
Joint Liquidators' progress report
from 29 August 2017 to 28 August
2018

***Milbrooke Construction
Limited***
(in liquidation)

26 October 2018

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Abbreviations and definitions

The following table shows the abbreviations and insolvency terms that may be used in this report:

Abbreviation or definition	Meaning
Administrators	Kevin Lucas of Lucas Johnson (Ceased to act on 29 August 2017)
Company	Milbrooke Construction Limited – in liquidation
CVL	Creditors' voluntary liquidation
firm	PricewaterhouseCoopers LLP
HMRC	HM Revenue & Customs
IA86	Insolvency Act 1986
IR16	Insolvency (England and Wales) Rules 2016
Liquidators	Ross David Connock and Zelf Hussain
preferential creditors	Generally, claims for unpaid wages earned in the four months before the insolvency up to £800, holiday pay and unpaid pension contributions in certain circumstances
prescribed part	The amount set aside for unsecured creditors from floating charge funds in accordance with section 176A IA86 and the Insolvency Act 1986 (Prescribed Part) Order 2003
RPS	Redundancy Payments Service, an executive agency sponsored by the Department for Business, Energy and Industrial Strategy, which authorises and pays the statutory claims of employees of insolvent companies under the Employment Rights Act 1996
secured creditors	Creditors with security in respect of their debt, in accordance with Section 248 IA86
unsecured creditors	Creditors who are neither secured nor preferential

Key messages

Why we've sent you this report

We are writing to update you on the progress of the liquidation of the Company in the 12 months since our appointment as Liquidators.

How much creditors may receive

The following table summarises the possible outcome for creditors*, based on what we currently know.

Class of creditor	Current estimate (p in £)	Previous estimate (p in £)
Secured creditors	N/A	N/A
Preferential creditors	100 (paid)	100
Unsecured creditors	5-10	5-10

**Please note this guidance on dividends is only an indication and should not be used as the main basis of any bad debt provision or debt trading.*

What you need to do

We've asked for outstanding claims from unsecured creditors so that we can agree them for dividend purposes.

If you haven't already done so, please send your claim to us so that we can agree it. A claim form can be downloaded from our website at www.pwc.co.uk/milbrooke or you can get one by telephoning Madeline Finkill on 0113 289 40745.

We may decide that some or all creditors who are owed £1,000 or less by the Company won't be required to submit a proof of debt in order to receive the anticipated dividend payment.

A creditor who we decide is not required to submit a proof of debt will be notified when we deliver notice of our intention to pay a dividend of the amount we'll treat as their admitted debt for the purpose of the dividend, unless the creditor advises us that the amount is incorrect (in which case a proof of debt will be required) or not owed.

Please note that should you wish to vote in relation to any decision procedure during the liquidation or object to a decision sought by deemed consent, you'll need to submit a proof of debt, even if one is not required for dividend purposes.

We will write to ex-employees separately to agree their claims.

We are required to inform you about your right to opt out of receiving further documents relating to these proceedings. Appendix F contains further details on this right and how you may elect to opt out.

Overview of what we've done to date

This is our first progress report to members and creditors.

Kevin Lucas of Lucas Johnson was initially appointed as Administrator of the Company. The administration ended on 29 August 2017, when the Company went into CVL and we were appointed as Liquidators.

At the end of the preceding administration the key outstanding matters were as follows:

- The disclaiming of any onerous leases
- Realisation of the book debt ledger
- Costs recovery from a pre-appointment litigation settlement
- Realisations of any remaining fixtures and fittings and IT equipment
- Distributions to the preferential and unsecured creditors
- Follow up on investigations undertaken by the Administrators

In the current period we have consulted with the creditors committee, developed strategies and implemented them to deal with the above matters. An update on each of these matters is set out on page 7, together with details of additional work done in the period of this report.

Information relating to the administration for the period after the Administrators' final report

During the period between the Administrators final progress report and the date that the Registrar filed the notice of move to liquidation, the Administrators are required to inform the Liquidators of any movements in funds.

No payments were made during this period, however a receipt of £2.91 (representing bank interest) was received.

This receipt therefore meant the amount that was transferred to the Liquidators totalled £359,885.10.

Outcome for creditors

Secured creditors

The Company's secured creditor advised the Administrators that there was no outstanding liability due. No distributions will therefore be paid to the Secured creditor.

Preferential creditors (mainly employees)

We paid preferential creditors in full on 16 May 2018 with the distribution totalling £14,243.66.

Unsecured creditors

Dividends become available for unsecured creditors when there are sufficient funds (after costs of the liquidation) to pay the secured and preferential creditors in full, with an amount left over. In certain circumstances, part of the amount available for secured creditors may be ring-fenced for the benefit of unsecured creditors. This prescribed part is paid out of 'net property', which is floating charge realisations after costs, and after paying - or setting aside enough to pay - preferential creditors in full. But it only has to be made available where the floating charge was created on or after 15 September 2003. Although there is a floating charge created after 15 September 2003, the secured creditor has confirmed that there is no liability outstanding and therefore no floating charge security arises.

We have estimated the final distribution position to creditors on between 5-10p in the £ however this is dependent on the outcome of the ongoing costs litigation and the final level of claim received. We think an interim dividend of about £140,000 will be paid to the unsecured creditors based on what we know currently. We've calculated this by reference to the cash held, the estimated value of remaining assets and the extent of the costs of the liquidation. The amount of the total dividend will depend on the final level of submitted claims, future realisations and liquidation costs.

Progress since our appointment

Realisation of assets

Book debts

On appointment, the Company had a book debt ledger that had a book value of £1,092,626. The Administrators had instructed Naismiths to assist with the collection of the outstanding ledger and we have liaised with them to determine its remaining realisable value. The Company had both completed contracts and work in progress with a number of clients at the time of ceasing to trade, with many of the contracts having disputed amounts and counterclaims. Following enquires by Naismiths, customers have indicated an intention to consolidate their position across different contracts, seeking to offset the debtor balances with claimed creditor balances, potentially reducing the collectable debts and increasing provable claims.

In addition to work undertaken by our agent, any counterclaims are subject to verification and the notice of intended dividend has been sent to those parties that we expect have consolidated claims, so that these claims will be adjudicated. Once these claims have been agreed, we will have a better understanding of what debts are recoverable.

For those debts that have potential to be recovered, they are generally subject to a typical defect period of 2 years (for new housing developments, commencing from when the house is completed), and 1 year for other work, and so a considerable number are not yet in a position to be realised. As the Company traded up until the appointment of the Administrators, there are a number of contracts that cannot be pursued until at least April 2019. Our agents track the dates that the defect period lapses in order to pursue the debt at the earliest opportunity.

It is not appropriate to disclose estimates of recoveries in this report as this could be prejudicial to the claims agreement and debt recovery process.

IT equipment

Our agents sold some miscellaneous IT equipment and realised a total of £1,283.

Rates refund

We wrote to the local council to recover any rates refunds that were due to the Company and received a total of £453.71.

Ongoing costs litigation

The Company reached a settlement with a customer prior to the Company going into Administration. This settlement was reached after the Company had incurred significant legal costs. These costs are deemed payable by the customer and our lawyers have been instructed to recover these costs. Our lawyers have been negotiating with the customer's lawyers to determine a settlement and have received a costs assessment to substantiate our claim. We have been unable to reach a settlement, although we have received £21,580 from the customer to date. We intend to proceed to court to pursue the claim as advised by our lawyers, and will update creditors in our next report as to the outcome.

Disclaiming of the leases

We instructed our lawyers to prepare the necessary notices required in order to disclaim the two leases that the Company was a party to. Disclaiming the leases allows for the debt due to the landlord to crystallise and a formal claim can be submitted for dividend purposes.

Statutory and compliance

We have fulfilled our duties as Liquidators in respect of filing notices with the Registrar, and completing our VAT and Tax responsibilities. We will also seek tax clearance before closure.

