

**TO ALL KNOWN CREDITORS**

*Delivered electronically pursuant to R1.50  
of the Insolvency (England & Wales) Rules 2016*

**DDI:**

+44 (0)113 244 5141

**Email:**

KGibson@pkf-l.com

**Date:**

18 December 2024

**Ref:**

INTE011

**Interev Limited – in Liquidation (“the Company”)**

Dear Sirs

I refer to my appointment as Joint Liquidator of the Company on 26 October 2022.

Please find enclosed a copy of my report to creditors, together with proposed decisions that I am asking creditors to consider by correspondence.

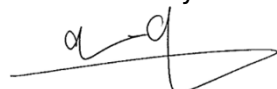
If you wish to vote on the proposed decisions, please ensure that you complete and return the enclosed Vote by Correspondence form so that it is received by me by **11.59pm on 30 January 2025**. Forms may be returned by post or email. Please see the notice enclosed for further details. Please note that once a vote has been cast, it cannot be changed. Therefore, it is important that, if you wish to seek any modifications to any of the proposed decisions, you provide these to me in writing before submitting your voting form.

If you have not already submitted a proof of debt form, you will also need to complete and return this to me by the above date.

Should you wish to know more about the insolvency process in general, I recommend that you visit [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

Should you have any queries, please contact Kirran Gibson at this office.

Yours faithfully



**Oliver Collinge**  
Joint Liquidator

### NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE

**Company Name:** Interev Limited (In Liquidation) (“the Company”)

**Company Number:** 12301520

This Notice is given under Rules 6.19 and 15.8 of the Insolvency (England & Wales) Rules 2016 (“the Rules”). It is delivered by the Joint Liquidator of the Company, Oliver Collinge, of PKF Littlejohn Advisory Limited, 3rd Floor, One Park Row, Leeds, LS1 5HN (telephone number 0113 244 5141), who was appointed by the creditors.

Creditors are invited to vote by correspondence on the following:

1. That a liquidation committee be established if sufficient nominations are received
2. That the Joint Liquidators' fees be fixed in the sum of £8,000 plus VAT
3. That the Joint Liquidators be authorised to discharge all Category 2 expenses, calculated on the bases detailed in PKF Littlejohn Advisory Limited's Summary.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Liquidator by one of the methods set out below:

By post to: PKF Littlejohn Advisory Limited, 3rd Floor, One Park Row, Leeds, LS1 5HN

By email to: KGibson@pkf-l.com

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

**All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 30 January 2025.**

If the Joint Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:

- 10% in value of the creditors
- 10% in number of the creditors
- 10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

### **Invitation to Form a Committee**

Creditors are invited to nominate creditors (which may include themselves) by completing the relevant section on the voting form and returning it to the Joint Liquidators.

### **All nominations must be delivered by 23:59 on the Decision Date**

Nominations can only be accepted if the Joint Liquidator is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules. For further information on the role of Liquidation Committees, go to: <http://thecompliancealliance.co.uk/cglc.pdf>

Signed:   
**Oliver Collinge**  
**Joint Liquidator**

Dated: 18 December 2024

## VOTE BY CORRESPONDENCE

**Interev Limited (in Liquidation)**

**Name of Creditor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Decisions:**

1	That a liquidation committee be established if sufficient nominations by 9 January 2025 are received and those nominated are willing to be members of a Committee.  I nominate the following creditor to be a member of a Liquidation Committee <u>and they have confirmed that they are willing to act:</u>	*For / Against
2	That the Joint Liquidators' fees be fixed in the sum of £8,000 plus VAT	*For / Against
3	That the Joint Liquidators be authorised to discharge all Category 2 expenses, calculated on the bases detailed in PKF Littlejohn Advisory Limited's Summary.	*For / Against

**\* Please delete as applicable to indicate your voting instructions**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name in capitals:** \_\_\_\_\_

**Position with, or relationship to, creditor or other authority for signature:**

**Are you the sole member/shareholder of the creditor (where it is a company)?** Yes / No

**NOTE: Once a vote has been cast, it cannot be changed.**

**Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 30 January 2025 by:**

**Post:** PKF Littlejohn Advisory Limited, 3rd Floor, One Park Row, Leeds, LS1 5HN

**Email:** please scan in a signed copy of this form and attach it as a pdf to [KGibson@pkf-l.com](mailto:KGibson@pkf-l.com)

## PROOF OF DEBT FORM

### Interev Limited – in Liquidation

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	Contact Name	
4.	Contact Number and/or Email	
5.	If the Creditor is a registered company: <ul style="list-style-type: none"><li>• For UK companies: its registered number</li><li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li><li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li></ul>	
6.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
7.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
8.	Particulars of how and when debt incurred	
9.	Particulars of any security held, the value of the security, and the date it was given	
10.	Details of any reservation of title in relation to goods to which the debt relates	
11.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or	

	evidence to substantiate the claim at his discretion]	
12.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
13.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

**Interev Limited – In Creditors’ Voluntary Liquidation  
 (“the Company”)**

**Joint Liquidators’ Annual Progress Report to 25 October 2024**

## **Contents**

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- Conclusion

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- Appendix II – Receipts and Payments account for the period 26 October 2023 to 25 October 2024 (“the Review Period”) and cumulatively for the Liquidation
- Appendix III - Detailed list of work undertaken in the period and Firm’s Charging & Expenses Policy
- Appendix IV - Time cost information for the Review Period and cumulatively
- Appendix V - Expenses summary for Review Period and cumulatively



## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations in the Review Period (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Cash at bank	Nil	Nil	7,499	Nil	7,499
Bank Interest (gross of tax)	N/A	19	46	Nil	46
<b>Total</b>	<b>Nil</b>	<b>19</b>	<b>7,545</b>	<b>Nil</b>	<b>7,545</b>

### Expenses

Expense	Expense incurred during the Review Period (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Liquidators’ fees (incurred) *	3,107	8,835	3,000	11,835
Statutory Advertising	Nil	172	Nil	172
Bond	Nil	20	Nil	20
Corporation Tax	6	9	Nil	9
<b>Total</b>	<b>3,113</b>	<b>9,036</b>	<b>3,000</b>	<b>12,036</b>

\* The above table details the Joint Liquidators’ time costs that have been incurred during the Liquidation, along with an estimate of the future time costs that will be incurred to closure. Due to the level of funds realised, the Joint Liquidators are proposing to draw their remuneration as a fixed fee. Further details can be found in section entitled ‘Fees and Expenses’.

### Dividend prospects

Creditor class	Dividend paid to date (p/£)	Anticipated dividend, based upon the above (p/£)
Secured creditor	Nil	Nil
Preferential creditors	N/A	N/A
Secondary Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

**Summary of key issues outstanding:**

- Seeking a decision of creditors on the approval of the basis of the Joint Liquidators' remuneration
- Finalising the taxation affairs of the Company.
- Closure matters, including the preparation of a final account of the Liquidation.

**Closure**

Based on current information, it is anticipated that the Liquidation will be concluded within the next 6 months assuming that the basis of the Joint Liquidators' remuneration is approved by creditors.

**ADMINISTRATION AND PLANNING**

**Statutory information**

Statutory information may be found at Appendix I.

The Joint Liquidators are 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 assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

**Reporting**

The Joint Liquidators have met their 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 with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the Joint Liquidators' previous progress report to 25 October 2023 has been issued.

**Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Maintaining case files, which must include records to show and explain the Liquidation and any decisions made by the Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements; and
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments.

## **ENQUIRIES AND INVESTIGATIONS**

As detailed in the previous progress report, the Joint Liquidators have previously concluded their investigations into the affairs of the Company which included the submission of a confidential report to the Insolvency Service. This work was conducted in accordance with the Joint Liquidators' statutory obligations, and did not identify any transactions that warranted further investigation.

## **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III.

### **Bank interest**

During the Review Period, £19 of bank interest has accrued on the funds held in the Liquidation.

