

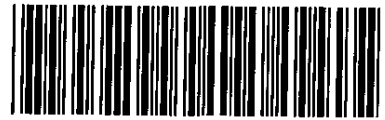
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A13 *A7YAJEDN* 31/01/2019 #234
COMPANIES HOUSE

1 Company details

Company number O C 3 3 0 3 5 6

Company name in full Lowery Roofing LLP

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

2 Liquidator's name

Full forename(s) Ken

Surname Touhey

3 Liquidator's address

Building name/number Chatsworth House

Street 39 Chatsworth Road

Post town Worthing

County/Region West Sussex

Postcode B N 1 1 1 L Y

Country

4 Liquidator's name

Full forename(s) N/A

Surname

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

5 Liquidator's address

Building name/number N/A

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 2	^d 1	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
To date	^d 2	^d 0	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8

7 Progress report

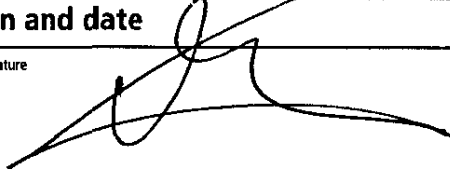
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 3	^d 0	^m 0	^m 1	^y 2	^y 0	^y 1	^y 9
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

LIQ03

Notice of progress report in voluntary winding up



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 Vanessa Blackwell

Company name Insolvency and Recovery Limited

Address Chatsworth House

39 Chatsworth Road

Post town Worthing

County/Region West Sussex

Postcode B N 1 1 1 L Y

Country

DX

Telephone 01903239313



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

LOWERY ROOFING LLP ('the LRL')

IN CREDITORS' VOLUNTARY LIQUIDATION

Registered No. OC330356

Liquidator's Annual Progress Report for the period from 21 December 2017 to 20 December 2018

Pursuant to Section 104A

of the Insolvency Act 1986 (as amended)

and Rules 18.3 to 18.8

of the Insolvency (England and Wales) Rules 2016

**IRL
Chatsworth House
39 Chatsworth Road
Worthing
BN11 1LY
Tel: 01903 239313
Fax: 01903 219975**

Contents

1. Introduction and Executive Summary
2. Administration and Planning
3. Inquiries and Investigations
4. Realisation of Assets
5. Creditors
6. Fees and Expenses
7. Creditors' Rights
8. EU Regulations
9. Conclusion

Appendices

- A. Statutory Information
- B. Receipts and Payments Account for the period 21 December 2017 to 20 December 2018.
- C. Estimated Outcome Statement
- D. Detailed list of work undertaken during the period
- E. Time cost information for the period 21 December 2017 to 20 December 2018 and the entire period of appointment
- F. Time Cost summary for the period, cumulative and comparison with estimate
- G. Expenses summary for the period, cumulative and comparison with estimate
- H. IRL Charge Out Rates and Disbursement Policy
- I. Notice of Dividend
- J. Proof of Debt

1. INTRODUCTION AND EXECUTIVE SUMMARY

We refer to the appointment of Ken Touhey of Insolvency and Recovery Limited ("IRL"), Chatsworth House, 39 Chatsworth Road, Worthing, West Sussex BN11 1LY as Liquidator of Lowery Roofing LLP ("LRL").

Ken Touhey was appointed Liquidator of LRL on 21 December 2017 and had previously acted as Administrator of the LRL following his appointment on 4 January 2017.

This report has been produced in accordance with Rules 18.3 to 18.7 of the Insolvency (England and Wales) Rules 2016 ('the Rules') and Section 104A of the Insolvency Act 1986 ('the Act') to provide creditors with an update on the progress of the Liquidation of LRL for the period from 21 December 2017 to 20 December 2018.

A summary of the statutory information in respect of LRL is attached at Appendix A.

Based on current information, the following distributions are anticipated:

Creditor Class	Distribution Paid to Date Pence in the £	Anticipated Future Dividend Pence in the £
Fixed and Floating Creditor (paid in Administration)	100p in the £	N/A
Preferential Creditors	N/A	N/A
Unsecured Creditors	NIL	5.86p in the £

2. ADMINISTRATION AND PLANNING

Statutory Information

Statutory information can be found at Appendix A.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation of the case, which ensures that work is carried out to high professional standards.

A detailed list of these tasks may be found at Appendix D.

Other Administration Tasks

During the review period, the following tasks in this category were carried out:

- Drafting and issuing an Annual Progress Report to Creditors
- Maintaining case files which must include records to show and explain the administration and any decisions made by the Liquidator that materially affect the Liquidation.

- Monitoring and maintaining adequate statutory bond
- Liaising with all categories of creditors and dealing with their queries
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with statutory requirements.
- Maintaining and updating the Estate Cash Book and bank accounts including regular bank reconciliations and processing receipts and payments
- Completing periodic tax returns

Please note that a more detailed summary of the work undertaken by the Liquidation can be found at Appendix D.

3. INQUIRIES AND INVESTIGATIONS

As advised in the previous report, as part of the Liquidator's statutory duties, an investigation into the conduct of the Company's Directors was completed.

In this regard, a confidential report was submitted during the Administration to the Insolvency Service on 3 April 2017

4. REALISATION OF ASSETS

In my final progress report in the Administration, I advised there were two remaining assets to be realised, namely a book debt and a distribution in relation to an inter-company debt.

Book Debts

As previously advised, a sum of £7,296 remained outstanding. However, it appears unlikely this amount will be recovered as the Company owing the debts has ceased trading.

The costs and time to instigate legal proceedings to collect the sum outweigh any benefit to be received from the recovery of the debt and therefore the amount has been written off.

In the circumstances, I do not anticipate receiving any further funds from this source.

Inter-Company Debts

As previously reported in my first report to creditors, the Company had two connected company debtors, namely William Anelay Limited ("WAL") and William Anelay Resources Limited ("WARL"). Based upon an initial evaluation of the Company's books and records they were owed circa £206,000 and circa £100,000 respectively.

Both of the Companies have been placed in an insolvency process. WAL is in administration and being dealt with by Begbie Traynor LLP and WARL is in Liquidation and is being dealt with by Ken Touhey of IRL.

With regards to the debt from WAL, according to the Administrators' progress report received in September 2017, that due to complications in the sale of the assets of WAL, costs of the Administration had substantially increased, It is unlikely there will be a distribution to unsecured creditors.

With regards to the debt from WARL, a dividend was paid into the Liquidation in the sum of £4,951 being a distribution of 7.17p in the £ on a reconciled claim of £69,029.

Other Receipts

Bank interest of £42 has been received on the monies held both in the Administration and Liquidation bank account. Interest will continue to accrue, and it is estimated that a further £5 will be received in this regard.

5. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix D. The following sections explain the anticipated outcomes to creditors and any distributions paid.

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications provided useful details of the strategies pursued and the outcomes anticipated. During the review period, the following key documents have been issued:

- Administrator's final Progress Report
- Notice of Distribution to Unsecured Creditors

Secured Creditors

The LLP granted a fixed and floating charge to HSBC Bank plc on 5 October 2012, who was owed £15,420 on appointment.

HSBC have been paid in full under their floating charge.

Preferential Creditors

There are no known preferential creditors as all employee contracts were transferred to the new purchaser.

Unsecured Creditors

Unsecured claims were estimated at £527,110 in the Director's Estimated Statement of Affairs. To date, claims totalling £459,245 have been received.

It is anticipated further claims of approximately £18k will be received bringing the total claims for distributions purposes to circa £477k.

Prescribed Part

The Prescribed Part (section 176A of The Insolvency Act 1986 (Prescribed Part) Order 2003) applies where there are floating charges realisations, net of costs, to be set aside for unsecured creditors. The basis of calculation is detailed below:

50% of the first £10,000 of the net property; and

20% of the remaining net property to a maximum of £600,000

In this case, as the secured creditor has been paid in full and there are sufficient funds to enable a distribution to unsecured creditors, a prescribed part calculation has not been made.

Dividend Prospects

Based upon current information available, it is anticipated that there will be sufficient funds to enable a distribution to unsecured creditors. The estimated dividend (subject to any final creditors claims) is approximately 5.86p in the £.

