

WU07

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



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

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 ①

Full forename(s) Lisa Jane

Surname Hogg

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

② 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 2	^y 0
To date	^d 2	^d 4	^m 0	^m 4	^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

L. A. Grant

X

Signature date

^d 2	^d 1	^m 0	^m 6	^y 2	^y 0	^y 2	^y 1
-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

**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 Rachel Harvey

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 25/04/2020 To 24/04/2021 £	From 25/04/2018 To 24/04/2021 £
ASSET REALISATIONS		
Bank Interest Net of Tax	0.13	0.13
Cash at Bank	NIL	0.60
Investigation Matters	20,000.00	20,000.00
	<u>20,000.13</u>	<u>20,000.73</u>
COST OF REALISATIONS		
DTI Account Charges	88.00	264.00
Legal Fees (1)	8,047.50	8,047.50
O.R. Disbursements	NIL	9,400.00
Petitioners Costs	3,573.00	3,573.00
	<u>(11,708.50)</u>	<u>(21,284.50)</u>
	<u>8,291.63</u>	<u>(1,283.77)</u>
REPRESENTED BY		
ISA NIB		712.73
Trade Creditors		(3,911.60)
Vat Control Account		1,915.10
		<u>(1,283.77)</u>



Fiona Grant
Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors

Ramshaw Transport Limited
- In Compulsory Liquidation

22 June 2021

CONTENTS

- 1** Introduction and Statutory Information
- 2** Receipts and Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Joint Liquidators' Remuneration
- 6** Creditors' Rights
- 7** Next Report

APPENDICES

- A** Receipts and Payments Account from 25 April 2020 to 24 April 2021 and Cumulative Receipts and Payments Account for Period from 25 April 2018 to 24 April 2021
- B** Time Analysis for the period 25 April 2020 to 24 April 2021
- C** Cumulative Time Analysis for the Period 25 April 2018 to 24 April 2021
- D** Additional Information in Relation to Joint Liquidators' Fees, Expenses & the use of Subcontractors

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 2020 to 24 April 2021 (the Period) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 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.
- 1.3 The trading address of the Company was 47 Swan Street, Bishop Auckland DL14 9RN.
- 1.4 The registered office of the Company was 15 Staindrop Road, West Auckland, County Durham, DL14 9JU and its registered number is 08338552. The registered office has been changed to The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report and the period from the date of my appointment as Joint Liquidator to the end of the Period covered by this report.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

Administration (including statutory compliance & reporting)

- 3.2 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.
- 3.3 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.
- 3.4 This work may not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

- 3.5 As per the investigations section of my last annual progress report, proceedings were sent to Court on 9 June 2020. A directions hearing by telephone was set for 25 August 2020.
- 3.6 Mr Smith promptly contacted my solicitor following service of the proceedings. He confirmed that he accepted £69,000 and offered his home as security with the first instalment of

£10,000 being paid before September 2020. He attributed his previous lack of response to the covid pandemic and its toll. The period over which he offered to pay the sum due was 7.5 years.

- 3.7 Mr Smith was asked to complete a statement of means and provide documentary evidence where available. When submitting this, he also provided details of three properties in which he held an interest: one jointly owned and two solely owned.
- 3.8 Following discussions, my solicitor contacted Mr Smith on 28 July 2020 to advise that his payment terms of £10,000 per annum were not acceptable. The approximate total equity of £140,000 in his properties confirmed that it was not in the interests of the creditors to agree to such long terms.
- 3.9 A further email from Mr Smith to my solicitor on 11 August 2020 suggested that he would make a payment of £15,000 by the end of December 2020 with annual payments of £26,000 thereafter. This would result in full payment being received within three years.
- 3.10 My solicitor reverted to him advising that I was seeking £73,500 (the additional sum being in relation to a contribution towards costs including the Court fees) with £15,000 by the end of December 2020 and then nine quarterly payments of £6,500 each, up to 31 March 2023. This would be supported by charges over his two solely owned properties. Such a charge was not requested over his jointly owned property due to the level of equity in the other properties. This was summarised in a Tomlin Order that was also forwarded to Mr Smith, who was advised to seek legal advice on the matter if he had any queries. He was requested to return the signed Tomlin Order and charge documentation by 20 August 2020 due to the hearing being set for 25 August 2020.
- 3.11 The signed documents were returned just prior to the hearing date.
- 3.12 Following the hearing, the charges were sent to Land Registry to be registered on the appropriate properties.
- 3.13 On 14 December 2020 I was advised by my solicitor that Mr Smith had made a payment of £20,001, £5,001 higher than the required payment of £15,000. The next payment of £1,499 that was due by 31 March 2021 has not yet been received and my solicitor is chasing him for an update. The next instalment of £6,500 is due on 30 June 2021.
- 3.14 It is anticipated that the work the Liquidators and their staff have undertaken to date will not bring a financial benefit to creditors.

Creditors (claims and distributions)

- 3.15 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.
- 3.16 Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.
- 3.17 Work undertaken by a Liquidator in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however a Liquidator is 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.

- 3.18 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

Investigations

- 3.19 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.
- 3.20 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 either at the initial meeting or as a response to my request to complete an investigation questionnaire. My investigations have not revealed any issues requiring further report.

Matters still to be dealt with

- 3.21 My solicitors continue to collect the monies due from the director and I will continue to monitor these.

4 Creditors

Secured Creditors

- 4.1 The Company did not grant fixed or floating charges over the Company's assets to any secured creditors.

Preferential Creditors

- 4.2 There are no preferential creditors.

Unsecured Creditors

- 4.3 I have received nine unsecured creditor claims to date totalling £104,045.91. There are a further three additional unsecured creditors of which I am aware. These total £114,958.68, of which £98,440.48 relates to HMRC.
- 4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies where a floating charge was created after 15 September 2003.
- 4.5 It is currently anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

5 Joint Liquidators' Remuneration

- 5.1 In the absence of a Liquidation Committee, the Liquidators requested that creditors approve the basis of their remuneration be fixed by reference to the time properly spent by her and her

staff in managing the liquidation. Unfortunately, creditors failed to fix the basis requested therefore the Liquidators are entitled to remuneration based on the realisation and distribution scales set out in Schedule 11 which are based on a percentage of the realisations of assets of the Company (and where applicable, of the value of assets distributed to creditors) in accordance with Rule 18.22 of the Insolvency (England & Wales) Rules 2016 as follows:

	Realisation scale %	Distribution scale %
On the first £5,000	20%	10%
On the next £5,000	15%	7.5%
On the next £90,000	10%	5%
On all further sums realised/distributed	5%	2.5%

- 5.2 Following the agreement with Mr Smith, in January 2021, I instructed my solicitor to apply to Court for an increase in my fees to reflect the work that had been carried out to reach this point. This requested time costs up to £49,793.50 and was sent to court in March 2021. The above scale rate would have resulted in Liquidators' remuneration of £11,317, against time costs in excess of £40,000 at the time the application was drafted.
- 5.3 The Judge directed my solicitor to serve the Application on certain creditors and listed this for a hearing on 4 June 2021, at which time my fees were approved by DDJ Loomba at £49,793.50.
- 5.4 My time costs for the Period are £6,869.00. This represents 17.8 hours at an average rate of £385.90 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. No fees or disbursements have been drawn to date.
- 5.5 Also attached as Appendix C is a cumulative Time Analysis for the period from 25 April 2018 to 24 April 2021 which provides details of the time costs incurred since my appointment. The cumulative time costs incurred to date are £45,041.00. This represents 125.6 hours at an average rate of £358.61 per hour.
- 5.6 At the date of this report, and following my application to Court, I would confirm that my fees estimate for the liquidation remains unchanged and I currently anticipate that the total amount that will be paid to my firm in respect of the time costs incurred will be £49,793.50.
- 5.7 I do not anticipate that any further approval will be necessary following the revision of the scale rate, in order to conclude the liquidation.
- 5.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.icaew.com/en/technical/insolvency/creditors-guides>.
- 5.9 Attached as Appendix D is additional information in relation to the Liquidators' fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' rights

- 6.1 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.
- 6.2 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.

7 Next Report

- 7.1 I am required to provide a further report on the progress of the liquidation within two months 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.
- 7.2 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 info@wilsonfield.co.uk.

Yours faithfully

F Grant

F Grant
Joint Liquidator

Enc

Appendix A

Receipts and Payments Account from 25 April 2020 to 24 April 2021 and Cumulative Receipts and Payments Account for Period from 25 April 2018 to 24 April 2021

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

RECEIPTS	Statement of Affairs (£)	From 25/04/2018 To 24/04/2020 (£)	From 25/04/2020 To 24/04/2021 (£)	Total (£)
Cash at Bank		0.60	0.00	0.60
Bank Interest Net of Tax		0.00	0.13	0.13
Investigation Matters		0.00	20,000.00	20,000.00
		0.60	20,000.13	20,000.73
PAYMENTS				
O.R. Disbursements		9,400.00	0.00	9,400.00
Legal Fees (1)		0.00	8,047.50	8,047.50
DTI Account Charges		176.00	88.00	264.00
Vat Receivable		0.00	1,576.50	1,576.50
		9,576.00	9,712.00	19,288.00
Net Receipts/(Payments)		(9,575.40)	10,288.13	712.73
MADE UP AS FOLLOWS				
ISA NIB		(9,575.40)	10,288.13	712.73
		(9,575.40)	10,288.13	712.73

Appendix B

Time Analysis for the period 25 April 2020 to 24 April 2021

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

RAMS01D - Ramshaw Transport Limited
From: 24/04/2020 To: 24/04/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
ADAP : Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.50	4,646.00
ADCA : Cartiering	0.50	0.00	0.00	1.00	1.50	485.00	323.33	3.40	885.50
ADCR : Case Reviews	0.50	0.00	0.70	0.00	1.20	1,110.00	925.00	7.10	2,995.00
ADCR : Case Reviews	0.00	0.00	1.80	0.00	1.80	540.00	300.00	9.00	3,211.00
ADCA : File Maintenance	0.40	0.20	0.00	0.20	0.80	292.00	365.00	6.30	2,042.50
ADSC : Statutory and Compliance	2.60	0.00	2.30	1.20	6.10	2,272.00	372.46	12.90	4,883.50
ADSO : Strategic Overview	1.50	0.00	0.00	1.50	3.00	750.00	500.00	4.50	1,806.50
Admin and Planning	6.80	0.20	4.80	2.40	14.20	5,449.00	383.73	59.70	20,432.00
ADSV : Site Visit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.40	5,129.00
CRSH : Shareholders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	50.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50	5,179.00
CRTV : Tax and VAT	0.10	0.00	0.20	0.00	0.30	110.00	366.67	0.90	338.50
CRCL : Creditors Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	83.00
CRCO : Communications with Creditors	0.00	0.00	0.90	0.00	0.90	270.00	300.00	11.30	3,282.00
CREM : Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	118.50
Creditors	0.10	0.00	1.10	0.00	1.20	380.00	316.67	12.70	3,822.00
INAT : Antecedent Transactions	0.50	0.00	0.10	0.00	0.60	280.00	466.67	1.60	780.00
INRE : Investigation and Review	0.90	0.00	0.10	0.00	1.00	480.00	480.00	36.60	13,820.00
Investigations	1.40	0.00	0.20	0.00	1.60	760.00	475.00	38.20	14,600.00
REDC : Debt Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	100.00
REIS : Identifying, Securing and Insuring	0.00	0.00	0.50	0.00	0.50	150.00	300.00	1.70	649.50
REPB : Property, Business and Asset Sales	0.20	0.00	0.10	0.00	0.30	130.00	433.33	0.70	252.00
Realisation of Assets	0.20	0.00	0.60	0.00	0.80	280.00	350.00	2.60	1,011.50
Total Hours	8.50	0.20	6.70	2.40	17.80	6,869.00	385.90	125.70	45,084.50