Against this, a payment of £3 was made to HMRC for the Corporation Tax accrued on bank interest for the first 12 months of the Liquidation. In addition, a payment of £6 was made in respect of the Corporation Tax due on the bank interest received during the Review Period.

In preparation for the conclusion of the Liquidation, the Joint Liquidators have moved the estate bank account to a non-interest bearing account and submitted the final Corporation Tax return. As such, no further bank interest will be received, and no further payments of Corporation Tax will be made from the Liquidation.

## **CREDITORS**

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

### **Secured creditors**

The Company has not granted any charges over its assets.

### **Preferential creditors**

#### Employee claims

It is understood that the Company did not have any employees at the time of the Joint Liquidators' appointment, and therefore there are no known ordinary preferential claims.

#### Secondary Preferential creditors

According to the directors' Statement of Affairs, HMRC was estimated to have a secondary preferential claim of £1,213, comprising of unpaid VAT. During the Review Period, the Joint Liquidators have not received a claim from HMRC.

In light of the asset realisations, and future prospects, no dividend is available to HMRC as a secondary preferential creditor as realisations have been allocated to meet the costs and expenses of the Liquidation.

### **Unsecured creditors**

The trade and expense creditors as per the directors' Statement of Affairs totalled £11,650 due to 6 creditors. During the Review Period, no claims have yet been received. Considering the asset realisations, and future prospects, there are insufficient funds to enable a dividend to unsecured creditors.

### **ETHICS**

Please also be advised that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

### **Specialist advice and services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

During the Review Period, no specialists have been instructed in the Liquidation.

### **FEES AND EXPENSES**

#### **The Joint Liquidators' fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day-to-day administration on cases and a manager and director or partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director/partner.

#### Incurring time costs

During the Review Period, time costs of £3,107 have been incurred representing 13 hours at an average rate of £232. Since the appointment of the Joint Liquidators, time costs of £8,835 have been incurred representing 48 hours at an average rate of £198.

Against these time costs, as no approval has been obtained, the Joint Liquidators have not drawn any remuneration.

#### Decision of creditors

Creditors may recall that a decision of creditors to approve the basis of the Joint Liquidators’ remuneration was sought alongside the previous progress report. No votes from creditors were received, and as such the basis of the Joint Liquidators’ fees has not been fixed during the Review Period.

At the time of issuing this report the Joint Liquidators are seeking creditors’ approval for the basis of their remuneration via a decision procedure: a fixed fee of £8,000 is being sought.

The Joint Liquidators consider this a fair and reasonable reflection of the work that has been and will be undertaken in the Liquidation as it is a lesser amount than the anticipated total time costs for this case (£11,835). It should also be noted that no recovery against the Joint Liquidators’ pre-appointment time costs of £2,841 is being sought.

#### **Expenses**

As previously detailed, Corporation Tax of £3 has been incurred during the Review Period. Details of the expenses that have been incurred and discharged in the previous review period can be found at Appendix V.

Information about this insolvency process may be found on the R3 website at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/>. A Creditors’ Guide to Liquidators’ Fees” is available to download at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/>

Should you require a paper copy, please send your request in writing and a copy will be provided at no cost. The firm’s charge-out rate and expenses policy is appended to this report at Appendix III.

#### **Other professional costs**

No other professional costs have been incurred or drawn during the Review Period.

#### **CREDITORS’ RIGHTS**

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators’ 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.

## **CONCLUSION**

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

- Seeking a decision of creditors on the approval of the basis of the Joint Liquidators' remuneration
- Finalising the taxation affairs of the Company.
- Closure matters, including the preparation of a final account of the Liquidation.

### Miscellaneous

On 28 March 2024 PKF Geoffrey Martin & Co Limited changed its name to PKF Littlejohn Advisory Limited. This information is purely for notification purposes and does not affect your rights as a creditor or shareholder or the appointment of the office holders.

If you require any further information, please contact Kirran Gibson of this office.

A handwritten signature in black ink, appearing to read 'O. Collinge', with a long horizontal stroke extending to the right.

**Oliver Collinge**  
Joint Liquidator  
18 December 2024

## **Appendix I**

### **Statutory Information**

Company Name	<b>Interev Limited</b>
Former Company Name	<b>Inter Plant Limited (25 March 2020 to 10 September 2020) Intertruck Limited (6 November 2019 to 25 March 2020)</b>
Company Number	<b>12301520</b>
Registered Office	<b>PKF GM, 3rd Floor, One Park Row, Leeds, LS1 5HN</b>
Former Registered Office	<b>4-5 Tollgate Close, Penarth Road, Cardiff, CF11 8TN</b>
Office holders	<b>Oliver Collinge and James Sleight</b>
Office holders’ address	<b>PKF Littlejohn Advisory Limited, 3rd Floor, One Park Row, Leeds, LS1 5HN</b>
Date of appointment	<b>26 October 2022</b>

**Appendix II**

**Receipts and Payments account for the Review Period and cumulatively for the Liquidation**



**Interev Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 26/10/2023 To 25/10/2024 £	From 26/10/2022 To 25/10/2024 £
ASSET REALISATIONS		
Bank Interest Gross	18.82	46.40
Cash at Bank	NIL	7,498.60
	<u>18.82</u>	<u>7,545.00</u>
COST OF REALISATIONS		
Corporation Tax	8.55	8.55
Specific Bond	NIL	20.00
Statutory Advertising	NIL	172.00
	<u>(8.55)</u>	<u>(200.55)</u>
UNSECURED CREDITORS		
(40.00) Accruals	NIL	NIL
(1,213.34) HMRevenue & Customs (VAT)	NIL	NIL
(11,610.10) Trade & Expense Creditors	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
DISTRIBUTIONS		
(100.00) Ordinary Shareholders	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>(12,963.44)</b>	<b><u>10.27</u></b>	<b><u>7,344.45</u></b>
REPRESENTED BY		
Floating Current A/c		7,306.05
Vat Control Account		38.40
		<u><b>7,344.45</b></u>

### Appendix III

#### **Detailed list of work undertaken for the Company in the Review Period and cumulatively for the Liquidation**

Below is detailed information about the tasks undertaken by the Joint Liquidators.

<b>General Description</b>	<b>Includes</b>
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	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 Updating checklists
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
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Pension scheme</b>	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified
<b>Reports</b>	Circulating initial report to creditors upon appointment Preparing and circulating previous progress reports to creditors and members
Creditors’ decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of Company books and records Correspondence to request information on the Company’s dealings, making further enquiries of third parties Reconstruction of financial affairs of the Company

**Interev Limited – In Liquidation**  
**Joint Liquidators’ Annual Progress Report**  
**18 December 2024**

<b>General Description</b>	<b>Includes</b>
	Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of directors	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<b>Realisation of Assets</b>	
Cash at bank	Review of bank statements Liaising with the Company’s former bankers
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt (“POD”)	Receipting and filing POD when not related to a dividend

## **PKF LITTLEJOHN ADVISORY LIMITED CHARGING AND EXPENSES POLICY**

### **Time Costs**

These rates are applicable on all insolvency appointments from 1 April 2024 and will be revised periodically. The rates currently in use are within the following bands:

<b>Leeds</b>	<b>£</b>
Partner/Director	450
Associate	395
Senior Manager	310
Manager	260
Senior Administrator	215
Administrator	205
Junior Administrator and Support Staff	105-160

Secretarial and cashiers’ time is charged to the case and their rates are included within the above hourly rate as appropriate.

Time is charged in units of 6 minutes.

### **Category 2 Expenses**

Where applicable, we will seek specific approval for the following:

- Mileage (charged at the rate of 45p per mile).
- Accounting fees, where being dealt with by PKF LJ.
- IT costs, where being dealt with by PKF LJ.
- Any other costs incurred by associates, as defined in Insolvency Legislation.
- When considering such costs office holders will also consider the substance or likely perception of any association between the insolvency practitioner, their firm, or an individual within the insolvency practitioner’s firm and the recipient of a payment.
- Any shared or allocated costs.
- Such costs may arise where a supplier provides goods or services to more than one appointment where they will not issue separate (or fully itemised) bills, for example where travel costs are incurred to deal with more than one case, or where an external meeting room is hired for meetings on a group of cases.

**Appendix IV**

**Time cost information for the Review Period and cumulatively for the Liquidation**

# Time Entry - SIP9 Time & Cost Summary

INTE011 - Interev Limited  
All Post Appointment Project Codes  
From: 26/10/2023 To: 25/10/2024

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.40	0.40	0.40	1.20	255.50	212.92
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.40	0.40	0.40	1.20	255.50	212.92
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

## SIP 9 - Time & Cost Summary

Period: 26/10/23..25/10/24

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	1.50	1.90	0.00	3.40	760.50	223.68
Post Appointment VAT & Tax Ref	0.00	0.50	0.00	0.00	0.50	130.00	260.00
Cashier for Non Trading	0.00	0.30	0.40	0.80	1.50	236.00	157.33
Administration & planning	0.00	2.30	2.30	0.80	5.40	1,126.50	208.61
Unsecured Creditors	0.00	0.60	0.00	0.00	0.60	156.00	260.00
Statutory Reporting to Creditors	2.10	0.50	2.80	0.00	5.40	1,568.50	290.46
Creditors	2.10	1.10	2.80	0.00	6.00	1,724.50	287.42
Total Hours	2.10	3.40	5.10	0.80	11.40	2,851.00	250.09
Total Fees Claimed						0.00	

**SIP 9 - Time & Cost Summary**

Period: 26/10/22..25/10/24

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	4.30	3.90	0.60	8.80	1,837.00	208.75
Appointment, Notification / Filing	0.00	4.60	2.80	6.30	13.70	1,974.50	144.12
Maintenance of Records	0.00	0.00	0.00	0.50	0.50	60.00	120.00
Post Appointment VAT & Tax Ref	0.00	0.90	0.50	0.00	1.40	317.50	226.79
Cashier for Non Trading	0.00	0.60	1.40	3.60	5.60	724.50	129.38
Other Statutory matters	0.00	0.20	0.10	0.00	0.30	61.50	205.00
Administration & planning	0.00	10.60	8.70	11.00	30.30	4,975.00	164.19
Investigations	0.50	0.50	2.00	2.20	5.20	816.50	157.02
CDDA Reports	0.00	1.30	1.80	0.00	3.10	605.00	195.16
Investigations	0.50	1.80	3.80	2.20	8.30	1,421.50	171.27
Other Assets	0.00	1.10	0.40	0.00	1.50	340.00	226.67
Realisations of assets	0.00	1.10	0.40	0.00	1.50	340.00	226.67
Preferential Creditors	0.00	0.10	0.00	0.00	0.10	26.00	260.00
Unsecured Creditors	0.00	0.70	0.10	0.00	0.80	195.50	244.38
Statutory Reporting to Creditors	2.10	0.50	2.80	0.00	5.40	1,568.50	290.46
Pension Issues	0.00	0.00	0.30	0.00	0.30	52.50	175.00
Creditors	2.10	1.30	3.20	0.00	6.60	1,842.50	279.17
Total Hours	2.60	14.80	16.10	13.20	46.70	8,579.00	183.70
Total Fees Claimed						0.00	



## Appendix V

### Expenses summary for the Review Period and cumulatively for the Liquidation

Below are details of the Joint Liquidators’ expenses for the period under review and the total to date.

Expenses	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Future anticipated expenses to be incurred £	Comments
<b>Category 1 Expenses</b>				
Advertising	Nil	172	Nil	Statutory advertising in accordance with the Joint Liquidators’ statutory obligations.
Bonding	Nil	20	Nil	It is necessary to maintain an adequate bond to protect the interest of creditors generally.
Corporation Tax	3	9	Nil	Payable on the realisation of bank interest during the Review Period.
<b>Category 2 Expenses</b>				
No Category 2 expenses have been incurred				