Liquidation' committee

On 1 September 2017, creditors decided to form a liquidation committee consisting of representatives of the following members:

1. Moreton C Cullimore (Graves) Limited
2. Creoda Limited
3. Byfield Services Limited

Two committee meetings have been held to date and we will continue to liaise with the committee regarding strategy and future distributions. Decisions taken by the Committee included the fixing of the Liquidators' fee on a time costs basis in line with the Liquidators' remuneration report to creditors (a copy of which remains available to creditors at www.pwc.co.uk/milbrooke).

Investigations and actions

Nothing has come to our attention during the period under review to suggest that we need to do any more work in line with our duties under the Company Directors' Disqualification Act 1986 and Statement of Insolvency Practice No.2.

Our receipts and payments account

We set out in Appendix A an account of our receipts and payments in the liquidation from 29 August 2017 to 28 August 2018.

Our expenses

We set out in Appendix B a statement of the expenses we've incurred to the date covered by this report and an estimate of our future expenses.

The statement excludes any potential tax liabilities that we may need to pay as a liquidation expense in due course because amounts due will depend on the position at the end of the tax accounting period.

Our fees

We set out in Appendix C an update on our fees, disbursements and other related matters.

Creditors' rights

Creditors have the right to ask for more information within 21 days of receiving this report as set out in Rule 18.9 IR16. Any request must be in writing. Creditors can also challenge our fees and expenses within eight weeks of receiving this report as set out in Rule 18.34 IR16. This information can also be found in the guide to fees at:

http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2015/guide_to_liquidators_fees_oct_2015.ashx?la=en

You can also get a copy free of charge by telephoning Madeline Finkill, on 0113 289 4075

What we still need to do

We have sent out the Notice of Intended Dividend to creditors and have planned to distribute an interim dividend before the end of 2018. We will then await the outcome of the ongoing costs litigation to then distribute the final dividend to unsecured creditors before closure.

Next report

We expect to make our next report to creditors available on our website at the end of the liquidation or in about 12 months, whichever is the sooner.

If you've got any questions, please get in touch with Madeline Finkill, on 0113 289 4075.

Yours faithfully



Ross Connock
Joint Liquidator

Ross David Connock and Zelf Hussain were appointed as Joint Liquidators of Milbrooke Construction Limited on 29 August 2017. Ross David Connock and Zelf Hussain are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

The Joint Liquidators are bound by the Insolvency Code of Ethics which can be found at:
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

The Joint Liquidators may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the Joint Liquidators. Personal data will be kept secure and processed only for matters relating to the Joint Liquidators' appointment. Further details are available in the privacy statement on the [PwC.co.uk](https://www.pwc.co.uk) website or by contacting the Joint Liquidators.

Appendix A: Receipts and payments

Milbrooke Construction Limited - in Liquidation			29 August 2017 to
Receipts and Payments account			28 August 2018
Previously estimated by the Administrators	Receipts		(£)
300	Motor vehicles	-	
100	Stock	-	
	IT equipment	1,283.00	
-	Funds from the administration	359,885.10	
Uncertain	Book debts	6,257.47	
Uncertain	Litigation (costs settlement)	21,579.95	
	Interest	171.84	
	Rates refund	453.71	
	Total	389,631.07	
	Payments		
	Legal fees	(22,967.39)	
	Professional fees	(7,000.00)	
	Statutory advertising	(73.00)	
	Liquidators fees	-	
	Liquidators disbursements	-	
	Insurance	(215.33)	
	Agents fees	(323.09)	
	Total	(30,578.81)	
	Preferential dividend at 100p in the £	(14,243.66)	
	Vat Control Account	(2,798.12)	
	Balance at bank*	342,010.48	
	*Funds held in an interest bearing account		

Appendix B: Expenses

The following table provides details of our expenses. Expenses are amounts properly payable by us as Liquidators from the estate and includes our fees, but excludes distributions to creditors. The table also excludes any potential tax liabilities that we may need to pay as a liquidation expense because amounts becoming due will depend on the position at the end of the tax accounting period.

The table should be read in conjunction with the receipts and payments account at Appendix A, which shows expenses actually paid during the period and the total paid to date. The initial estimate represents the total anticipated expenses as shown in our Remuneration Report to creditors date 11 April 2018.

	Incurred to date	Estimated future to incur	Anticipated total	Initial estimate	Variance
	£	£	£	£	£
Liquidation expenses					
Insurance	215.33	-	215.33	215.33	-
Advertising costs	73.00	146.00	219.00	146.00	73.00
Bank charges	-	60.00	60.00	60.00	-
Legal fees	22,967.39	22,608.80	45,576.19	45,576.19	-
Agents fees	323.09	13,676.91	14,000.00	14,000.00	-
Professional fees	7,000.00	3,000.00	10,000.00	10,000.00	-
Liquidators fees	67,805.50	35,144.50	102,950.00	102,950.00	-
Liquidators disbursements	696.55	150.00	846.55	796.48	50.07
Total	99,080.86	74,786.21	173,867.07	173,744.00	123.07

Appendix C: Remuneration update

Our fees were approved on a time costs basis by the liquidation committee. This approval allows us to draw fees by reference to the time properly given by us and our staff in dealing with the liquidation. The approval was requested with a fees estimate in our Remuneration Report dated 11 April 2018. This report can be found on our website at www.pwc.co.uk/milbrooke.

We have not drawn any fees to date in respect of the approval given. The time cost charges incurred in the period covered by this report are £67,806. We do not expect to exceed our fees estimate however this fees estimate does not provide for the Liquidation lasting longer than 2 years and, as previously explained in this report, we cannot yet estimate when the ongoing litigation will be settled.

We set out later in this Appendix details of our work to date, anticipated future work, disbursements, subcontracted work and payments to associates.

Our hours and average rates

Analysis of time costs for the period from 29 August 2017 to 28 August 2018

Aspect of assignment	Partner (Hrs)	Director (Hrs)	Senior Manager (Hrs)	Manager (Hrs)	Senior Associate (Hrs)	Associate (Hrs)	Support (Hrs)	Total (Hrs)	Time cost £	Average hourly rate £
1 Accounting and treasury	-	-	-	2.45	7.90	8.75	-	19.10	4,071.40	213.16
2 Assets	0.50	0.25	-	19.25	-	6.35	-	26.35	8,519.25	323.31
3 Creditors	-	-	4.00	8.55	50.15	4.40	4.70	71.80	20,480.80	285.25
4 Creditors committee	-	3.00	-	24.90	0.60	17.70	-	46.20	13,692.50	296.37
5 Employees and pensions	-	-	-	0.80	-	-	-	0.80	304.00	380.00
6 Investigations	-	-	-	4.95	-	1.00	-	5.95	1,932.25	324.75
7 Statutory and compliance	0.50	0.25	0.65	5.10	1.10	11.25	7.15	26.00	5,567.45	214.13
8 Strategy and planning	1.50	-	1.75	11.30	0.20	7.55	-	22.30	7,472.60	335.09
9 Tax & VAT	-	-	-	8.00	0.10	13.65	0.50	22.25	5,765.25	259.11
Total for the period	2.50	3.50	6.40	85.30	60.05	70.65	12.35	240.75	67,805.50	281.64

Aspect of assignment	Total hours	Total time cost £	Average hourly rate £	Initial estimate £	Variance £
Accounting and treasury	19.10	4,071.40	213	6,002	1,931
Assets	26.35	8,519.25	323	8,915	396
Creditors	71.80	20,480.80	285	32,579	12,098
Creditors committee	46.20	13,692.50	296	20,135	6,443
Employees & pensions	0.80	304.00	380	440	136
Investigations	5.95	1,932.25	325	1,768	- 165
Statutory and compliance	26.00	5,567.45	214	17,718	12,150
Strategy & Planning	22.30	7,472.60	335	5,740	- 1,733
Tax & VAT	22.25	5,765.25	259	9,654	3,889
Total for the case	241	67,806	282	102,950	35,145

Our time charging policy and hourly rates

We and our team charge our time for the work we need to do in the liquidation. We delegate tasks to suitable grades of staff, taking into account their experience and any specialist knowledge that is needed and we supervise them properly to maximise the cost effectiveness of the work done. Anything complex or important matters of exceptional responsibility are handled by our senior staff or us.

All of our staff who work on the liquidation (including our cashiers, support and secretarial staff) charge time directly to the case and are included in any analysis of time charged. Each grade of staff has an hourly charge out rate which is reviewed from time to time. For the avoidance of doubt, work carried out by our cashiers, support and secretarial staff is charged on a time costs basis and is included in the analysis of hourly rates

charged by partners or other staff members. Time is charged in three minute units (i.e. 0.05 units). We don't charge general or overhead costs.

We set out below the maximum charge-out rates per hour for the grades of our staff who already or who are likely to work on the liquidation.

Grade	Up to 30 June 2018 £	From 1 July 2018 £
Partner	620	640
Director	525	540
Senior manager	450	465
Manager	355	365
Senior associate – qualified	268	275
Senior associate – unqualified	196	200
Associate	175	180
Support staff	92	95

We call on colleagues in our Tax, VAT, Real Estate and Pensions departments (in this case any tax and VAT are expected to be instructed) where we need their expert advice. Their specialist charge-out rates vary but the following are the maximum rates by grade per hour.

Grade	Up to 30 June 2018 £	From 1 July 2018 £
Partner	1,315	1,315
Director	1,210	1,210
Senior manager	1,230	1,230
Manager	735	735
Senior Associate / consultant	545	545
Associate / assistant consultant	270	270
Support staff	160	160

In common with many professional firms, our scale rates may rise to cover annual inflationary cost increases.

Payments to associates

We have not made any payments to associates during the period of this report.

Our work in the period

Earlier in this section we have included an analysis of the time spent by the various grades of staff.

Whilst this is not an exhaustive list, in the following table we provide more detail on the key areas of work: -

Area of work	Work undertaken	Why the work was necessary	What, if any, financial benefit the work provided to creditors OR whether it was required by statute
<i>Accounting and treasury</i>	<ul style="list-style-type: none"> • Set up of the required bank accounts; • Transfer of funds from the Administrators; • Regular reconciliations of the bank accounts; • Entering receipts and payments into the accounting system. 	<ul style="list-style-type: none"> • To ensure the proper management of the funds of the estate. 	<ul style="list-style-type: none"> • To ensure the proper management of the funds that will in due course be distributed to creditors.
<i>Assets</i>	<ul style="list-style-type: none"> • Liaising with our solicitors and the landlord regarding the disclaiming of the two leases; • Reviewing and assessing the debtor ledger with our agent; • Review of the costs claim and discussion with our solicitors regarding progression of the claim; • Review of the points of dispute and discussing the strategy for realising the claim. 	<ul style="list-style-type: none"> • To recover the maximum value for assets. 	<ul style="list-style-type: none"> • To realise the maximum funds to be distributed to the creditors.
<i>Creditors</i>	<ul style="list-style-type: none"> • Responding to creditor enquiries regarding the appointment of the Liquidators; • Receiving proof of debts and filing in line with policy; • Corresponding with preferential creditors and sending out the Notice of Intended Dividend; • Declaring and paying the preferential dividend; • Reviewing unsecured claims received and corresponding with creditors where further information is required. 	<ul style="list-style-type: none"> • To ensure valid claims are admitted for dividend purposes; • To distribute funds to the creditors; • To provide creditors with any information requested. 	<ul style="list-style-type: none"> • To ensure the correct distribution of funds.
<i>Creditors committee</i>	<ul style="list-style-type: none"> • Filing the notice of constitution of the Liquidation Committee; • Arranging and holding the initial meeting; • Arranging and holding the second committee meeting; • Following up with the committee regarding the points raised from the first and second meetings; • Post meeting administration and distribution documents as agreed during the meeting. 	<ul style="list-style-type: none"> • To inform the committee of matters regularly. 	<ul style="list-style-type: none"> • To inform creditors of matters in their interest.
<i>Investigations</i>	<ul style="list-style-type: none"> • Liaising with the Administrators regarding their investigations; • Liaison with the Directors' trustee in Bankruptcy; • Reviewing the books and records. 	<ul style="list-style-type: none"> • To meet the statutory duties of the Liquidators. 	<ul style="list-style-type: none"> • Statutory duties of the Liquidators.

Statutory & Compliance	<ul style="list-style-type: none"> • Preparing and sending the initial notices regarding the appointment; • Preparing and circulating the remuneration report; • Conducting case reviews every 6 months; • Collecting company books and records for storage. 	<ul style="list-style-type: none"> • To meet the statutory duties of the Liquidators. 	<ul style="list-style-type: none"> • Statutory duties of the Liquidators.
Strategy & Planning	<ul style="list-style-type: none"> • Liaising with the Administrators regarding the transfer of the case; • Holding team meetings to discuss the status of the liquidation; • Reviewing the future work to be undertaken; 	<ul style="list-style-type: none"> • To ensure proper management of the liquidation. 	<ul style="list-style-type: none"> • The efficiently plan for the closure of the case.
Tax & VAT	<ul style="list-style-type: none"> • Preparation and submission of quarterly VAT returns; • Deregistration for VAT purposes and filing the necessary notices with HMRC; • Reviewing any potential Terminal Loss Relief claims; • Preparing the corporation tax returns. 	<ul style="list-style-type: none"> • To ensure all recoverable amounts are realised; • To meet the statutory duties of the Liquidators. 	<ul style="list-style-type: none"> • Statutory duties of the Liquidators.

Our future work

We still need to do the following work in the liquidation.

Area of work	Work we need to do	Estimated cost £	Whether or not the work will provide a financial benefit to creditors
Accounting and treasury	<ul style="list-style-type: none"> • Processing remaining receipts and payments; • Ongoing bank reconciliations; • Closure of the bank account and release of the bond. 	<ul style="list-style-type: none"> • £2,000 	<ul style="list-style-type: none"> • To ensure funds to be distributed to creditors are managed efficiently.
Assets	<ul style="list-style-type: none"> • Seeking recovery of the costs award through continued litigation or settlement. • Continued pursuit of outstanding debts 	<ul style="list-style-type: none"> • £1,000 	<ul style="list-style-type: none"> • To maximise the realisations and increase the funds available to creditors.
Creditors	<ul style="list-style-type: none"> • Issuing a notice of intended dividend and paying interim and final dividends to creditors • Agreement of creditor claims • Responding to creditor queries 	<ul style="list-style-type: none"> • £12,000 	<ul style="list-style-type: none"> • To distribute funds correctly to creditors.
Creditors committee	<ul style="list-style-type: none"> • Holding a further committee meeting to update with the progress of the customer costs claim litigation and circulating any required documents. 	<ul style="list-style-type: none"> • £5,000 	<ul style="list-style-type: none"> • To update the committee and ensure creditors are informed of matters.
Statutory & Compliance	<ul style="list-style-type: none"> • Preparing and submitting the first annual report to the Registrar and to creditors; • Preparing and submitting the final annual report to the Registrar and to 	<ul style="list-style-type: none"> • £11,000 	<ul style="list-style-type: none"> • No financial benefit to creditors.

	creditors (assuming a duration of less than 2 years); • Filing the required notices to close the liquidation; • Dealing with books and records prior to closure. • Dealing with ad hoc queries and correspondence.		
Strategy & Planning	• Holding internal meetings to determine the best strategy for dealing with the outstanding matters.	• £2,000	• To plan for the efficient management of the case.
Tax & VAT	• Completing the VAT 426 to recover any VAT receivables; • Submitting the necessary tax returns and obtaining tax clearance.	• £2,500	• To ensure all recoverable amounts have been recovered.

Disbursements

We don't need to get approval to draw expenses or disbursements unless they are for shared or allocated services provided by our own firm, including room hire, document storage, photocopying, communication facilities. These types of expenses are called "Category 2" disbursements and they must be directly incurred on the case, subject to a reasonable method of calculation and allocation and approved by the same party who approves our fees.

Our expenses policy allows for all properly incurred expenses to be recharged to the liquidation and has been approved by the Liquidation Committee where required.

The following disbursements arose in the period of this report.

Category	Policy	Costs incurred £
1	Bonding	225.00
1	Archiving costs	61.18
1	Postage	410.37
	Total	£696.55

Our relationships

We have no business or personal relationships with the parties who approve our fees or who provide services to the liquidation where the relationship could give rise to a conflict of interest.

Details of subcontracted work

No work which our staff would normally do has been subcontracted during the periods of the report and we do not anticipate such requirement in the future.

Legal and other professional firms

We've instructed the following professionals on this case:

<i>Service provided</i>	<i>Name of firm</i>	<i>Reason selected</i>	<i>Basis of fees</i>
Legal advice, including:	Freeths LLP		
• <i>Advising on the Liquidators ability to request a Statement of Affairs</i>		Insolvency expertise	
• <i>Disclaiming the remaining leases</i>	Myerson Solicitors LLP		Time costs basis and disbursements
• <i>Advising on the ongoing litigation with regards to costs recovery</i>		Industry knowledge	
• <i>Responding to the defendants solicitors regarding the costs recovery</i>	Just Costs Solicitors		
Debt recovery and asset agents, including:			
• <i>Liaison with the debtors</i>	Naismiths Limited		
• <i>Review of the contractual debt and realization potential</i>		Industry knowledge	Time costs basis and disbursements
• <i>Realisation of the book debt ledger</i>	JPS Chartered Suveryors		
• <i>Removing personal data from IT equipment and subsequent sale</i>			

Appendix D: Other information

Company's registered name:	Milbrooke Construction Limited- in Liquidation
Registered number:	06326999
Registered address:	8 th Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL
Date of the Liquidators' appointment:	29 August 2017
Liquidators' names, addresses and contact details:	Ross David Connock of PricewaterhouseCoopers LLP, 2 Glass Warf, Bristol, BS2 0FR and Zelf Hussain of PricewaterhouseCoopers LLP of 7 More London Riverside, London, SE1 2RT

Appendix F: Creditors' rights to opt out of receiving certain communications

Information provided to creditors on opting out in accordance with Rule 1.39 IR16.

As part of our communication with you, we are required to inform you about your right to elect to opt out of receiving further documents relating to the proceedings as follows:

You have the right to elect to opt out of receiving further documents about these proceedings unless:

- a) The Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- b) It is a notice relating to the change in the office-holder or the office-holder's contact details, or;
- c) It is a notice of a dividend or proposed dividend or a notice which the court orders be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Any election to opt out will not affect a creditor's entitlement to receive dividends, should any be paid to creditors. Similarly, unless IR16 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or participate in a deemed consent procedure in these proceedings, although the creditor will not receive notice of it.

If a creditor opts-out, they will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

A creditor can opt-out at any time by delivering written notice to the office-holder at the postal address noted in the covering correspondence or by e-mail to: creditorsenquiries@uk.pwc.com. The notice must be authenticated in accordance with rule 1.5 IR16 and dated by the creditor. A creditor will be treated as opted-out as soon as reasonably practical after delivery of the creditor's election to opt out.

An election to opt-out can be revoked at any time by delivering a further notice to the office-holder in writing, authenticated and dated by the creditor. A creditor ceases to be an opted-out creditor from the date the notice is received by the office-holder.

Should you have any questions on this process, please use the contact details in the covering correspondence.