. Where a dividend is anticipated and it is intended that any of the Company's debts will be treated in this way, notice will be given to the affected creditors, who will be entitled to any dividend paid in respect of their debt, without proving.

In such circumstances, if there is a discrepancy or difference between the amount a creditor believes they are owed and the Company's records, or should such any creditor wish to participate in any decisions made by creditors, it will be necessary for a creditor to submit a proof regardless of this provision.

The above does not preclude you from submitting a proof now if you are a creditor owed less than £1,000. Alternatively, if you do not consider that you are a creditor of the Company, please notify us and we will update our records.

If you are a creditor of the Company owed more than £1,000, you will be required to submit a proof of the debt owed to you as at the date of my appointment before you can participate in the proceedings. Enclosed with this letter is a Proof of Debt form for you to complete, providing full details of your claim which should be completed and returned to my office as soon as possible.

If you believe that you hold any form of security or reservation of title, would you please forward details in writing to me as soon as possible.

MPH RECOVERY'S GRIEVANCE PROCEDURE

As Office Holder, I maintain adequate Professional Indemnity Insurance to comply with the Provision of Services Regulations, and I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to liquidations. This Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found on the Gov.uk website <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. I shall be pleased to deal with any queries that you might have in this regard.

At MPH Recovery, we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. Therefore, should you have any comments or complaints regarding the administration of this case, then you should contact me at the address given in this letter in the first instance.

If you consider that I have not dealt with your comments or complaint appropriately, please provide details of your concerns in writing to the Complaints Officer, MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment.

However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may ask for the complaint to be referred to the appropriate regulatory body that licences the Insolvency Practitioner concerned. Any such complaints should be addressed to IP Complaints, The Insolvency Service, 3rd Floor, 1 City Walk, Leeds LS11 9DA. The name of the Insolvency Practitioner's licencing body will be contained in any formal correspondence from him. M P Halligan is licensed to act by the Insolvency Practitioners Association.

Further information in regard to the service regulations can be found at www.mph4recovery.com/service-regulations.

PROOF OF DEBT
under rule 14.4 The Insolvency (England and Wales) Rules 2016

CHAPMAN DHILLON SOLICITORS LIMITED - IN LIQUIDATION

Date of Liquidation: 25 January 2018

1	Name of creditor:	
2	Address of creditor:	
3	Claim, including VAT, as at date of Liquidation:	£
4	The amount of any uncapitalised interest that is include in the claim, if any.	£
5	Particulars of how and when the debt was incurred	
6	Please provide details of any documents by which debt can be substantiated: <i>(Notes - copies need not be supplied unless specifically requested by the office holder)</i>	
7	Particulars and value of any security held and the date it was given:	
8	Signature of creditor or authorised person: NAME, IN BLOCK LETTERS: Creditor's reference:	
9	Position or relationship with creditor: <i>(eg, director, accountant, credit controller etc)</i>	