

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



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A22

27/03/2018

#12

COMPANIES HOUSE

### 1 Company details

Company number 0 0 9 6 8 8 5 1

Company name in full Droflem Limited (formerly Melford Electronics Limited)

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

### 2 Liquidator's name

Full forename(s) Gareth

Surname Roberts

### 3 Liquidator's address

Building name/number c/o KRE Corporate Recovery LLP1st Floor

Street Hedrich House

Post town 14-16 Cross Street

County/Region Reading

Postcode R G 1 1 S N

Country

### 4 Liquidator's name ①

Full forename(s) Rob

Surname Keyes

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

### 5 Liquidator's address ①

Building name/number c/o KRE Corporate Recovery LLP1st Floor

Street Hedrich House

Post town 14-16 Cross Street

County/Region Reading

Postcode R G 1 1 S N

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	<sup>d</sup> 2	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 2	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

**7** Progress report

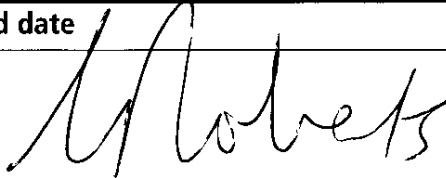
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date	<sup>d</sup> 2	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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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	Ben Briscoe
Company name	KRE Corporate Recovery LLP
Address	c/o KRE Corporate Recovery LLP Hedrich House
Post town	14-16 Cross Street
County/Region	Reading
Postcode	R G 1 1 S N
Country	
DX	
Telephone	01189 479090



**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:

1st Floor  
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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**Drofflem Limited (formerly Melford Electronics Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 27/01/2017 To 26/01/2018 £	From 27/01/2015 To 26/01/2018 £
	<b>SECURED ASSETS</b>	
	Bank Interest	
	6.06	6.06
	<u>6.06</u>	<u>6.06</u>
	<b>ASSET REALISATIONS</b>	
96,784.00	Book Debts	93,117.25
	VAT Refund	1,500.00
190,907.00	Cash at Bank	190,623.28
	Bank Interest Gross of Tax	524.48
	Rates Refund	(0.04)
	Utility Refund	122.25
	Bank Refund	409.53
	<u>48.00</u>	<u>286,296.75</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	640.00
	Preparation of S. of A.	7,500.00
	Office Holders Fees	39,000.00
	Pension Agent	3,850.00
	Legal Fees (1)	24,707.50
	Corporation Tax	97.16
	Website Fees	17.00
	Stationery & Postage	487.81
	Statutory Advertising	338.40
	<u>(8,316.67)</u>	<u>(76,637.87)</u>
	<b>UNSECURED CREDITORS</b>	
(868,984.00)	Trade & Expense Creditors	206,942.37
(42,289.04)	HM Revenue & Customs - VAT	NIL
(34,089.44)	HM Revenue & Customs - PAYE	NIL
24,209.37	HM Revenue & Customs - CT	NIL
	<u>(53,487.21)</u>	<u>(206,942.37)</u>
	<b>DISTRIBUTIONS</b>	
(23,357.00)	Ordinary Shareholders	NIL
	<u>NIL</u>	<u>NIL</u>
<b>(656,819.11)</b>	<b><u>(61,749.82)</u></b>	<b><u>2,722.57</u></b>
	<b>REPRESENTED BY</b>	
	Vat Receivable	1,643.90
	Bank 1 Current	1,078.67
		<u>2,722.57</u>

Gareth Roberts  
Joint Liquidator

**ANNUAL PROGRESS REPORT**

**DROFLEM LIMITED (FORMERLY MELFORD ELECTRONICS) ("THE COMPANY")  
- IN CREDITORS' VOLUNTARY LIQUIDATION**

## Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Trading
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

## Appendices

- Appendix I - Statutory Information;
- Appendix II – Receipts and Payments account for the period 27/01/2017 to 26/01/2018;
- Appendix III - Detailed list of work undertaken in the period and KRE Corporate Recovery LLP's fee policy;
- Appendix IV - Time cost information for the period 27/01/2017 to 26/01/2018;
- Appendix V - Time costs summary for period and cumulative;
- Appendix VI - Expenses summary for period and cumulative.

## **EXECUTIVE SUMMARY**

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

### **Assets**

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs (£)</b>	<b>Realisations to date (£)</b>	<b>Anticipated future realisations (£)</b>	<b>Total anticipated realisations (£)</b>
Cash at Bank	190,907	190,623	Nil	190,623
Book Debts	96,784	93,117	Nil	93,117
Corporation Tax Refund	24,209	Nil	Nil	Nil
VAT Refund	Nil	1,500	Nil	1,500
Bank Refund	Nil	410	Nil	410
Prepayments	Nil	122	Nil	122
Bank Interest	Nil	524	Nil	524

### **Expenses**

<b>Expense</b>	<b>Expense incurred to date (£)</b>	<b>Anticipated further expense to closure (£)</b>	<b>Total anticipated expense (£)</b>
Pre-appointment Office Holder Fees	7,500	Nil	7,500
Joint Liquidators' fees	39,000	2,703	41,703
Solicitors' fees	24,708	Nil	24,703
Pension agent	3,850	Nil	3,850
All other expenses	1,580	Nil	1,580

### **Dividends**

<b>Creditor class</b>	<b>Distribution / dividend paid to date</b>
Unsecured creditors	22.5p in the £

### **Closure**

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

## **ADMINISTRATION & 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.

### **Other Administrative Tasks**

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

- Case reviews;
- Computation of the Company's post-appointment Corporation Tax liabilities;
- Processing of the post-appointment VAT reclaims;
- Request for post-appointment tax clearance from HM Revenue & Customs ("HMRC").

## **ENQUIRES & INVESTIGATIONS**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors did provide the relevant books and records and completed questionnaires, as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

## **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. The Joint Liquidators formulated and worked



through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

#### Pre-appointment Actions

The Joint Liquidators first met with the Company, a specialist manufacturer of bespoke industrial video display units, on 4 December 2014 following delays the Company had experienced in a potential share sale in spring 2014, and the subsequent dispute over a major contract the Company held to manufacture taxi-top advertising products for their customer, Eyetease Limited ("Eyetease").

The Joint Liquidators, along with the Board, quickly determined that the Company was insolvent and that a buyer for some of all of the Company's business and assets should be sought. KRE Corporate Recovery LLP was formally instructed on 9 December 2015 to assist with this and on 10 December 2015 a Notice of Intention to Appoint an Administrator was filed at the High Court by the directors to allow the Company a period of protection from creditor action. A further Notice of Intention to Appoint an Administrator was filed on 23 December 2015 but it should be noted that no Administrator was appointed.

A comprehensive marketing exercise was undertaken which resulted in four separate offers from unconnected third-parties. I commenced an evaluation of these bids in anticipation of being appointed Administrator but, given the pressures on trading and ongoing risk of deterioration to the value of the Company, the directors took the decision that they could not wait for my due diligence to be completed and proceeded to accept their preferred offer and a sale to BLA 2052 Limited (now renamed Melford Technologies Limited) was completed on 8 January 2015. Full details of the sale were provided to creditors in my first report of 3 February 2015. Following the sale, the Board formally instructed KRE Corporate Recovery LLP on 12 January 2015 to place the Company into Creditors' Voluntary Liquidation ("CVL").

#### Book Debts

At the date of our appointment, the Company's records showed that the sum of £136,084 was owed to the Company by way of outstanding book debts with a provision of £6,600 being made for a known contra and a further provision for £32,700 made for a disputed debt which left the estimated to realise sum of £96,784.

The sum of £93,117 has been collected to the date of this report. I am not expecting any further realisations from the remaining £3,667 outstanding as these debts are subject to disputes and uncommercial to pursue further given the debtors are based in foreign jurisdictions.

#### Cash at Bank

The sum of £190,623 was realised from the following sources:

- £25,250 held in the Company's current account with National Westminster Bank PLC ("Natwest");
- £91,342 credit balance held by the Company's invoice discounting Company, RBSIF;
- £74,026 held in a client account controlled by KRE Corporate Recovery LLP. This represents the proceeds from the sale of certain business and assets to BLA 2052 Limited (now renamed

Melford Technologies Limited) alongside a small balance previously held in the Company's client account prior to the Liquidation.

The slight differences in the figures from those supplied in the Statement of Affairs as at the date of Liquidation are explained by final interest applied and fees charged to the current account and invoice discounting facilities.

#### VAT Refund

The Company received a VAT refund of £1,500 from HM Revenue & Customs ("HMRC") which I was unaware of prior to the liquidation meetings.

#### Bank Refund

The sum of £410 was received from Natwest in relation to erroneous pre-appointment charges applied to the Company's bank account.

#### Prepayments

The sum of £122 was received from Thames Water in respect of a water rates refund.

#### Other Issues

##### Dispute with Eyetease

As outlined in the Joint Liquidators' previous reports, in mid-to-late 2014 the Company ran into a contractual dispute in respect to its contract ("the Contract") with Eyetease to produce taxi-top advertising products.

After extensive negotiations with Eyetease lasting several months, alongside comprehensive legal advice from Herrington Carmichael LLP, a settlement was reached on 5 June 2015 which resulted in the Liquidators assigning to Eyetease all such rights and interest they may have in the Company's assets and the handover of the relevant IPR as defined by the Settlement Deed. Eyetease, in turn, agreed to drop all claims it may hold against the Company.

#### Pension Schemes

As part of my statutory duties, I identified five separate pension schemes associated with the Company. I instructed an independent agent, Clumber Consultancy Limited ("Clumber"), to advise and assist in the necessary steps to wind-down the schemes and discharge the Company from any further liabilities.

A summary of the schemes and their individual statuses is as follows:

- Melford Electronics Ltd Group Pension Scheme (107728) – this is a pension scheme with 6 members. The Company was not required to wind-up the scheme as there was no trustee and individuals within the scheme can transfer to their new employee as desired. Clumber did identify a potential claim with the Redundancy Payments Office for unpaid contributions but given the short period in question and the transfer of employees to BLA 2052 Limited (now renamed Melford Technologies Limited) under the TUPE regulations, this claim was not pursued;

- Melford Electronics Ltd 2001 Pension Scheme (23185e) – this is a pension scheme with Clerical Medical that had 2 members (both retired) and where the Company was the Trustee. Clumber were instructed to take the necessary steps to wind-up the scheme as well as to handle the other statutory obligations which included formal correspondence with the 2 affected members;
- Melford Electronics Pension Scheme (13020 & 14021) – this is a pension scheme with Clerical Medical that had one retired member and where the Company was the Trustee. Clumber were instructed to take the necessary steps to wind-up the scheme as well as to handle the other statutory obligations which included formal correspondence with the affected member;
- Melford Electronics Ltd Retirement Benefits Scheme (13020) – Clumber assisted in identifying this scheme but confirmed that it had been previously wound up and therefore no further work was required.
- Individual Director SIPPs – As both Company directors had individual SIPPs that were not Company schemes, Clumber advised that we should ensure there are no loans outstanding either to or from the Company. Clumber have sent the necessary letters on our behalf and no further action is anticipated.

The Joint Liquidators believe that all pension matters have now been resolved.

## **CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators has/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.

## **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 period since our appointment, the following key documents have been issued:

- Report presented to the S98 meeting of creditors;
- Annual progress reports, including this annual & final report.

### Secured Creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	24/10/2011	RBS Invoice Finance Limited

There was no debt due to RBS Invoice Finance Limited at the date our appointment.

### Unsecured Creditors

HMRC submitted an interim claim for £94,972, and no final claim was submitted despite requests. The claim received from HMRC is higher than originally identified due to a missing VAT return that was provided to us following appointment alongside a miscalculation of both a corporation tax refund and research & development rebate due to the Company.

The trade and expense creditors as per the Statement of Affairs totalled £868,984, with the final agreed claims amounting to £920,543.

### Dividends

The following distributions have been declared to unsecured creditors:

- 17.0p in the £ on 11 December 2015;
- 5.5p in the £ on 13 July 2017.

Where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors.

As outlined above, the secured creditor's debt was satisfied in full prior to our appointment, and therefore, the Joint Liquidators have confirmed that there will be no prescribed part in this Liquidation.

### **FEES & EXPENSES**

#### Pre-Appointment Costs

##### Fixed fee agreed with the Directors and ratified by members and creditors

The creditors authorised the fee of £7,500 for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs on 27 January 2015.

The fee for assisting with the Statement of Affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

#### 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.

The basis of the Joint Liquidators' fees was approved by creditors on 27 January 2015 in accordance with the following resolution:

"That the Joint Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the liquidation of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken."

The time costs for the period 27/01/2017 to 26/01/2018 total £10,490, representing 37.5 hours at an average hourly rate of £279.73. The total sum of £8,000 has been drawn in this period on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

The total time costs during the period of appointment amount to £42,850 representing 155.9 hours at an average hourly rate of £279.73. The total sum of £41,703 has been drawn since appointment on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

#### Disbursements

The disbursements that have been incurred and paid during the period are detailed on Appendix VI. Also included in Appendix VI 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 exceeded that estimate.

The Category 1 disbursements paid for in the period 27/01/2017 to 26/01/2018 total £220, and are detailed at Appendix V and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The Category 1 disbursements paid for in the period appointment to 25/05/2018 total £30,041, and are detailed at Appendix V and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

No Category 2 disbursements have been drawn in this matter.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <http://krecre.co.uk/creditors/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

#### Solicitors

Herrington & Carmichael LLP were instructed as legal advisors in relation to the dispute with Eyetease. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period since appointment, to the conclusion of the dispute with Eyetease, amount to £24,708. These fees have been paid in full.

#### Pension Agent

Clumber were instructed as agents in relation to the winding-up of the various Company pension schemes, as outlined above. Clumber's fees have been agreed on a fixed-fee basis for each individual schemes, and amount to £3,850 in total. These fees have been paid in full.

## **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 KRE Corporate Recovery LLP'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 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 '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.

## **EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

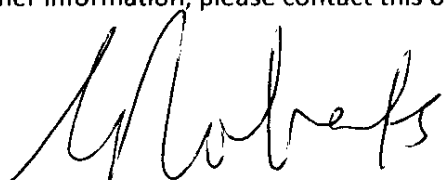
The Company's centre of main interest was in the UK as their registered office address was Ground Floor Belmont Place Belmont Road Maidenhead SL6 6TB and their trading address was Cressex Business Park, 14 Blenheim Road, High Wycombe, HP12 3RS, and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

## **CONCLUSION**

There are no other matters outstanding and the affairs of the Company have been fully wound up.

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

Signed

  
\_\_\_\_\_  
Gareth Roberts  
Joint Liquidator

23 March 2018

**APPENDIX I - STATUTORY INFORMATION**

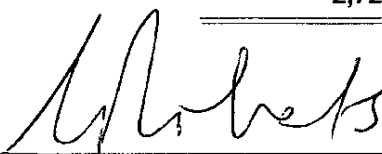
<b>Company Name</b>	Droflem Limited
<b>Former Trading Name</b>	Melford Electronics Limited
<b>Company Number</b>	968851
<b>Registered Office</b>	c/o KRE Corporate Recovery LLP, 1st Floor, Hedrich House, 14-16 Cross Street, Reading, RG1 1SN
<b>Former Registered Office</b>	Ground Floor Belmont Place Belmont Road Maidenhead SL6 6TB
<b>Officeholders</b>	Gareth Roberts & Rob Keyes
<b>Officeholders address</b>	KRE Corporate Recovery LLP, 1st Floor, Hedrich House, 14-16 Cross Street, Reading, RG1 1SN
<b>Date of appointment</b>	27 January 2015

**APPENDIX II – RECEIPTS & PAYMENTS ACCOUNTS FOR THE PERIOD 27/01/2017 TO 26/01/2018,  
AND FOR THE DATE OF APPOINTMENT TO 25/05/2018**



**Drofflem Limited (formerly Melford Electronics Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 27/01/2017 To 26/01/2018 £	From 27/01/2015 To 26/01/2018 £
<b>SECURED ASSETS</b>		
Bank Interest	6.06	6.06
	<u>6.06</u>	<u>6.06</u>
<b>ASSET REALISATIONS</b>		
96,784.00 Book Debts	NIL	93,117.25
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<b>UNSECURED CREDITORS</b>		
(868,984.00) Trade & Expense Creditors	53,487.21	206,942.37
(42,289.04) HM Revenue & Customs - VAT	NIL	NIL
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<b>DISTRIBUTIONS</b>		
(23,357.00) Ordinary Shareholders	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>(656,819.11)</b>	<b><u>(61,749.82)</u></b>	<b><u>2,722.57</u></b>
<b>REPRESENTED BY</b>		
Vat Receivable		1,643.90
Bank 1 Current		1,078.67
		<u>2,722.57</u>



Gareth Roberts  
Joint Liquidator

### APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN FOR SINCE APPOINTMENT

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

General Description	Includes
<b>Statutory and General Administration</b>	
<b>Statutory/advertising</b>	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
<b>Document maintenance/file review/checklist</b>	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
<b>Bank account administration</b>	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
<b>Planning / Review</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Books and records / storage</b>	Dealing with records in storage Sending job files to storage
<b>Pension scheme</b>	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
<b>Reports</b>	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties Circulating final report to creditors
<b>Meeting of Creditors</b>	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
<b>Closure</b>	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies
<b>Investigations</b>	
<b>SIP 2 Review</b>	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 Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the Company Reviewing Company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
<b>Statutory reporting on conduct of director(s)</b>	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations

General Description	Includes
<b>Realisation of Assets</b>	
<b>Debtors</b>	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Dealing with disputes, including communicating with directors/former staff
<b>Leasing</b>	Reviewing leasing documents Liaising with owners/lessors
<b>Other assets: Cash at Bank; Contractual Dispute; Utilities Refund</b>	Liaising with bank to secure release of credit; Liaising with solicitors to review & settle contractual dispute with Eyetease; Secure prepayment refunds; Pursue potential rates refund.
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
<b>Dealing with proofs of debt</b>	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
<b>Processing proofs of debt</b>	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD
<b>Dividend procedures</b>	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends

**APPENDIX IV – TIME COST INFORMATION FOR THE PERIOD 27/01/2017 TO 26/01/2018, AND FOR  
THE DATE OF APPOINTMENT TO 25/05/2018**

# Time Entry - SIP9 Time & Cost Summary + Cumulative

MELF2 - Droidem Limited (formerly Melford Electronics Limited)  
Project Code: POST  
From: 27/01/2017 To: 26/01/2018

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	2.00	6.60	0.00	8.60	2,124.00	246.98	37.50	8,932.50
Case Specific Matters	1.10	0.00	0.00	0.00	1.10	418.00	380.00	25.70	9,016.00
Creditors	3.90	23.50	0.40	0.00	27.80	7,946.00	285.90	65.00	17,488.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	946.00
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	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	23.00	6,297.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	168.00
<b>Total Hours / Costs</b>	<b>5.00</b>	<b>25.50</b>	<b>7.00</b>	<b>0.00</b>	<b>37.50</b>	<b>10,490.00</b>	<b>279.73</b>	<b>155.90</b>	<b>42,848.50</b>
<b>Total Fees Claimed</b>	41,703.47								
<b>Total Disbursements Claimed</b>	0.00								

**APPENDIX V – EXPENSES INCURRED FOR THE PERIOD 27/01/2017 TO 26/01/2018, AND FOR THE DATE OF APPOINTMENT TO 25/05/2018**

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

Expenses	Actual expenses incurred in the period 27/01/2017 to 26/01/2016 £	Actual expenses incurred since appointment £
<b>Category 1 Expenses</b>		
Legal costs		24,708
Pension Agent		3,850
Advertising	85	388
Bonding		640
Website Fees	10	17
Stationary & Postage	125	488
<b>Total</b>	220	30,091