

Peter Hall

Independent Business and Insolvency Advice

**Second progress report to members & creditors
Pursuant to Section 92A of the Insolvency Act 1986**

29 July 2015

**B.J. Mailing Services Limited in
Creditors' Voluntary Liquidation**

Statutory Information

Company B.J. Mailing Services Limited - in Creditors' Voluntary Liquidation

Registered Office 2 Venture Road
Science Park
Chilworth
Southampton
SO16 7NP

Trading Address 25-27 Whittle Road
Ferndown Industrial Estate
Wimborne
Dorset
BH21 7SF

Company Number 03640823

Date of Appointment 4 June 2013

Liquidator Peter Hall (IP No. 3966)

Address Peter Hall Limited
2 Venture Road
Science Park
Chilworth
Southampton
SO16 7NP

Introduction

1. I refer to my appointment as Liquidator of the above named company on 4 June 2013 and hereby submit my second annual report regarding the conduct of the liquidation for the period 4 June 2014 to the 3 June 2015, in accordance with the Insolvency Act 1986 and the Insolvency Rules.
2. This report should be read in conjunction with my previous reports and correspondence to creditors.

Assets of the Company

Receipts and Payments Account

3. A receipts and payments account for the period and in total is attached at Appendix A

Book Debts

4. Creditors will recall that the director's statement of affairs indicated that there were book debts outstanding totalling £22,564. A general provision for bad and doubtful debts was estimated at £5,641, leaving an estimated to realise value of £16,923.
5. Book debt realisations totalling £7,977 have been received into the liquidation, £2,228 of which was received during the period of this report.
6. We are continuing to pursue one debtor who owes £5,412 although it is unclear whether any realisation will be achieved in this regard.
7. A number of debtors had settled their outstanding debts before the liquidation began and those funds are included within the Cash at Bank realisations as previously reported.
8. The remaining debts are small and disputed, as such, it is not considered cost effective to pursue those debts any further.

Bank Interest

9. Gross interest of £49.89 has been received during the period of this report.

Investigations

10. In accordance with the Company Directors Disqualification Act 1986, a report on the conduct of the director(s) has been submitted to the Insolvency Service. As this is a confidential report I am unable to disclose its content.
11. I can confirm I have not undertaken any investigation outside the scope of that ordinarily required during liquidation proceedings.

Creditors Claims

Secured Creditors

12. I am not aware of any secured claims in this liquidation.

Preferential Creditors

13. Preferential creditors were estimated at £3,190 in the statement of affairs.
14. We have received a preferential claim of £2,750.30 from the Redundancy Payments Office (“RPO”) in respect of arrears of wages and holiday pay (subject to certain limitations) that have been paid to the employees of the Company.
15. A first and final dividend was made to the RPO on 28 July 2014 of 100p in the £.
16. Additional preferential claims in respect of employees preferential claims over and above that paid by the RPO have been calculated at £21.80.
17. A first and final dividend was made to the employees in respect of additional preferential claims on 28 July 2014 representing 100p in the £.

Unsecured Creditors

18. Unsecured creditors’ claims were estimated in the statement of affairs in the sum of £290,786. Unsecured claims of £162,958.04 have been received and agreed.
19. A dividend of £16,000 representing a return of 9.82p in the £ was distributed to unsecured creditors on 15 May 2015.
20. A notice of no further dividend in accordance with Rule 11.7(b) of the Insolvency Rules 1986, has been circulated to unsecured creditors.

Liquidator’s Disbursements

Category 1 Disbursements

21. The liquidator has drawn Category 1 expenses in respect of storage during the period of £523.19. This expense is reflected in the receipts and payments account within Office Holder Expenses.

Category 2 Disbursements

22. The Liquidator’s current disbursement policy is as follows:
 - 22.1. Mileage – this is reimbursed at 45p per mile, plus 5p per additional passenger per mile.
 - 22.2. All other disbursements are reimbursed at cost.

23. At a meeting of creditors held on 4 June 2013 the creditors resolved that the liquidator be authorised to draw on account without further reference to creditors his firm's internal expenses, including photocopying, printing, facsimile, document storage and internal meeting room charge.
24. There have not been any Category 2 disbursements incurred or paid from the liquidation during the period.

Costs and Expenses

25. The following expense has been incurred during the period of the report; The expense incurred in the period has been paid for by the Company.

Category	Amount
	£
Corporation Tax	36.00
	<hr/>
	<u>36.00</u>

26. Should you require any further explanation about this expense please contact my colleague Kevin Beech in the first instance.

Liquidator's Remuneration

Basis of Remuneration

27. At a meeting of creditors held on 4 June 2013, a resolution was passed to agree that my remuneration, as liquidator, be fixed by reference to the time spent by me and my staff in attending to matters arising in the liquidation plus disbursements and VAT.

Remuneration

28. Attached at Appendix B(i) is a breakdown of the time costs incurred during the period of this report. You will note that my firm has spent 97.85 hours dealing with matters arising during this period, incurring total chargeable costs of £18,819 which provides an average hourly charge out rate of £192.32.
29. Attached at Appendix B(ii) is a breakdown of my firm's time costs incurred in total since my appointment as liquidator. You will note that my firm has spent 200.35 hours dealing with matters arising during the liquidation, incurring total chargeable costs of £34,216 which provides an average hourly charge out rate of £170.78.
30. I have drawn fees of £17,650 during the period of this report and £32,950 in total during the course of the liquidation in respect of the time costs detailed above.

Work Undertaken

31. The costs incurred during the period of this report are attributable to the following; debt collection, calculating and distributing funds to the Preferential Creditors including additional employee claims, agreeing unsecured creditor claims including corresponding with the former landlords regarding their claim, distributing funds to the unsecured creditors, cashiering duties, and general administration including compliance with statutory matters.
32. It is the Liquidator's policy to delegate the routine administration of the Liquidation to junior staff in order to maximise the cost effectiveness of the work performed. These staff have been supervised by senior staff of the firm and the Liquidator. Any matter of particular complexity or significance that has required responsibility of an exceptional kind has also been dealt with by senior staff and the Liquidator.
33. In common with all professional firms, scale rates increase from time to time over the period of the administration of each insolvency case. Peter Hall Limited reserves the right to change the rates and grade structure. Full details of the charge out rates charged to this case are included at Appendix C.
34. Examples of work done by my firm are attached as Appendix D.

Creditors' Rights to Request Further Information

35. Creditors and members have a right to request further information in respect of the Liquidator's remuneration and expenses in accordance with Rule 4.49E of the Insolvency Rules 1986.
36. Should any secured creditor or unsecured creditor with the agreement of at least 5% in value of unsecured creditors require any further information about the Liquidator's remuneration or expenses please write to me within 21 days of receipt of this report stating the information required.

Creditors' Rights to Challenge Remuneration and/or Expenses

37. Creditors have the right to challenge the amounts drawn under Rule 4.131.
38. If a creditor believes that the remuneration charged by the liquidator is too high, the basis of his remuneration is inappropriate, or the expenses incurred by the liquidator are in all the circumstances excessive he may, provided certain conditions are met, apply to court.
39. Application may be made to the court by any secured creditor or unsecured creditor with the agreement of at least 10% in value of the creditors (including that creditor) or with permission of the court.
40. Any such application must be made within 8 weeks of the applicant receiving the liquidator's progress report in which the charging of the remuneration or incurring of the expenses in question is first reported.
41. A Creditors' Guide to Liquidators fees may be found on the website <http://peterhall.org.uk/useful-information>.

42. Should you require a hard copy please do not hesitate to contact my colleague Kevin Beech at this office.

Conclusion

43. The matters remaining in the liquidation are:

43.1. Pursuance of the remaining book debt totalling £5,412

43.2. Submission of final Corporation Tax returns and VAT returns to HM Revenue & Customs and to obtain tax clearance.

43.3. Submission of final report and the holding of the final meeting of creditors to approve the final report and seek my release as liquidator.

44. Should you have any queries regarding this report please do not hesitate to contact my colleague Kevin Beech at this office.

Dated this day: Wednesday 29 July 2015

A handwritten signature in black ink, appearing to read 'Peter Hall', written over a horizontal line.

Peter Hall
Liquidator

Quality of Service

My firm places a high priority on client service and is keen to ensure that the quality of this is maintained. If at any time you would like to discuss with me how my firm's service to you could be improved, or if you are dissatisfied with the service you are receiving, please let me know by telephoning me. I undertake to look into any complaint carefully and promptly and to do all I can to explain the position to you. If I do not answer your complaint to your satisfaction, you may of course take up the matter with my regulatory body.

My Insolvency Practitioner Number is 3966. I am licensed by The Institute of Chartered Accountants in England and Wales. Complaints can be made to my regulatory body through the Insolvency Practitioner Complaints Gateway by visiting the website <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway> or by email, telephone or post using the contact details below:

Email: ip.complaints@insolvency.gsi.gov.uk

Telephone Number: 0845 6029848

Address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA.