

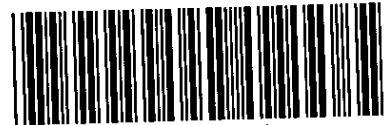
WU07

Notice of progress report in a winding-up by the court



Companies House

FRIDAY



A22 *A882ZDS3* #281
21/06/2019
COMPANIES HOUSE

1 Company details

Company number 0 8 3 3 8 5 5 2

Company name in full Ramshaw Transport Limited

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

2 Liquidator's name

Full forename(s) Fiona

Surname Grant

3 Liquidator's address

Building name/number The Manor House

Street

Post town 260 Ecclesall Road South

County/Region Sheffield

Postcode S 1 1 9 P S

Country

4 Liquidator's name

Full forename(s) Lisa Jane

Surname Hogg

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

5 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

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

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	^d 2	^d 5	^m 0	^m 4	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 4	^m 0	^m 4	^y 2	^y 0	^y 1	^y 9

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *Anna Grant* X

Signature date

^d 1	^d 7	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9
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WU07

Notice of progress report in a winding-up by the court



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 Deborah Hurton

Company name Wilson Field Limited

Address
The Manor House
260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

DX

Telephone
01142356780



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

Ramshaw Transport Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 25/04/2018 To 24/04/2019 £	From 25/04/2018 To 24/04/2019 £
ASSET REALISATIONS		
Cash at Bank	0.60	0.60
	<u>0.60</u>	<u>0.60</u>
COST OF REALISATIONS		
DTI Account Charges	88.00	88.00
O.R. Disbursements	9,400.00	9,400.00
	<u>(9,488.00)</u>	<u>(9,488.00)</u>
	<u>(9,487.40)</u>	<u>(9,487.40)</u>
REPRESENTED BY		
ISA NIB		(9,487.40)
		<u>(9,487.40)</u>

Fiona Grant
Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors

**Ramshaw Transport Limited
- In Compulsory Liquidation**

17 June 2019

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- B** Time Analysis for the period 25 April 2018 to 24 April 2019
- C** Notice of Decisions Being Sought to be Made by a Decision Procedure – by correspondence
- D** Information in Relation to the Trustee's Fees, Expenses & Disbursements
- E** Fee Estimate
- F** Proof of Debt form
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- H** Additional Information in Relation to Joint Liquidators' Fees, Expenses & Disbursements

1 Introduction and Statutory Information

- 1.1 I, Fiona Grant, together with my partner Lisa Jane Hogg, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of Ramshaw Transport Limited (the **Company**) on 25 April 2018 following the presentation of a petition for the compulsory winding up of the Company. The winding-up order was made on 12 February 2018 in the Newcastle Upon Tyne under court reference number 2017-393 of 2017. This progress report covers the period from 25 April 2018 to 24 April 2019 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.

Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print/>. If you are unable to download this, please contact us and a hard copy will be provided to you.

- 1.2 The trading address of the Company was 47 Swan Street, Bishop Auckland, DL14 9RN.
- 1.3 The registered office of the Company has been changed to The Manor House, 260 Ecclesall Road South, Sheffield, South Yorkshire, S11 9PS and its registered number is 08338552.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Administration (including statutory compliance & reporting)

- 2.3 The Liquidators must comply with certain statutory compliance matters in accordance with the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.

Realisation of Assets

Vehicles and other tangible assets

- 2.5 As per my initial report to creditors there were unsubstantiated allegations that assets had been removed by the former director, prior to the winding up of the company, for no consideration. The director had failed to surrender to the Official Receiver and therefore information in respect of this was limited.
- 2.6 I wrote to the director on my appointment and requested that they provide me with the books and records of the Company and information in respect of the assets of the Company. No response was received to this letter.
- 2.7 *I attended the former trading premises of the property in June 2018. The premises were inaccessible due to a locked gated. There were lorries on the premises with the company name on the side. The premises had visible fire damage and it was apparent that some of the vehicles had also suffered fire damage. I spoke with someone at the premises who advised that the Company no longer traded from the premises and the lorries were not owned by the Company.*

- 2.8 I wrote to the director following my visit and requested evidence of ownership of these lorries, so that I could be satisfied that they are not assets of the Company. The director again failed to respond to my correspondence.
- 2.9 I was unable to establish the ownership of these vehicles, however, I took photographs of these vehicles and sought advice from an agent who confirmed that the cost of trying to access the premises to take the vehicles and the costs of collection and sale would not make it cost effective to do so.
- 2.10 I also asked the director for an explanation as to what had happened to the assets listed in the last set of Company accounts dated 31 December 2015 which indicated there were tangible assets totalling £137,431 and intangible assets totalling £27,189. I asked for a schedule of what these assets were and what the current position is in respect of the same, however, as above the director failed to respond.
- 2.11 I have now instructed solicitors to write to the director for this outstanding information. The director has failed to respond to this correspondence and I will now liaise with my solicitor in respect of how to proceed.

Creditors (claims and distributions)

- 2.12 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.13 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.14 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 2.15 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 13 unsecured creditor claims in this case with a value per the Official Receiver's report to creditors of £77,436.99.
 - There are no secured creditors.
 - There have been no preferential creditor claims.
 - The director has failed to deliver the Company's books and records and therefore it may be difficult to verify claims due to a lack of company information.

Investigations

- 2.16 As you may be aware, in a compulsory liquidation the duty to investigate the Company's affairs is the responsibility of the Official Receiver. There is no requirement on the Liquidators to submit a report on the directors' conduct to the Department for Business, Energy & Industrial Strategy, however where matters are brought to the Liquidators' attention these are reported as appropriate to the Official Receiver for further consideration.

I would confirm that I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate and

that may need reporting to the Official Receiver. This assessment took into account information provided by creditors as a response to my request to complete an investigation questionnaire.

- 2.17 My investigations revealed the following issues which have now been reported to the Official Receiver.
- 2.18 Since my appointment I have undertaken bank analysis on the Company bank accounts for the period 12 February 2016 to 10 May 2018, when the accounts were closed. During the period there were payments to the director from the accounts totalling £93,836.81 and payments from the director of £138,877.51.
- 2.19 As the director had failed to provide books and records or surrender to the proceedings I did not know what position was in respect of the director's loan account (DLA).
- 2.20 In the analysis there were payments totalling £69,000 that were made to the director in October 2017, two months before the petition was presented against the Company. I wrote to the director requesting an explanation of what these payments related to.
- 2.21 The bookkeeper and accountant both contacted me following this letter. The bookkeeper provided me with the DLA schedule up to 2 March 2017. This detailed the loan account as £228,637.05. As such I updated my analysis to reflect the starting figure of the DLA from 3 March 2017 onwards.
- 2.22 The DLA schedule provided detailed a lot more payments than I had listed including cash withdrawals and payments to the director's wife which I hadn't included in my analysis.
- 2.23 In addition to the above I also identified payments made to an unknown bank account between 18 February 2016 and 11 May 2017 totalling £87,500. I wrote to the bank in respect of these payments and they confirmed these were payments to the director. The DLA schedule up to 2 March 2017 provided by the Company's bookkeeper did not include these payments.
- 2.24 In April 2019 I referred this matter to solicitors. My solicitors have written to the director to request the outstanding information including the Company's books and records and details of the current position of the Company assets. In addition, they have asked about the DLA and additional payments to the director and requested clarification as to how they were in the business or interests of the Company.
- 2.25 No response was received, and my solicitors chased the director again in May 2019. I will now discuss with my solicitors to determine how to proceed.

Matters still to be dealt with

- 2.26 As above there are ongoing investigation matters.

3 Creditors

Secured Creditors

- 3.1 There are no secured creditors.

Preferential Creditors

- 3.2 There are no preferential creditors.

Unsecured Creditors

- 3.3 I have received claims totalling £104,045.91 from 9 creditors. I have yet to receive claims from 3 creditors whose debts are estimated to total £114,958.68.

- 3.4 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 Joint Liquidators' Remuneration

- 4.1 It is proposed that my remuneration as Liquidator will be fixed by reference to the time spent by me and my staff in dealing with the matters arising out of the Liquidation.
- 4.2 Details of the work I consider will be necessary can be found at Appendices D and E, together with my fees estimate which outlines what I consider the likely costs of administering this Liquidation will be, at this stage. This enclosure also provides details of the expenses I consider will be, or are likely to be, incurred.
- 4.3 Please find attached at Appendices F and G, a Voting Form which I would be grateful if you could complete and return to my office by 29 July 2019 and a Proof of debt form which, if not already submitted, please return with your Voting Form. Alternatively, it can be emailed to dl.hurton@wilsonfield.co.uk or faxed to 0114 262 0661.
- 4.1 Please note that creditors' agreement to the fees estimate provided with this report will act as a cap on my fees unless or until such time as further approval is obtained from creditors to increase the amount proposed. I reserve the right to refer back to creditors should I consider that the estimate will be exceeded and will provide creditors with relevant information on the reasons for this and an updated estimate of costs if this proves necessary.
- 4.2 A copy of 'A Creditors' Guide to Trustee' Fees' is available on request or can be downloaded from <https://www.r3.org.uk/what-we-do/publications/professional/fees>.
- 4.3 Attached at Appendix H is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the end of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.

6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01142356780 or by email at dl.hurton@wilsonfield.co.uk.

Yours faithfully

F Grant

F Grant
Joint Liquidator

Enc

Appendix A

Receipts and Payments Account from 25 April 2018 to 24 April 2019

Ramshaw Transport Limited
(In Liquidation)

Summary of Receipts & Payments
25 April 2018 to 24 April 2019

RECEIPTS	Total (£)
Cash at Bank	0.60
	<hr/>
	0.60
	<hr/>
PAYMENTS	
O.R. Disbursements	9,400.00
DTI Account Charges	88.00
	<hr/>
	9,488.00
Balance In Hand	(9,487.40)
	<hr/>
	0.60
	<hr/>

Fiona Grant
Joint Liquidator

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

RAMS01D - Ramshaw Transport Limited
From: 25/04/2018 To: 24/04/2019
Project Code: POST

Classification of Work Function	Directors & JP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
ADAP : Appointment	0.10	2.80	13.60	0.00	16.50	4,646.00	281.58	16.50	4,646.00
ADCA : Cashiering	0.00	0.00	0.00	1.40	1.40	276.50	197.50	1.50	300.00
ADCR : Case Reviews	1.00	0.10	2.20	0.00	3.30	1,280.00	387.88	3.30	1,280.00
ADDI : Directors/Client	0.60	0.70	3.60	0.00	4.90	1,853.00	378.16	4.90	1,853.00
ADGA : File Maintenance	1.20	0.00	0.60	0.70	2.50	865.50	346.20	2.50	865.50
ADSC : Statutory and Compliance	0.50	0.10	0.20	0.80	1.60	531.50	332.19	1.60	531.50
ADSO : Strategic Overview	0.00	1.40	1.60	0.00	3.00	1,056.50	352.17	3.00	1,056.50
Admin and Planning	3.40	5.10	21.80	2.90	33.20	10,509.00	316.54	33.30	10,532.50
ADSV : Site Visit	6.10	6.30	0.00	0.00	12.40	5,129.00	413.63	12.40	5,129.00
CRSH : Shareholders	0.10	0.00	0.00	0.00	0.10	50.00	500.00	0.10	50.00
Case Specific Matters	6.20	6.30	0.00	0.00	12.50	5,179.00	414.32	12.50	5,179.00
CRTV : Tax and VAT	0.00	0.00	0.20	0.00	0.20	79.00	395.00	0.20	79.00
CRCL : Creditors Claims	0.00	0.10	0.00	0.00	0.10	33.00	330.00	0.10	33.00
CRCO : Communications with Creditors	0.20	1.70	2.30	2.20	6.40	1,830.50	286.02	6.40	1,830.50
CREM : Employees	0.00	0.00	0.30	0.00	0.30	118.50	395.00	0.30	118.50
Creditors	0.20	1.80	2.80	2.20	7.00	2,061.00	294.43	7.00	2,061.00
INRE : Investigation and Review	1.80	12.90	16.80	0.00	31.50	11,643.00	369.62	31.50	11,643.00
Investigations	1.80	12.90	16.80	0.00	31.50	11,643.00	369.62	31.50	11,643.00
REIS : Identifying Securing and Insuring	0.70	0.00	0.20	0.20	1.10	476.00	432.73	1.10	476.00
REPB : Property,Business and Asset Sales	0.00	0.40	0.00	0.00	0.40	132.00	330.00	0.40	132.00
Realisation of Assets	0.70	0.40	0.20	0.20	1.50	608.00	405.33	1.50	608.00
Total Hours	12.30	26.50	41.60	5.30	85.70	30,000.00	350.06	85.80	30,023.50

Appendix C

Notice of Decisions Being Sought to be Made by a Decision Procedure – by correspondence

NOTICE OF DECISION(S) BEING SOUGHT BY CORRESPONDENCE (A DECISION PROCEDURE)

Pursuant to S246ZE of the Insolvency Act 1986 and Rule 15.8 of Part 15 of the Insolvency (England and Wales) Rules 2016 (**the Rules**)

RAMSHAW TRANSPORT LIMITED (the Company)
Registered Number - 08338552

THE PROPOSED DECISIONS

The following decisions are proposed by the Joint Liquidator (**the Convener**) as decisions to be made by the Company's creditors by correspondence:

1. That the basis of the Liquidators' remuneration be fixed as time costs as detailed in the fees estimate/information provided to creditors with this Notice.
2. That the Liquidators be authorised to draw Category 2 disbursements in accordance with their firm's published tariff, provided to creditors with this Notice.

ENSURING YOUR VOTES ON THE PROPOSED DECISIONS ARE COUNTED

In order for votes on the Proposed Decisions to be counted, a creditor must have delivered the Voting Form accompanying this Notice, together with a proof of debt in respect of their claim to the Convener (unless already submitted), whose contact details are below, on or before 29 July 2019 (the Decision Date), failing which their votes will be disregarded.

Appeal of Convener's decision

Pursuant to Rule 15.35 of the Rules, any creditor may apply to the court to appeal a decision of the Convener. However, an appeal must be made within 21 days of the Decision Date.

Creditors with a small debt

Any creditor whose debt is treated as a small debt (less than £1,000 inclusive of VAT) must still deliver a proof of debt in respect of their claim with their Voting Form if they wish to vote on the Proposed Decisions.

Request for a physical meeting

Insolvency legislation also provides that creditors who meet certain thresholds, namely 10% in value of creditors, 10% in number of creditors or 10 creditors, may require a physical meeting to be held to consider the Proposed Decisions. Such a request must be made in writing to the Convener by no later than 5 business days after the date of delivery of this notice and should be accompanied by a proof of debt (unless already submitted).

Liquidation committee

Creditors with claims representing one-tenth in value of the Company's debts may request that as Liquidator, I seek a decision from the creditors and contributories on the establishment of a liquidation committee. If you wish for such a decision to be sought, requests should be made in writing to my office as appropriate.

Contact details

Documents required to be delivered to the Convener pursuant to this notice can be sent by post to the Joint Liquidator at Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS or alternatively by email to dl.hurton@wilsonfield.co.uk. Any person who requires further

information may contact Deborah Hurton by telephone on 0114 235 6780 or alternatively by e-mail at dl.hurton@wilsonfield.co.uk.

Dated: 17 June 2019

Signed: *J Grant*
Joint Liquidator

Appendix D

Information in Relation to the Trustee's Fees, Expenses & Disbursements

Ramshaw Transport Limited (the Company)

Fees Information in accordance with The Insolvency (Amendment) Rules 2015 and Statement of Insolvency Practice 9

Fees Overview

Prior to an insolvency practitioner agreeing the basis of her remuneration as liquidator, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors.

In addition, where the liquidator proposes to take all or any part of this remuneration based on the time she and her staff will spend dealing with the affairs of the insolvent company, a **fees estimate** must also be provided. This will outline the anticipated cost of that work, how long it is anticipated the work will take and whether any further approvals may be needed from creditors in due course.

It should be noted that a **fees estimate** may be provided to a particular milestone or for a designated period in a case, where it is not possible to accurately estimate the work that will need to be done at the outset.

Creditors should be aware that the **fees estimate** is based on all of the information available now and may be subject to change due to unforeseen circumstances that may arise during the liquidation. If it is considered that the **fees estimate** will be exceeded, the liquidator will provide an update and seek approval to increase the previously agreed **fees estimate**.

Work anticipated and the likely return to creditors

Some of the work undertaken by an insolvency practitioner is required by statute and may not necessarily provide a financial benefit to creditors. Examples of this work include investigations required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 or dealing with the claims of former employees via the National Insurance Fund.

Where the work to be done is anticipated to produce a financial benefit to creditors, this will be stated and it may be necessary for the liquidator to instruct third parties to assist in this process because of a particular expertise that the third party may bring such as valuation, tax or legal advice.

Where it is practical to do so, a liquidator will provide an indication of the likely return to creditors when seeking approval for the basis of his remuneration. Again due to the complex nature of the work undertaken by insolvency practitioners and the uncertainties that may exist in relation to the realisation of a company's assets at the outset of a case, this may not be possible. A liquidator is however, required by statute to provide periodic reports to creditors on the progress of a case which will include an update as to the likely return creditors may expect.

Proposed Fee Basis

The Liquidators are seeking to agree that their remuneration be based on the time spent by me and my staff in dealing with the Company's affairs. Attached to this document is the Liquidators **fees estimate**, together with an explanation of the work the Liquidators propose to undertake.

Each part of the work to be undertaken will necessarily require different levels of expertise and therefore related cost. In order to aid understanding, for the purposes of my **fees estimate**, the Liquidators have indicated an average blended rate of the grades of staff such as the case manager, the case administrator and cashier when estimating the total hours to be spent on each part of the work.

This **fees estimate** is produced on the basis of all the work I currently propose will be necessary in the liquidation. If I consider the **fees estimate** will be exceeded I will notify creditors accordingly, provide a revised estimate and seek further approval for my increased fees.

Outline of work to be done by the liquidator

Below are details of the work I propose undertaking in support of the above **fees estimate** for the liquidation:

Administration (including statutory compliance & reporting)

Liquidators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- Notifying creditors of the liquidator's appointment and other associated formalities including statutory advertising (where required) and filing relevant statutory notices at Companies House
- Preparing and issuing annual progress reports to members and creditors
- Lodging periodic returns with the Registrar of Companies for the liquidation
- Complying with statutory duties in respect of the liquidator's specific penalty bond
- Creation and update of case files on the firm's insolvency software
- Securing the Company's books and records
- Pension regulatory reporting and auto-enrolment cancellation
- Completion and filing of the notice of the Company's insolvency to HMRC
- Initial assessment required by Statement of Insolvency Practice 2 including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the liquidation
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter)
- Opening, maintaining and managing the liquidation estate cashbook and bank account(s)
- Dealing with all post-appointment VAT and corporation tax compliance

Realisation of assets

The Liquidators will seek to realise all of the Company's assets. I would refer you to section 2 of my report which details the assets that I am aware of and the work that has been undertaken to date.

Work done by the Liquidators and their staff and any third parties engaged to assist the Liquidators in realising the Company's assets will be done in order to maximise the likelihood of a return to creditors being made. In this instance, it is not anticipated that there will be a return to creditors, however further information on the likely outcome of the Liquidation process will be provided in the Liquidators' subsequent progress reports.

Creditors (claims and distributions)

The Liquidators will deal with all secured, preferential and unsecured creditor correspondence and claims as received, including any claims of creditors under retention of title. Based on the known assets of the Company, I currently think that after taking into consideration the costs of realising the assets and dealing with the statutory formalities of the liquidation process and the related costs and expenses, that no dividend will be available to creditors in this case. I will deal with the review and adjudication of creditors' claims as appropriate, if and when it is determined that a dividend is to be declared to that class of creditor.

If applicable I will appoint a solicitor to advise and deal with any materially disputed claim.

Investigations

The Liquidators are required to undertake an initial assessment of the Company's affairs as required by Statement of Insolvency Practice 2 (Investigations by Office Holders in Administrations and Insolvent Liquidations).

This work may not necessarily lead to any financial benefit to creditors yet is work I am required to undertake by statute and I must liaise with the Official Receiver over any concerns highlighted. I have included the time that was needed to comply with the above legislation within *Administration* above.

As my initial investigations revealed that further recoveries may be available for the insolvent estate, all work undertaken to pursue these recoveries is estimated within this time category.

It appears, based on the current position of my investigations into the assets of the Company, that it may become necessary to commence court proceedings to obtain the director's co-operation and progress any claims I may have against the director or any third party.

The potential extent and cost of this work is unknown, but could be substantial if an antecedent transaction or similar action is identified and pursued through to a settlement being achieved. Such work could include liaising with my solicitors to progress a claim, lengthy and detailed correspondence with any defendant or other party involved, mediation or other resolution meetings with defendants to seek to agree a settlement for the benefit of creditors, the obtaining of any relevant insurance to cover the costs of legal proceedings, full legal proceedings which could consist of an application to court, numerous court hearings and other associated work. On the attached fee estimate the investigations costs are estimated from previous experience and reflect the extent of work which could be undertaken on cases where an antecedent transaction or similar action has been identified and pursued through to a settlement being achieved. Creditors should note that if no such transaction is identified, then the costs may be significantly lower.

Liquidators' Expenses

As also noted, I am required to provide creditors with details of the expenses I consider will be, or are likely to be, incurred in the liquidation. These may include expenses such as agent's costs for assisting in the disposal and realisation of the company's physical assets or other routine expenses associated with an insolvency case such as statutory advertising costs or the office holder's specific penalty bond.

Below is a summary of the expenses I consider will be, or are likely to be, incurred in this case. I will provide a further update in my first progress report to creditors at the anniversary of my appointment as liquidator or sooner, if the case is concluded beforehand.

Expense	Estimated cost £
Solicitor's costs for correspondence to director and proceeding with any claims identified	5,000
Statutory Advertising	73.50
Specific penalty bond	20
Case related travel and subsistence	33.45
Land Registry fees	9
Document Management	8.43
Postage, stationery and photocopying	21.97
Category 2 disbursements charged by the firm:	
Document Upload fee	150

Wilson Field Limited's Charge-out rates and Category 2 disbursements policy

Attached to this document are details of my firm's current charge out rates and policy regarding the re-charge of Category 2 disbursements.

Category 2 disbursements 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. Any Category 2 disbursements which this firm proposes to charge in this case are reflected in the table of expenses above. Approval to charge these will be sought from creditors when the basis of my remuneration as liquidator is fixed.

It should be noted that my firm's charge-out rates may increase periodically. If any such increases impact on the **fees estimate** for the liquidation, creditors will be notified accordingly.

Liquidator's Fees Estimate

Attached is the Liquidators' **fees estimate** for the liquidation. The work the liquidator anticipates undertaking in relation to this estimate has been outlined above. It is an estimate for the entire liquidation. If I consider this estimate will be exceeded, I will advise creditors and seek approval for my revised **fees estimate** as appropriate.

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.

We are not proposing to utilise the services of any sub-contractors in this case.

Professional advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law (legal advice)	Hourly rate and disbursements

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

RAMSHAW TRANSPORT LIMITED
FEE ESTIMATE

Breakdown / Grade	Partner	Cost (£)	Manager	Cost (£)	Other Senior Professionals	Cost (£)	Assistants & Support Staff	Cost (£)	Total Hours	Total Cost (£)	Average Cost per Hour (£)
Admin and Planning (inc appointment/cashiering/case reviews/director client/file maintenance/out of office call/statutory and compliance/strategic overview)	6.00	3,000.00	6.00	2,400.00	35.00	13,825.00	3.00	390.00	50.00	19,615.00	392.30
Case Specific Matters (inc site visit/shareholders)	6.20	3,100.00		0.00	6.30	2,488.50	0.00	0.00	12.50	5,588.50	447.08
Creditors (inc calculation & distribution/creditors claims/communications with creditors/employees/Tax and VAT/Creditor service/prescribed part calculation & distribution)	2.00	1,000.00	0.00	0.00	6.00	2,370.00	3.00	390.00	11.00	3,760.00	341.82
Investigations (inc CDDA report/antecedent transactions/investigation and review)	4.00	2,000.00	12.90	5,160.00	30.00	11,850.00	0.00	0.00	46.90	19,010.00	405.33
Realisation of Assets (inc debt collection/identifying securing and insuring/property business and asset sales/ROT)	1.00	500.00	1.00	400.00	2.00	790.00	1.00	130.00	5.00	1,820.00	364.00
Trading (inc accounting for trading/ongoing employee issues/management of operations)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	19.20	9,600.00	19.90	7,960.00	79.30	31,323.50	7.00	910.00	125.40	49,793.50	397.08

The charge out rate information opposite has been obtained from the rate and disbursement policy. The Administrator charge out rate varies dependent on experience. The charge out rate used to calculate the above information is the charge out rate of the member of staff assigned to the case at the time the above estimate was calculated.

Please note this estimate covers the whole period of liquidation. It is not anticipated that further remuneration approval will be sought.

Grade	Hourly charge out rate (£)	SIP Column
Director/IP	500	Partner
Manager	400	Manager
Senior Administrator	395	Other Senior
Administrator	230-300	Other Senior
Secretarial & Support	130	Assistants & Support Staff

Proof of Debt Form

Ramshaw Transport Limited

1	Creditor Name <i>(If a company, please also state company registration number)</i>	
2	Address of creditor for correspondence	
3	Email address for creditor	
4	Total amount of claim, including VAT and outstanding uncapitalised interest <i>Note: Any trade or other discounts (except discount for immediate or early settlement) which would have been available to the company but for the insolvency proceedings should be deducted from the above claim where relevant. Where any payment is made in relation to the claim or set-off applied after date of winding-up, this should be deducted</i>	£
5	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount	£
6	Details of any documents by reference to which the debt can be substantiated (please attach copies)	
7	Particulars of how and when the debt was incurred by the Company	
8	Particulars of any security held, the value of the security, and the date it was given	Value = £ Date given / /
9	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates	
10	Signature of creditor or person authorised to act on his behalf	
11	Name in BLOCK CAPITALS	
12	Date	
13	Position with or in relation to creditor Address of person signing (if different from 2 above)	

Insolvency Act 1986**Voting Form (Winding Up by the Court)**

Name of Company
Ramshaw Transport Limited

Company number
08338552

Please indicate whether you are in favour or against each of the decisions set out below and return this form with a proof in respect of your claim to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, on or before **29 July 2019** (the **Decision Date**) in order that approval may be determined.

		In Favour (√)	Against (√)
1	That the remuneration of the Joint Liquidators be agreed on the basis of time spent by the Liquidator and her staff attending to matters arising in the Liquidation. The Joint Liquidators be authorised to draw remuneration on account of costs incurred as and when funds permit		
1	That the Joint Liquidators be authorised to draw Category 2 disbursements in accordance with his firm's published tariff, details of which accompanied the decision notice		
2	That the Joint Liquidators be authorised to act jointly and severally in the Liquidation		
3	That a Liquidation committee be established, providing sufficient nominations are received by the decision date, and that I wish to nominate myself		

Please complete the section below before returning the form

Name of Creditor	
Signature on behalf of creditor	
Position with creditor or relationship to creditor or other authority for signature - please indicate	
Is the signatory the sole member of a body corporate?	YES / NO
Date of signing	

Appendix H

Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law (legal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' Expenses & Disbursements

Current position of Joint Liquidators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Solicitor's costs for correspondence to director and proceeding with any claims identified	Nil	Nil	XXX	5,000
Statutory advertising	Nil	Nil	73.50	73.50
Specific penalty bond	Nil	Nil	20	20
Land Registry fees	Nil	Nil	9	9
Document Management fee	Nil	Nil	8.43	8.43
Postage, stationery and photocopying	Nil	Nil	21.97	21.97
Case related travel & subsistence	Nil	Nil	33.45	33.45
Category 2 disbursements				
Document Upload fee	Nil	Nil	150	150

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also

chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

- 3.4 Category 2 disbursements do 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. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

- 4.1 Wilson Field Limited's current charge-out rates effective from 1 July 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)			
Grade	01/02/2014 to 31/10/2014	01/11/2014 onwards	01/11/2017 onwards	01/07/2018 onwards
Director/Insolvency Practitioner	350-500	500	500	500
Manager	260-400	400	400	400
Assistant Manager	N/A	395	395	N/a
Team Leader	N/A	390	390	390
Senior Administrator	240	330	330	395
Administrator (1-5 years experience)	120-240	230-300	230-300	230 - 300
Trainee Administrator	-	-	180	180
Secretarial & Support	100-130	130	130	130

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.