Please find attached at Appendix I a Notice of Dividend. A distribution will be made in March 2019.

If they have not already done so, creditors of the Company should complete the Proof of Debt form at Appendix J and return to the office. For the avoidance of doubt, creditors who have submitted a Proof of Debt form in the Administration or Liquidation to date are not required to submit a further Proof of Debt form at this stage.

Please also note that any creditor who has not submitted a proof of debt previously must do so by 25 February 2019 to avoid being excluded for distribution purposes.

6. FEES AND EXPENSES

Liquidator's Fees

The basis of the Liquidator's fees was fixed on 28 December 2017 by a resolution of creditors as follows:

"That the Liquidator is authorised to draw his remuneration limited to £15,000 on the basis of time properly spent by him and his staff, such costs to be drawn on account from time to time as funds permit"

"The Liquidator be authorised to draw current and future category 2 disbursements from the Liquidation funds"

The time costs for the period 21 December 2017 to 20 December 2018 total £4,050, representing 19.80 hours at an average hourly rate of £204.55.

No Liquidator's fees have been drawn to date.

The total time costs during the period of appointment (to the date of this report) amount to £4,927 representing 24.90 hours at an average hourly rate of £197.89 and a comparison between the original estimate and time costs to date is given at Appendix F.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that the original fees estimate of £15,000 will not be exceeded.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix G.

Also included in Appendix G is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the period 21 December 2017 to 20 December 2018 total £200.25 are detailed at Appendix B and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A hard copy of both the Creditors' Guide may be obtained on request.

Creditors may access "A Creditors' Guide to Liquidator's Remuneration" at <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

A hard copy can be provided upon request.

A copy of the firm's charge-out rate and disbursement policy is attached at Appendix H.

7. CREDITORS' RIGHTS

Creditors' Right to Request Information

An unsecured creditor with support of at least 5% in value of the unsecured creditors' (including the creditor in question) or with permission of the Court, may 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 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.

8. EU REGULATIONS (WHETHER PROCEEDINGS OR MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was Heritage House, Merton Way, Osbaldwick, York, YO19 5UW and therefore it is considered that the EU Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EU Regulation.

9. CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Adjudication of creditors claims and payment of dividend to unsecured creditors
- Proceed with the closing formalities of the case.

If you should have any queries regarding this report or its enclosures, please do not hesitate to contact Vanessa Blackwell at this office on 01903 239313 or email vblackwell@irkuk.co.uk



Ken Touhey
Liquidator

Dated: 29/1/2019

Statutory Information

Company Name	Lowery Roofing LLP
Former Trading Name	N/A
Company Number	OC330356
Registered Office	Chatsworth House, 39 Chatsworth Road, Worthing, West Sussex, BN11 1LY
Former Registered Office	Club Chambers, Museum Street, York YO1 7DN
Officeholder	Ken Touhey
Officeholders address	Chatsworth House, 3rd Floor, 39 Chatsworth Road, Worthing, West Sussex, BN11 1LY
Date of appointment	21 December 2017

**Lowery Roofing LLP - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 21 December 2017 to 20 December 2018

Statement of Affairs £	£
RECEIPTS	
67,392 Book Debts	4,950.98
Tax Refund	825.20
Bank Interest Gross	20.77
Balance transfer from Administration Estate	58,781.94
	<u>64,578.89</u>
PAYMENTS	
Administrator's fees	(4,892.50)
Statutory Advertising	(159.00)
Bank Charges	(41.25)
Secured Creditors	(15,419.70)
	<u>(20,512.45)</u>
CASH IN HAND	<u>44,066.44</u>

Lowery Roofing LLP - In Liquidation
Estimated Outcome Statement as at 20 December 2018

	Book Value	Receipts & Payments To Date	Receipts & Payments To Date	Estimated Future Realisations/ Costs	Estimated Future Realisations/ Costs	Estimated Final Outcome	Estimated Final Outcome
	£	£	£	£	£	£	£
ASSETS SUBJECT TO FLOATING CHARGE							
Trade Debtors	29,172	15,795		0		15,795	
Work in Progress - Ongoing	45,754	30,000		0		30,000	
Work in Progress - Contingent	42,000	40,000		0		40,000	
Retentions	9,052	2,000		0		2,000	
Office Equipment	1,000	1,000		0		1,000	
Goodwill	0	12,000		0		12,000	
Bank Interest Gross	0	42		5		47	
Sundry Refund	0	32		0		32	
William Anelay Limited - In Administration	206,000	0		0		0	
William Anelay Resources Ltd - In Liquidation	100,000	4,951		0		4,951	
	<u>432,978</u>	<u>105,820</u>		<u>5</u>		<u>105,825</u>	
ESTIMATED COSTS OF ADMINISTRATION							
Administrator's Remuneration - Pre appointment		(6,000)		0		(6,000)	
Administrator's Remuneration - Post appointment		(27,000)		0		(27,000)	
Administrator's Disbursements		(505)		0		(505)	
Liquidator's Remuneration		0		(15,000)		(15,000)	
Insurance		(660)		0		(660)	
Statutory Advertising		(316)		0		(316)	
Specific Bond		(528)		0		(528)	
Software Management Fees		(135)		0		(135)	
Bank Charges		(63)		(200)		(263)	
Postage and Stationery		(626)		(874)		(1,500)	
Legal fees - pre appointment		(4,000)		0		(4,000)	
Legal fees - post appointment		(6,053)		0		(6,053)	
Surveyors fees		(450)		0		(450)	
VAT Payable		0	(46,335)	0	(16,074)	0	(62,409)
			<u>59,485</u>		<u>(16,069)</u>		<u>43,416</u>
ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS							
Preferential Creditors		<u>0</u>		<u>0</u>		<u>0</u>	
NET PROPERTY AVAILABLE FOR PRESCRIBED PART							
Estimated Prescribed Part available for unsecured creditors		<u>0</u>		<u>0</u>		<u>0</u>	
SURPLUS AVAILABLE TO FLOATING CHARGE CREDITOR							
Debt due to Floating charge holder		<u>(15,420)</u>		<u>0</u>		<u>(15,420)</u>	
CASH AT BANK							
		<u>44,066</u>		<u>(16,069)</u>		<u>27,997</u>	
SURPLUS AVAILABLE TO UNSECURED CREDITORS							
Prescribed Part brought down						<u>0</u>	
TOTAL SUPLUS AVAILABLE TO UNSECURED CREDITORS							
						<u>27,997</u>	
H M Revenue and Customs - PAYE/NIC/CIS						(82,945)	
H M Revenue and Customs - VAT						(87,262)	
Trade and expense Creditors						(157,801)	
Inter Company Loan Account						(134,344)	
Directors Loan Account						(15,000)	
						<u>(477,352)</u>	
TOTAL DEFICIENCY TO UNSECURED CREDITORS							
						<u>(449,355)</u>	
Estimated dividend to creditors							5.86 p in £

APPENDIX D

Detailed list of work undertaken for Lowery Roofing LLP in Creditors' Voluntary Liquidation for the review period 21 December 2017 to 20 December 2018

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Administration and Planning	
Statutory/advertising	Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case
Realisation of Assets	
Debtors	Reconciliation of payments received and payments to and from the debtor Verifying and establishing debt due and providing paperwork to evidence claim Correspondence with debtors Instruct a debt collect to realise asset Correspondence and attendance notes with Administrator
Inter Company Loan	Agree claim with intercompany and send in claim Receive distribution
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation and EOS
Taxation	
PAYE/NIC	Payments made to HMRC and send post appointment returns
VAT Returns	Completion of pre and post appointment VAT returns Seeking refunds in respect of post appointment VAT
Correspondence with HMRC	General correspondence to HMRC regards outstanding matters and their claim
Statutory Filling	
Letters to Companies House	Complete relevant forms and letters to Companies House
Progress Reports	Preparing annual progress report, investigation, meeting and general reports to creditors Time cost report to creditors
Cashiering	
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments

APPENDIX E

Lowery Roofing LLP – In Liquidation
Liquidator's Analysis of Time Costs for the period
Between 21 December 2017 and 20 December 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	1.00	3.30	0.00	4.30	827.50	192.44
Realisation of Assets	1.00	0.00	1.50	0.00	2.50	662.50	265.00
Creditors	0.00	0.00	1.50	0.00	1.50	262.50	175.00
Case Specific Matters	0.90	0.00	0.00	0.00	0.90	360.00	400.00
Taxation	1.00	0.00	5.20	0.00	6.20	1,310.00	211.29
Statutory Filing	0.00	0.00	2.00	0.00	2.00	350.00	175.00
Case Specific Compliance	0.00	0.00	0.50	0.00	0.50	87.50	175.00
Cashiering	0.00	0.00	0.00	1.90	1.90	190.00	100.00
Total hours	2.90	1.00	14.00	1.90	19.80		
Time costs	1,160.00	250.00	2,450.00	190.00		4,050.00	
Average hourly rate	400.00	250.00	175.00	100.00			204.55

Liquidator's Remuneration for the entire period of the Liquidation

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	1.00	3.30	0.00	4.30	827.50	192.44
Realisation of Assets	1.00	0.00	1.50	0.00	2.50	662.50	265.00
Creditors	0.00	0.00	6.40	0.00	6.40	1,120.00	175.00
Case Specific Matters	0.90	0.00	0.00	0.00	0.90	360.00	400.00
Taxation	1.00	0.00	5.20	0.00	6.20	1,310.00	211.29
Statutory Filing	0.00	0.00	2.00	0.00	2.00	350.00	175.00
Case Specific Compliance	0.00	0.00	0.50	0.00	0.50	87.50	175.00
Cashiering	0.00	0.00	0.00	2.10	2.10	210.00	100.00
Total hours	2.90	1.00	18.90	2.10	24.90		
Time costs	1,160.00	250.00	3,307.50	210.00		4,927.50	
Average hourly rate	400.00	250.00	175.00	100.00			197.89

**Time costs summary for period, cumulative & comparison with estimate for
Lowery Roofing LLP – In Liquidation**

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £	Total fees £	Number of hours	Average hourly rate £	Total time costs £	Number of hours	Average hourly rate £	Total time costs £
Administration & Planning	8.00	312.50	2,500.00	4.30	192.44	827.50	4.30	192.44	827.50
Realisation of assets	3.90	261.54	1,020.00	2.50	265.00	662.50	2.50	265.00	662.00
Creditors	25.00	212.00	5,300.00	1.50	175.00	262.50	6.40	175.00	1,120.00
Case Specific Matters	1.50	400.00	600.00	0.90	400.00	360.00	0.90	400.00	360.00
Taxation	10.30	179.56	1,862.00	6.20	211.29	1,310.00	6.20	211.29	1,310.00
Statutory Filing	15.00	199.37	2,990.50	2.00	175.00	350.00	2.00	175.00	350.00
Case Specific Compliance	0.00	0.00	0.00	0.50	175.00	87.50	0.50	175.00	87.50
Cashiering	4.20	173.21	727.50	1.90	100.00	190.00	2.10	100.00	210.00
Total	67.90	220.69	15,000.00	19.80	204.55	4,050.00	24.90	197.89	4,927.50

**Expenses summary for period, cumulative & comparison with estimate
for Lowery Roofing LLP – In Liquidation**

Below are details of the Liquidator's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess
Category 1 Expenses				
Advertising	159.00	159.00	159.00	
Category 2 Expenses				
Printing and Postage	874.00	0.00	874.00	

Insolvency and Recovery Limited (IRL)
Staff Charge Out Rates and Disbursements Recovery Policy
Pursuant to Statement of Insolvency Practice 9

1. CHARGE-OUT RATES

In accordance with guidance issued by Institute of Chartered Accountants of England and Wales, we set out below the range of hourly charging rates from 1 January 2013 to date:-

Managing Director	£400 per hour
Manager	£250 per hour
Senior Executive	£175 per hour
Administrative & Operational Staff	£100 per hour

Unless a fixed fee is agreed all insolvency and business recovery assignments are charged on time cost, i.e. the time spent by the member of staff calculated at the appropriate charging rate. Unless otherwise agreed, no uplift will be applied to these rates. Time is charged in units of 6 minutes.

Charge out rates are normally reviewed annually on 1 January when rates are adjusted to reflect such matters as inflation, increases in direct wage costs and changes to indirect costs such as Professional Indemnity Insurance.

2. DISBURSEMENT RECOVERY

In accordance with Statement of Insolvency Practice 9 (SIP9) disbursements are categorised as either Category 1 or Category 2.

2.1 Category 1 Disbursements

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Insolvency and Recovery Limited and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Category 1 disbursements can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, case management software system, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

2.2 Category 2 Disbursements

Category 2 disbursements include elements of shared or allocated costs incurred by Insolvency and Recovery Limited 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. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expenses, the basis on which the charge is being made. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by Insolvency and Recovery Limited are as follows:

Disbursements	Charge £
Plain/headed paper including photocopying and envelopes	20p per sheet
Postage	Actual Cost
Room hire	Free
Mileage (where any staff or office holder of Insolvency and Recovery Limited, utilises their own vehicle)	45p/mile
Other travel charges are recharged at 100% of the fare/cost incurred by the office holder, his staff or relevant party	Actual Cost
Accommodation, Subsistence and any other miscellaneous disbursements, where appropriately incurred are charged/recharged at 100% of the cost incurred by the office holder, his staff or relevant party	Actual Cost

All costs are subject to VAT, where applicable.

Insolvency and Recovery Limited

Effective from 1 January 2019

THE INSOLVENCY ACT 1986

IN THE MATTER OF LOWERY ROOFING LLP

IN CREDITORS' VOLUNTARY LIQUIDATION

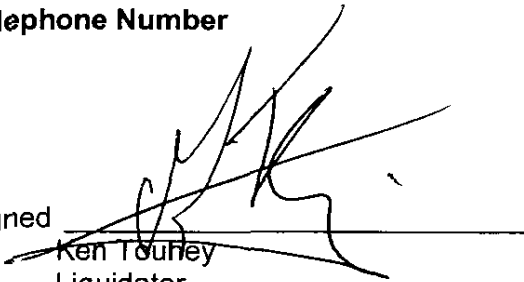
Company Name:	Lowery Roofing LLP
Company Number:	OC330356
Registered Office and Trading Address:	Heritage House, Mutton Way, Osbaldwick York, North Yorkshire, YO19 5UW

I, Ken Touhey of Insolvency and Recovery Limited, Chatsworth House, 3rd Floor, 39 Chatsworth Road, Worthing, West Sussex, BN11 1LY, give notice that I was appointed liquidator of the above named company on 21 December 2017.

NOTICE IS HEREBY GIVEN that the creditors of the above named company which is in liquidation, are required, on or before 25 February 2019 to prove their debts by sending to the undersigned, Ken Touhey of Insolvency and Recovery Limited, Chatsworth House, 3rd Floor, 39 Chatsworth Road, Worthing, West Sussex, BN11 1LY, the liquidator of the company, written statements of the amounts they claim to be due to them from the company and, if so requested, to provide such further details or produce such documentary evidence as may appear to the liquidator to be necessary. A creditor who has not proved this debt before the declaration of any dividend is not entitled to disturb, by reason that he has not participated in it, the distribution of that dividend or any other dividend declared before his debt was proved. A final dividend will be declared within 2 months of the last date for proving.

Names of Insolvency Practitioner:	Ken Touhey
Address of Insolvency Practitioner:	Chatsworth House, 3rd Floor, 39 Chatsworth Road, Worthing, West Sussex, BN11 1LY
IP Numbers	8369
Contact Name	Vanessa Blackwell
Email Address	vblackwell@irluk.co.uk
Telephone Number	01903 239313

Signed


Ken Touhey
Liquidator

Kenneth William Touhey is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England & Wales

Proof of Debt – General Form

Lowery Roofing LLP - In Administration		
Relevant Date: 4 January 2017		
1.	Name of Creditor (If a Company please also give Company registration number).	
2.	Address of Creditor for correspondence.	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the Company went into Administration.	
4.	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at his discretion as may the Chairman or convenor of any meeting).	
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7.	Particulars of any security held, the value of the security, and the date it was given.	
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9.	Signature of Creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____	
For Administrators' Use only		
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator