

The Insolvency Act 1986
Administrator's progress report

Name of Company Carmel Building Services Limited

Company number 3023973

In the High Court of Justice <small>(full name of court)</small>

Court case number 15504 of 2009

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a)
Simon Thomas
Moorfields Corporate Recovery Limited
88 Wood Street
London
EC2V 7QF

Nicholas O'Reilly
Moorfields Corporate Recovery Limited
88 Wood Street
London
EC2V 7QF

administrator(s) of the above company attach a progress report for the period

(b) Insert date

From (b) 5 May 2015

To (b) 4 November 2015

Signed

Joint / Administrator(s)

Dated

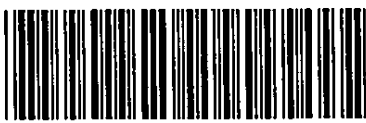
24/11/15

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form
The contact information that you give will be visible to searchers of the public record

Simon Thomas Moorfields Corporate Recovery Limited 88 Wood Street London EC2V 7QF	DX Number	0207 186 1144 DX Exchange
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SATURDAY



A29 *A4L3EHBD* #254
28/11/2015
COMPANIES HOUSE

When you have completed and signed this form, please send it to the Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

Carmel Building Services Limited (In Administration)

Joint Administrators' Twelfth Progress Report

in accordance with

Rule 2.47 of the Insolvency Rules 1986 (as amended)

4 November 2015

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Disclaimer

This report has been prepared for the sole purpose of updating creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Carmel Building Services Limited – In Administration (“The Company”)

1. Background and Statutory Information

This is the Joint Administrators’ twelfth progress report on the conduct of the Administration from 5 May 2015 to 4 November 2015 in accordance with the requirements of Rule 2.47 of the Insolvency Rules 1986 (as amended) (“the Rules”)

This report should be read in conjunction with the Joint Administrators’ previous reports circulated to all known creditors on 12 January 2010, 6 December 2010, 6 June 2011, 16 January 2012, 29 June 2012, 17 January 2013, 16 July 2013, 30 October 2013, 27 May 2014, 5 November 2014 and 4 May 2015

The Proposals were approved as circulated in accordance with Rule 2.33(5) of the Insolvency (Amendment) Rules 2003 and there has been no major deviation from the strategy as proposed

The Company entered administration on 19 June, 2009 and Simon Thomas and Fred Satow, both Licensed Insolvency Practitioners of Moorfields Corporate Recover Limited (“Moorfields”), 88 Wood Street, London EC2V 7QF were appointed to act as Joint Administrators

Fred Satow resigned as Joint Administrator and was replaced with Robert Pick of Moorfields by Order of the Court on 26 July 2011. Robert Pick was replaced by Shelley Bullman of Moorfields by Order of the Court dated 5 November 2012. Shelley Bullman was replaced by Nicholas O’Reilly, also of Moorfields, on 20 November 2013 by Order of the Court. Robert Pick, Shelley Bullman and Nicholas O’Reilly are all licensed insolvency practitioners

To date, fees of £60,000 have been drawn in respect of the Administration. Further information regarding fees is given in section 5. No fees have been drawn in this period

Based on current information, it is uncertain that there will be sufficient asset realisations to enable a distribution to the secured and unsecured creditors

Statutory information relating to the Company and the Joint Administrators’ appointment is attached at Appendix I

2. Progress of the Administration

The affairs, business and property of the Company are managed by the Joint Administrators who act as agents of the Company and contract without personal liability

The Joint Administrators’ receipts and payments account for the period from 5 May 2015 to 4 November 2015 is attached at Appendix II. Also attached at Appendix II is a cumulative Receipts and Payments Account for the period from 19 June 2009 to 4 November 2015

I would comment specifically as follows

Realisation of assets

A book debt of £50,000.00 plus VAT was realised from Balfour Beatty Regional Construction Limited. From this sum, the Joint Administrators have had to expend costs of £15,000 plus VAT in respect of the debt recovery contractor's fees and £17,500 plus VAT in respect of legal fees. Therefore, the Joint Administrators have realised a net sum of £17,500 plus VAT from book debts in the period. Further information on this is detailed at point 2.4. Bank interest of £2.23 was also realised during the period.

Assets still to be realised

During the period there has been no change to the asset realisation strategy adopted by the Joint Administrators.

RPC Contractual Services Limited ("RPC"), a firm of debt recovery agents, has continued to act on the Company's behalf to recover book debts. RPC estimates that between £1.3 million and £1.84 million could be recovered although it is still also possible that recoveries may be substantially lower.

As previously reported, arbitration proceedings have been underway between RPC and the Company's largest debtor ("the debtor") since late 2013. During the period under review the debtor was ordered by the arbitrator to disclose documentation, to enable RPC to quantify the exact value of the claim ahead of the arbitration hearing, which commenced on 27 April 2015. The arbitrator requested a six month window for consideration prior to presenting the result, which was expected to be announced on 26 October 2015. The arbitrator then subsequently requested a further two weeks, with the outcome now expected to be delivered on 9 November 2015.

Any future recovery prospects are entirely dependent upon the nature of the award made by the arbitrator following the conclusion of the hearing. We do not anticipate any further recoveries being made in advance of the award.

The Joint Administrators were successful in their application to the court for an extension of the Administration to allow the recovery of any award made by the arbitrator. The Administration was extended until 15 December 2016.

Sale of assets to a connected party

In accordance with Statement of Insolvency Practice ("SIP") 13, the Joint Administrators confirm there have been no transactions with connected parties in the period of the Administration or in the two years preceding the Administration Order.

Joint Administrators' Expenses

The expenses paid by the Joint Administrators in the period of this report are reflected in the receipts and payments account at Appendix II. The following expenses have been incurred by the Joint Administrators' in the period but not paid

Expenses	Total expenses outstanding as at 4/11/2015
	£
Postage	463 80
	<u>463 80</u>

The statement excludes any potential tax liabilities that may be payable as an expense of the Administration in due course because amounts due will depend upon the position at the end of the tax accounting period

Professional Advisers

The Joint Administrators have used the professional advisers listed below

Name of Adviser	Brief description of services provided	Basis of fee arrangement	Costs incurred to date	Costs paid to date	Amount unpaid £
Dundas and Wilson	Dealing with associated sale contract, repeated extensions of administration period	Time cost basis	51,684 50	51,684 50	Nil
RPC Contractual Services Limited	Debt collection services	Percentage of realisations	15,000 00	15,000 00	Nil
C J Hough & Co Limited	Solicitor dealing with book debt recoveries	Percentage of realisations	17,500 00	17,500 00	Nil

The Joint Administrators' choice was based upon their perception of the advisers' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. The Joint Administrators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

3 Joint Administrators' Remuneration

The statutory provisions relating to remuneration are set out in Rule 2.106 of the Rules. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees', a copy of which may be accessed from the web site of the Insolvency Practitioners Association at www.insolvency-practitioners.org.uk (follow 'Regulation and Guidance' then 'Creditors' Guides to Fees'), or is available in hard copy upon written request to the Joint Administrators offices.

In accordance with the Proposals, and pursuant to Rule 2.106 of the Rules, approval for remuneration has been sought from the secured creditor and preferential creditors and approved on the basis that the Joint Administrators' remuneration be fixed by reference to time properly given by them and their staff in attending to matters arising in the Administration.

Attached at Appendix III is a Time and Cost Analysis, produced in accordance with The Association of Business Recovery Professionals' Statement of Insolvency Practice 9 ("SIP 9"), which provides details of time costs accrued during the reporting period, analysed by staff grade and activities undertaken. Time costs for the period from 5 May 2015 to 4 November 2015 were £12,011.00. This represents 51.45 hours of work performed at an average rate of £233.45 per hour.

Also attached as Appendix III is a Time and Cost Analysis, produced in accordance with SIP 9, covering total time costs accrued during the course of the Administration from the date of appointment, analysed by staff grade and activities undertaken. Time costs for the Administration period to date are £233,108.90. This represents 1,091.79 hours of work performed at an average rate of £213.51 per hour.

It is the Joint Administrators' policy to delegate the routine administrative tasks to less senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by senior staff and the Joint Administrators. Any matter of complexity or significance is dealt with by the senior staff on the team and the Joint Administrators.

Attached at Appendix IV is a schedule detailing activities undertaken together with supporting information in accordance with the Association of Business Recovery Professionals' SIP 9. This also contains additional information in relation to this firm's policy on staffing, disbursements and details of our current charge-out rates by staff grade.

4 Joint Administrators' Disbursements

In accordance with SIP 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories:

4.1 Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No. 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

The Joint Administrators' have incurred disbursements of £463.80 during the period. No funds have been drawn in this respect. These are shown on the receipts and payments account at Appendix 1. Disbursements incurred in the period but not yet drawn are detailed in section 2.

4.2 Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No. 9 provides that such disbursements are subject to approval as if they were remuneration. Accordingly, at the aforementioned meeting, creditors passed a resolution authorising the Joint Administrators to recover Category 2 expenses and disbursements. It is our policy, in line with the Statement, to advise of any Category 2 disbursements before they are drawn.

No category 2 disbursements have been drawn in this period.

The following Category 2 disbursements are currently charged by this firm:

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter
- A charge of £10 for identification search's per director to comply with Money Laundering Regulations

5. Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the Administrators must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the company has granted a floating charge to a creditor after 15 September 2003.

The only outstanding charge at the date of appointment was held by The Bank of Scotland and was registered on 7 December 2002. As this predates the Enterprise Act 2002, there is no requirement for an unsecured creditors' fund to be established.

Carmel Building Services Limited – In Administration (“The Company”) – Joint Administrators’ Progress Report

The only outstanding charge at the date of appointment was held by The Bank of Scotland and was registered on 7 December 2002. As this predates the Enterprise Act 2002, there is no requirement for an Unsecured Creditors’ Fund to be established.

6. Estimated outcome for creditors

6.1 Secured Creditors

Bank of Scotland holds a fixed and floating debenture over the Company’s assets. At the date of the making of the Administration Order their indebtedness was estimated at £1.87m.

To date, Bank of Scotland has received £341,160.51 on account from the Administration Estate in respect of its security. Further distributions are dependent on future asset realisations by the Joint Administrators.

6.2 Preferential Creditors

As previously reported, the Joint Administrators have issued a preferential dividend to the employees of the Company and the Redundancy Payments Office, details of which are provided below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
79 Employee claims	49,962.75	119,564	100p in the £1 paid
Department for Business Innovation & Skills (BIS)	66,772.16	No claim lodged	100p in the £1 paid

The dividend paid was in respect of arrears of wages and holiday pay owed under the Employment Rights Act 1996.

No additional preferential claims are anticipated.

6.3 Unsecured Creditors

Claims from unsecured creditors total £464,693.37. This compares to an estimate of £3.8m as detailed in the Statement of Affairs supplied by one of the Company’s directors. Dividend prospects for unsecured creditors are at present unknown and will depend entirely upon the level of book debt realisations generated by the Joint Administrators.

7. Exit from Administration

As outlined in the initial report to creditors it is the Joint Administrators’ intention to exit the Administration via dissolution when the Administration concludes. However, should funds become available for a dividend to be issued to unsecured creditors, the Joint Administrators will convene a meeting of creditors in order to move the Company into Creditors’ Voluntary Liquidation.

If creditors wish to bring any matters they believe to be relevant to the attention of the Joint Administrators, they are invited to do so in writing to Simon Thomas and Nicholas O'Reilly at Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF

8. Exit from Administration

As outlined in the initial report to creditors it is the Joint Administrators' intention to exit the Administration via dissolution when the Administration concludes. However, should funds become available for a dividend to be issued to unsecured creditors, the Joint Administrators will convene a meeting of creditors in order to move the Company into Creditors' Voluntary Liquidation.

If you have any queries regarding this report please contact Oliver Gill of this office in the first instance. I will report to you again at the conclusion of the Administration or in six months' time, whichever is the sooner.

For and on behalf of
Carmel Building Services Limited



S R Thomas
Joint Administrator

DDI 0207 186 1175
Fax 0207 186 1177
Email ogill@moorfieldscr.com

Simon Thomas and Fred Satow of Moorfields Corporate Recovery LLP, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 19 June 2009. Robert Pick replaced Fred Satow as Joint Administrator by Order of the Court dated 31 October 2012. Shelley Bullman replaced Robert Pick as Joint Administrator by Order of the Court dated 5 November 2012. Nicholas O'Reilly replaced Shelley Bullman as Joint Administrator by Order of the Court dated 20 November 2013. The Joint Administrators now manage the affairs, business and property of the Company. The Joint Administrators act as agents only and without personal liability.

**Carmel Building Services Limited
Statutory Information**

Company Information

Company Number	3023973
Registered Office	88 Wood Street, London, EC2V 7QF
Trading Address	Unit A Blenheim House, 1 Blenheim Road, Epsom, Surrey
Principal Activity	n/a

Appointment details

Joint Administrators	Simon Thomas (IP number 8920) and Nicholas O'Reilly (IP number 8309)
Joint Administrators' address	Moorfields Corporate Recovery Limited, 88 Wood Street London EC2V 7QF
Date of appointment	19 June 2009
Court	High Court of Justice
Court Reference	15504 of 2009
Appointed by	Directors of the Company
Functions	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Joint Administrators acting jointly or alone
EC Regulations	The Company's registered office is from where the Company carries on its business. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation
Extensions	It was scheduled with Bank of Scotland, in accordance with Paragraph 76 (2) of Schedule B1 of the Insolvency Act 1986 that the Administrators may extend the period of the Administration for a period of six months from 19 June 2010 to 18 December 2010

An application was made to Court to extend the Administration period for a further eighteen months. This was agreed at the court hearing on 1 December 2010 and the Administration was extended until 18 June 2012.

A second application was made to Court to extend the Administration period for a further eighteen months. This was agreed at the court hearing held on 22 May 2012 for an extension until 17 December 2013.

A third application was made to Court to extend the Administration period for a further eighteen months. This was agreed at the Court hearing on 3 December 2013 for an extension until 16 June 2015.

A fourth application was made to Court to extend the Administration period for a further eighteen months. This was agreed at the Court hearing on 2 June 2015 for an extension until 15 December 2016.

**Carmel Building Services Limited
(In Administration)**

Appendix II

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 19/06/2009 To 04/05/2015 (£)	From 05/05/2015 To 04/11/2015 (£)	Total (£)
Plant & Machinery	5,000 00	5,000 00	0 00	5,000 00
Furniture & Equipment	4,000 00	4,700 00	0 00	4,700 00
Motor Vehicles	5,000 00	5,000 00	0 00	5,000 00
Stock	5,000 00	5,000 00	0 00	5,000 00
Novated contracts	389,542 00	456,466 46	0 00	456,466 46
Book Debts	70,000 00	181,299 79	50,000 00	231,299 79
Rates Refund	2,085 00	2,085 41	0 00	2,085 41
Cash in hand	263 00	263 70	0 00	263 70
Bank Interest Gross	-	668 59	2 23	670 82
	480,890 00	660,483 95	50,002 23	710,486 18

PAYMENTS

Specific Bond		840 00	0 00	840 00
Office Holders Fees		60,000 00	0 00	60,000 00
Office Holders Expenses		317 05	0 00	317 05
Contractor deductions		3,200 00	0 00	3,200 00
Miscellaneous expenses		6 49	0 00	6 49
Agents/Valuers Fees (1)		6,712 30	0 00	6,712 30
Sub contractor		1,057 93	0 00	1,057 93
Legal Fees (1)		51,684 50	19,250 00	70,934 50
Debt collection fees		66,943 78	15,000 00	81,943 78
Corporation Tax		132 44	0 00	132 44
Stationery & Postage		3,023 98	465 12	3,489 10
Debt collectors disbursements		1,600 00	0 00	1,600 00
Storage Costs		871 68	0 00	871 68
Statutory Advertising		169 02	0 00	169 02
Insurance of Assets		663 74	0 00	663 74
Bank Charges		0 01	0 00	0 01
Legal Disbursements		960 00	550 00	1,510 00
Inland Revenue		15,488 45	0 00	15,488 45
DE Arrears & Holiday Pay		66,828 31	0 00	66,828 31
Employee Arrears/Hol Pay		34,418 15	0 00	34,418 15
Floating Charge Creditor		341,160 51	0 00	341,160 51
		656,078 34	35,265 12	691,343 46
Net Receipts/(Payments)		4,405 61	14,737 11	19,142 72

MADE UP AS FOLLOWS

Vat Receivable	28,644 25
Bank 2 Current	21,076 38
Vat Payable	(15,265 58)
Vat Control Account	(15,312 33)
	19,142 72

Time Entry - SIP9 Time & Cost Summary + Cumulative

CARM001 - Carmel Building Services Limited
 Project Code POST
 From 05/05/2015 To 04/11/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	0.00	1.65	39.90	1.15	42.70	10,026.75	234.82	467.05	101,462.37
Asset Realisation	0.00	0.00	5.35	0.00	5.35	1,243.25	232.38	236.25	55,117.39
Case Specific Matters	0.00	0.00	1.30	0.00	1.30	292.50	225.00	12.15	2,969.50
Chargeable - expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.16	22.72
Creditors	0.00	0.00	1.70	0.00	1.70	358.50	210.88	225.93	45,586.56
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.22	4,078.84
Non-chargeable - expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33	23.33
Trading	0.00	0.00	0.40	0.00	0.40	90.00	225.00	131.70	23,848.19
Total Hours / Costs	0.00	1.65	48.65	1.15	51.45	12,011.00	233.45	1,091.79	233,108.90
Total Fees Claimed						60,000.00			
Total Disbursements Claimed						317.05			

Time Entry - SIP9 Time & Cost Summary + Cumulative

CARM001 - Carmel Building Services Limited
 Project Code POST
 From 19/06/2009 To 04/11/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	24.95	57.77	338.47	45.85	467.05	101,462.37	217.24	467.05	101,462.37
Asset Realisation	26.62	15.90	193.15	0.56	236.25	55,117.39	233.30	236.25	55,117.39
Case Specific Matters	1.00	0.50	10.65	0.00	12.15	2,969.50	244.40	12.15	2,969.50
Chargeable - expenses	0.00	0.00	0.16	0.00	0.16	22.72	142.00	0.16	22.72
Creditors	8.80	13.15	186.82	17.16	225.93	45,586.56	201.77	225.93	45,586.56
Investigations	4.50	0.85	12.87	0.00	18.22	4,078.84	223.87	18.22	4,078.84
Non-chargeable - expenses	0.00	0.00	0.00	0.33	0.33	23.33	70.70	0.33	23.33
Trading	0.30	2.00	129.40	0.00	131.70	23,848.19	181.08	131.70	23,848.19
Total Hours / Costs	66.17	90.17	871.52	63.92	1,091.79	233,108.90	213.51	1,091.79	233,108.90
Total Fees Claimed						60,000.00			
Total Disbursements Claimed						317.05			

Carmel Building Services Limited

2. Explanation of office-holders charging and disbursement recovery policies

In accordance with best practice we provide below details of policies of Moorfields Corporate Recovery Limited, in respect of fees and disbursements for work in relation to insolvency estates

This summary outlines the activities undertaken during this matter to date together with details of charge out rates for time costs incurred and the basis of disbursements incurred and recharged

The activities are summarised as follows

2 1 Administration and planning

The following activities have been undertaken

- Statutory duties associated with the appointment including the filing of relevant notices,
- Notification of the appointment to creditors, members, employees and other interested parties,
- Setting up of case files
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts,
- Implementing the strategy for the Administration,
- 6 monthly progress review of the case,
- Completion of statutory returns to the Insolvency Compliance Unit of the Department for Business Innovation and Skills

Staff of different levels were involved in the above activities depending upon the experience required

2 2 Realisation of assets

Appendix II shows the realisations made for the benefit of the creditors In this case the assets belonging to the Company were as follows

- Plant and Machinery,
- Furniture and Equipment,
- Motor Vehicles,
- Stock,
- Book Debts,
- And Novated Contracts

The time spent includes the following matters

- Dealing with legal advisors with regards to the assets sales,
- Corresponding with agents in relation to valuation and realisation of assets,
- Dealing with RPC regarding the ongoing book debt collection,
- Updates to the secured creditors,
- Adjudicating, agreeing and distribution dividend to preferential creditors,
- Dealing with creditor correspondence,
- Statutory reporting,
- And court applications for the extension of time

2 3 Creditors

The time spent includes the following matters

- Recording and maintaining the list of creditors,
- Dealing with employee related matters,
- Employee communications and liaising with Government agencies to facilitate employee claims for unpaid entitlements,
- Recording creditor claims,
- Dealing with specific creditor calls and correspondence,
- Reporting to creditors,
- Meetings of creditors,
- Dealing with creditor queries,
- And reviewing and evaluating creditor claims to date

2 4 Investigations and communications

The time spent includes the following matters

- Corresponding with Company directors for purposes of conduct report,
- Issuing questionnaires and requests for Statement of Affairs,
- And reviewing Company records and questionnaires and preparing the statutory return in accordance with the requirements of the Department for Business Innovation and Skills

2 0 Time recording

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows, this in no way implies that staff at all such grades will work on the case.

GRADE	£
Partner	515
Director/ Senior Manager	425
Manager	355
Assistant Manager	280
Senior Administrator	245
Administrator	195-225
Cashier/ Support	195

The rates charged by Moorfields Corporate Recovery Limited are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Our rates increased on 1 January 2015. The charge out rates per hour for the period from 1 January 2013 to 31 December 2014 were:

GRADE	£
Partner	485
Director/ Senior Manager	400
Manager	325
Assistant Manager	270
Senior Administrator	200-240
Administrator	125-200
Cashier/ Support	160

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.

Approved remuneration will be drawn at such times that sufficient funds are available.

For your information, A Creditor's Guide to Administrators' Fees can be obtained at <http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-to-administrators-fees-england-and-wales-apr-10.pdf>

3 0 Disbursement recovery

Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying if external provider, statutory advertising and other expenses made on behalf of the assignment.

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields Corporate Recovery Limited for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

The following Category 2 disbursements may be charged by this firm:

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.

- A charge of £10 for identification search's per director to comply with Money Laundering Regulations

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier