**[Company Name] (**the **Company) - In Liquidation**

**Fees Information in accordance with The Insolvency (England and Wales) Rules 2016 and Statement of Insolvency Practice 9**

**Revised Fees Estimate**

***Overview***

The Liquidator previously agreed his/her ***fees estimate*** based on the time he/she anticipated would be incurred in dealing with matters associated with the winding-up of the affairs of the Company. Some of the work undertaken in this regard is required by statute and may not necessarily provide a financial benefit to creditors.

For the reasons outlined in the letter accompanying this ***revised fees estimate***, the Liquidator’s previously agreed estimate has now been exceeded or it is anticipated it will be exceeded in due course and a revision to that estimate is appropriate.

Creditors should be aware that the ***revised*** ***fees estimate*** is based on all of the information available at the time that this revision is provided and may be revised further due to unforeseen circumstances that may arise during the liquidation. If it is considered that the ***revised*** ***fees estimate*** will be exceeded, the Liquidator will provide an update and seek approval to increase it accordingly.

***Work anticipated and the likely return to creditors***

The likely return to creditors in the Liquidation is outlined below, however this position may change as the liquidation progresses depending on factors such as the eventual realisations made, the costs of administering the liquidation and the eventual claims submitted by the various classes of creditor. Further updates will be provided in the Liquidator’s annual progress reports.

|  |  |
| --- | --- |
| Secured creditors | Likely return  p in the £1 |
| [Enter name of secured creditor or note ‘None’ if relevant] | [p in the £1] |
| Ordinary preferential claims *[amend this heading to ‘Preferential claims’ if this is a pre-1/12/20 case and remove secondary preferential claims section below]* | Likely return  p in the £1 |
| Employee claims (Total number of claims = [Number]) | [p in the £1] |
| Department for Business, Energy & Industrial Strategy (BEIS) | [p in the £1] |
| Secondary preferential claims | Likely return  p in the £1 |
| VAT (HMRC) | [p in the £1] |
| PAYE, Employee NIC & CIS deductions (HMRC) | [p in the £1] |
| Student Loan Deductions | [p in the £1] |
| Financial Services Compensation Scheme debts (FSCS) | [p in the £1] |
| Unsecured claims | Likely return  p in the £1 |
| Unsecured creditor claims | [p in the £1] |

***Fee Estimate Revision***

As creditors will be aware, the Liquidator previously sought approval for his/her remuneration on a time cost basis as per the original fees estimatewhich was approved. This original estimate has now been, or will be, exceeded and attached is a ***revised fees estimate*** for creditor approval.

A summary of the position comparing the original estimate with the attached revision can be found in the letter which accompanies this document.

The ***revised*** ***fees estimate*** is intended to cover the whole period of the liquidation up to the closure of the case and dissolution of the Company. ***[OR]*** The ***revised fees estimate*** covers the period to [enter details] as it is not currently possible to estimate what the final costs are likely to be because [enter reasons].

Details of the further work the Liquidator anticipates undertaking in relation to this estimate and why this work is necessary is explained in the sections that follow, in support of the ***revised*** ***fees estimate***.

***Administration (including statutory compliance & reporting)***

*[If your revised fees estimate shows that you will carry out additional work within this category, provide a clear narrative to explain this work, why it has been (or will be) necessary and whether it will provide a financial benefit to the estate – and if none, why it must still be carried out.]*

***Realisation of assets***

*[You should update the commentary you have made in your original fees estimate to reflect the additional work you will carry out within this category. This may involve more protracted asset realisation work or delays in anticipated recoveries, for example in respect of overdrawn directors’ loan accounts which will impact on the duration of the liquidation. If this is the case, ensure the resultant impact on the statutory compliance & reporting above is mentioned and ensure you provide suitable narrative about any 3rd parties (such as agents & solicitors) who have been/will be engaged to assist in the realisations and cover off the likely expenses in the table below. Provide a clear narrative to explain the nature of the additional work done/to be done, why that work is necessary and whether it is anticipated this work will provide a financial benefit to the estate – and if none, why it must still be carried out.]*

***Creditors (claims and distributions)****[You should update the commentary you have made in your original fees estimate to reflect the additional work you will carry out within this category. This may involve the agreement of claims not anticipated at the outset, the payment of a distribution, or dealing with more complex retention of title claims or employee claims for example. Provide a clear narrative to explain the nature of the additional work done/to be done, why that work is necessary and whether it is anticipated the work done will provide a financial benefit to the estate – and if none, why it must still be carried out.]*

***Investigations***

*[You should update the commentary you have made in your original fees estimate to reflect the additional work you will carry out within this category. Provide a clear narrative to explain the nature of the additional work done/to be done, why that work is necessary and whether it is anticipated the work done will provide a financial benefit to the estate – and if none, why it must still be carried out, subject to any issues of confidentiality.]*

[Enter further subheadings as necessary for work categories in the fees estimate and explain]

***Liquidator’s Expenses***

Below is a summary of the expenses currently anticipated in the Liquidation. The table illustrates the expenses outlined in the Liquidator’s original fees estimate and provides information about the expenses incurred and paid to date against the current revision (where applicable). Further updates to the expenses position will be provided in subsequent progress reports to creditors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense | Estimated cost at commencement of liquidation £ | Incurred to date  £ | Paid to date  £ | Estimated revised cost  £ |
| Category 1 expenses |  |  |  |  |
| Agent’s fees & expenses |  |  |  |  |
| Legal fees & expenses |  |  |  |  |
| Statutory advertising |  |  |  |  |
| Specific Penalty Bond |  |  |  |  |
| Insurance |  |  |  |  |
| External storage costs |  |  |  |  |
| External meeting room hire |  |  |  |  |
| Re-direction of mail |  |  |  |  |
| Pension advice |  |  |  |  |
| Case administration software |  |  |  |  |
| External Mail Services |  |  |  |  |
| External Web Hosting |  |  |  |  |
| AML electronic searches |  |  |  |  |
| Bank charges |  |  |  |  |
| Others – *provide details* |  |  |  |  |
|  |  |  |  |  |
| Category 2 expenses |  |  |  |  |
| Meeting room hire *(where there is a shared cost between cases that has been allocated)* |  |  |  |  |
| Business mileage |  |  |  |  |
| External storage costs *(where there is a shared cost between cases that has been allocated)* |  |  |  |  |
| Postage charges |  |  |  |  |
| AML electronic searches |  |  |  |  |
| Others – *provide details* |  |  |  |  |

***Liquidator’s Revised Fees Estimate***

Below is the ***revised fees estimate*** for the liquidation. The work the Liquidator anticipates undertaking in relation to this revised estimate has been outlined above. [It is an estimate for the entire liquidation OR It is an estimate to [enter details of designated period/milestone]. If I consider this estimate will be exceeded again, I will advise creditors and seek approval for a further revision as appropriate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Hours** |  |  |  |  |  |
|  | **Partner /  Director** | **Manager** | **Administrator** | **Assistant Admin/ Support Staff /  Cashiering** | **Total Estimated hours** | **Total Estimated Cost £** | **Average hourly rate  £** |
| Administration (inc statutory compliance & reporting)  Realisation of assets  Creditors (claims & distributions)\*  Investigations  Trading (where applicable)  Case specific matters (where applicable):  [Provide detail]  [Provide detail] |  |  |  |  |  |  |  |
| **Total estimated hours by staff grade** |  |  |  |  |  |  |  |
| **Hourly rate** |  |  |  |  |  |  |  |
| **Total estimated time costs by staff grade** |  |  |  |  |  | **£Enter total** | **£Ave Rate** |

\*[Provide details of any assumptions made in estimating this cost for example, minutes per claim to agree and where relevant, distribute a dividend to each class of creditor]