Appendix C

Cumulative Time Analysis for the Period 25 April 2018 to 24 April 2021

Time Entry - Detailed SIP9 Time & Cost Summary

RAMS01D - Ramshaw Transport Limited
From: 25/04/2018 To: 24/04/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.10	2.90	13.60	0.00	16.50	4,646.00	281.58
ADCA : Cashiering	0.50	0.10	0.00	2.70	3.30	872.00	264.24
ADCR : Case Reviews	3.40	0.10	3.80	0.00	7.10	2,957.00	416.48
ADDI : Directors/Client	0.70	0.70	7.80	0.00	9.00	3,211.00	356.78
ADGA : File Maintenance	2.90	0.20	0.70	2.50	6.30	2,042.50	324.21
ADSC : Statutory and Compliance	3.90	0.10	6.60	2.30	12.90	4,893.50	379.34
ADSO : Strategic Overview	1.50	1.40	1.60	0.00	4.50	1,806.50	401.44
Admin and Planning	13.00	6.40	33.70	7.50	59.60	20,428.50	342.76
ADSV : Site Visit	6.10	6.30	0.00	0.00	12.40	5,129.00	413.63
CRSH : Shareholders	0.10	0.00	0.00	0.00	0.10	50.00	500.00
Case Specific Matters	6.20	6.30	0.00	0.00	12.50	5,179.00	414.32
CRTV : Tax and VAT	0.20	0.00	0.70	0.00	0.90	338.50	376.11
CRCL : Creditors Clients	0.00	0.10	0.00	0.00	0.20	83.00	415.00
CRCO : Communications with Creditors	0.90	1.70	5.40	3.30	11.30	3,282.00	290.44
CREM : Employees	0.00	0.00	0.30	0.00	0.30	118.50	395.00
Creditors	1.20	1.80	6.40	3.30	12.70	3,822.00	300.94
INAT : Antecedent Transactions	1.50	0.00	0.10	0.00	1.60	780.00	487.50
INRE : Investigation and Review	4.70	12.90	18.40	0.60	36.60	13,820.00	377.60
Investigations	6.20	12.90	18.50	0.60	38.20	14,600.00	382.20
REDC : Debt Collection	0.20	0.00	0.00	0.00	0.20	100.00	500.00
REIS : Identifying, Securing and Insuring	0.70	0.00	0.70	0.30	1.70	649.50	382.06
REP8 : Property, Business and Asset Sales	0.20	0.40	0.10	0.00	0.70	262.00	374.29
Realisation of Assets	1.10	0.40	0.80	0.30	2.60	1,011.50	389.04
Total Hours	27.70	26.80	59.40	11.70	125.60	45,041.00	358.61

Appendix D

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

Staff Allocation and the use of Subcontractors

The 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 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.

We have not utilised the services of any subcontractors on 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	Hourly rates plus disbursements plus 100% CFA success fee

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.

Joint Liquidators' Expenses

Creditors did not approve my fees. However, the estimate of expenses which were anticipated and provided to creditors at the time of my fee request are compared below against those incurred to date.

Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Solicitor's costs for correspondence to director and proceeding with any claims identified	5,000	Nil	8,047.50	15,657.50
Statutory Advertising	73.50	Nil	Nil	73.50
Specific penalty bond	20	Nil	Nil	210.00
Case related travel and subsistence	33.45	Nil	Nil	9.62

Land Registry fees	9	Nil	Nil	6.00
Document Management	8.43	Nil	Nil	8.43
Postage, stationery and photocopying	21.97	nil	nil	Nil

Legal fees are considerably higher than initially anticipated. This is due to prolonged correspondence with the director and the time involved with submitting the remuneration application to Court. This also includes their CFA uplift. Providing the director pays as per the agreement, my solicitors anticipate additional fees of approximately £1,000.

Category 2 expenses

These expenses 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 therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. I no longer anticipate any Category 2 expenses being charged to this case.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Document Upload fee	150	nil	nil	nil

Charge-Out Rates

Wilson Field Limited's current charge-out rates effective from 1 April 2021 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and expenses, we are required to disclose to you our policy for recovering non-specific expenses, 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	01/11/2017 to 30/06/2018	01/07/2018 to 05/03/2020	06/03/2020 to 31/03/2021	01/04/2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280

Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6-minute units.

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

Expense	Charge	Period charged
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

In common with all professional firms, our charge out 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.