

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 0 0 7 1 3 2 5

Company name in full Kirkpatrick Limited

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

2 Court details

Court name High Court of Justice

Court case number 0 0 0 2 4 0 2 0 2 0

3 Administrator's name

Full forename(s) Andrew

Surname Turpin

4 Administrator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

AM22

Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ①

Full forename(s) Matthew Douglas

Surname Hardy

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

6 Administrator's address ②

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

② Other administrator
Use this section to tell us about another administrator.

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s) Stephen John

Surname Preston

8 Proposed liquidator's name

Full forename(s) Andrew

Surname Turpin

Insolvency practitioner number 8 9 3 6

9 Proposed liquidator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

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Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name^①

Full forename(s)

Surname

Insolvency practitioner
number**① Other liquidator**Use this section to tell us about
another liquidator.**11 Proposed liquidator's address^②**

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidatorUse this section to tell us about
another liquidator.**12 Period of progress report**

From date

^d^d^m^m^y^y^y^y

To date

^d^d^m^m^y^y^y^y**13 Final progress report**☒ I have attached a copy of the final progress report.**14 Sign and date**Administrator's
signature

Signature

X



X

Signature date

^d^d^m^m^y^y^y^y

AM22

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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 **Andrew Turpin**

Company name **Poppleton & Appleby**

Address **30 St. Paul's Square**

Birmingham

Post town **West Midlands**

County/Region

Postcode **B 3 1 Q Z**

Country

DX

Telephone **0121 200 2962**



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 and dated 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:

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 or email 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

Kirkpatrick Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 16/10/2020 To 23/03/2021 £	From 16/04/2020 To 23/03/2021 £
	FIXED CHARGE ASSETS		
173,803.00	Factored Book Debts	7,702.35	7,702.35
(162,251.00)	Lloyds Commercial Finance	NIL	NIL
		<u>7,702.35</u>	<u>7,702.35</u>
	H.P. ASSETS		
3,500.00	Extraction Plant	NIL	NIL
(7,070.00)	Settlement - BIRA Bank	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	ASSETS NOT PLEDGED		
76,811.00	Finished Stock in Trade	NIL	127,166.67
850,000.00	Freehold Property	NIL	941,500.00
	Interest Gross	108.27	108.27
10,000.00	Plant & Machinery	5,050.00	10,050.00
22,511.00	Raw Material & Work in Progress	NIL	34,500.00
	Sundries	NIL	663.72
		<u>5,158.27</u>	<u>1,113,988.66</u>
	COST OF REALISATIONS		
	Abortive sale legal fees	NIL	2,931.00
	Accountancy Fees	NIL	425.00
	Administrators' Fees	23,780.00	118,830.50
	Administrator's Fees % of Realisations	2,079.80	2,079.80
	Bank Charges & Interest	NIL	5.00
	Chattel Agents Disbursements	1,378.00	1,378.00
	Chattel Asset Agent Charges	20,450.00	23,308.75
	Insurance	NIL	7,022.20
	Light & Heat	9,577.21	9,577.21
	Motor Expenses	384.00	579.00
	P&A Pre Appointment Fees	NIL	7,820.00
	Property Agents Costs	2,500.00	24,379.50
	Property Clearance costs	3,900.00	3,900.00
	Re-Direction of Mail	NIL	216.00
	Security Costs	25.00	25.00
	Solicitors Asset Sale Fees	NIL	6,796.75
	Solicitors Fees incl Pre Appointment	NIL	4,095.00
	Solicitors General Matters Fees	NIL	5,779.50
	Solicitors Property Sale Fees	NIL	19,397.75
	Specific Bond	NIL	930.00
	Stationery, Printing & Carriage	116.15	397.60
	Statutory Advertising	88.00	264.00
	Storage Costs	180.00	180.00
	Veriphy Search	NIL	24.00
		<u>(64,458.16)</u>	<u>(240,341.56)</u>
	PREFERENTIAL CREDITORS		
(41,761.00)	Employees - Arrears of Wages	48,428.38	48,428.38
(24,350.00)	Employees - Holiday Pay	3,336.96	3,336.96
		<u>(51,765.34)</u>	<u>(51,765.34)</u>
	UNSECURED CREDITORS		
(65,719.00)	Employees - Arrears of Pay	NIL	NIL
(248,261.00)	Employees - Pay in Lieu	NIL	NIL
(416,255.00)	Employees - Redundancy	NIL	NIL
(1,910.82)	Lloyds Bank Plc	NIL	NIL
(40,085.00)	PAYE & NI	NIL	NIL

**Kirkpatrick Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 16/10/2020 To 23/03/2021 £	From 16/04/2020 To 23/03/2021 £
(131,570.65)	Trade & Expense Creditors	NIL	NIL
(71,766.00)	VAT	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(30,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(104,374.47)		(103,362.88)	829,584.11
	REPRESENTED BY		
	Estate Bank A/c Non Interest Bearing		36,160.24
	Estate Bank Account Interest Bearing		790,108.27
	VAT Input		4,325.60
	VAT Output		(1,010.00)
			829,584.11



Andrew Turpin
Joint Administrator

TO ALL KNOWN MEMBERS AND CREDITORS

Our Ref: AT/MDH/GJB/MGM/JS/LG/K3C/ADMIR161900

23 March 2021

Dear Sirs

Kirkpatrick Limited – In Administration

I enclose a copy of my Final Progress Report. I would remind you that I was appointed as Joint Administrator of the Company on 16 April 2020.

I attach at **Appendix A**, statutory information that I am obliged to provide.

Executive Summary

Asset realisations have now been substantially completed.

I am pleased to report that the Secured Creditor, Lloyds Commercial Finance have now recovered their advances and have reassigned the residual ledger back to the Company for collection by the Administrators.

I have agreed the claims of the Preferential Creditors, and a dividend was declared and paid on 5 March 2021 at 100p in the £.

I also anticipate a dividend to the Unsecured Creditors, although the quantum and timing is currently uncertain.

I am now moving to the closure of the Administration by moving the Company to Liquidation.


Summary of the Administrators' Proposals

The following proposals were approved by the Creditors by way of a Decision Procedure on 24 June 2020.

The proposals of the Joint Administrators are that:

- (a) We continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, that we:
 - (i) Deal with the sale of the Company's assets at such time(s) on such terms as we consider appropriate, together with an orderly vacation of the premises;
 - (ii) Deal with the costs and expenses incurred during the period of the Administration;

Continued

- 
- (iii) Investigate and, if appropriate, report to Creditors before pursuing any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company;
 - (iv) Do all such things and generally exercise all their powers as Administrators as we consider desirable or expedient, at my discretion, in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals;
 - (v) If deemed appropriate, make an application to Court to allow the Administrators to declare a dividend to Unsecured Creditors if appropriate; and
 - (vi) Seek approval from the Creditors for an extension of the Administration period.
- (b) The Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Andrew Turpin am appointed the Liquidator of the Company.

Creditors may nominate a different person(s) as the proposed Liquidator(s), but they must make the nomination(s) at any time after these proposals are delivered to them, but before they are approved. Information about the approval of the proposals is set out at section 13.

or

- (c) If a Creditors' Voluntary Liquidation is not deemed appropriate, then Administration may end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that I, Andrew Turpin, am appointed the Liquidator of the Company by the Court.

or

- (d) In the event that a Liquidation (either Voluntary or Compulsory) is not deemed appropriate, the Administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.
- (e) Upon vacation of office the Joint Administrators will obtain their discharge from liability pursuant to paragraph 98 of Schedule B1 to the Insolvency Act 1986.

Steps Taken During the Administration

Immediately following my appointment on 16 April 2020, a team from Poppleton & Appleby attended the Company's site to meet the Directors and key members of the accounting and administration team to establish and understand the potential trading position in the short term and also to undertake a review of the Company's affairs.

As a result of these enquiries, it was agreed that in view of the fact that all employees had previously been laid off on 24 March 2020 and the ongoing restrictions as a result of the Covid-19 pandemic, it was not possible to trade the Company under the Administration and all employees were made redundant on 16 April 2020. Key members of the accounting team continued to assist in order to bring accounting records up to date and provide information to assist with the employee claims process.

The prime objective of the Administration was to find a purchaser for the business and assets and to maximise the level of recoveries for Creditors, however, the inability to trade under the Administration restricted the opportunity to sell the business as a going concern.

Continued



I communicated the appointment, as soon as was practicably possible, to all known Creditors and Stakeholders, based on the information available at the time. Furthermore, there have been certain suppliers to whom I have provided undertakings in order to facilitate the ongoing Administration, such as for the provision of utilities and alarm cover.

In view of the Government restrictions in respect of Covid-19, it was not possible to arrange a meeting with all employees on-site following appointment to advise of their redundancy, and assist in providing information in respect of their entitlements to claim redundancy, pay in lieu of notice, holiday pay and any arrears of pay. In view of these restrictions, and in the absence of email addresses for all employees, a formal letter was sent to all employees on 16 April 2020 notifying them of their redundancy and entitlements to claim.

In addition, the letter invited the employees to make personal appointments with my staff at the premises, subject to social distancing provisions in order to assist with the completion of redundancy claims and to recover personal belongings. All employees requiring assistance attended the premises on 24 April 2020.

I have further assisted employees by email and telephone with regard to the submission of their outstanding claims for arrears of wages, holiday pay, pay in lieu of notice and redundancy. I have provided the Redundancy Payments Service with all relevant information to process claims and understand that payments have now been made to the employees.

I instructed my appointed Agents, Gordon Brothers Europe to expose the business and its assets for sale. In addition, Sanderson Weatherall, Chartered Surveyors were also instructed to market the Company's Freehold Properties at Frederick Street and Charles Street, Walsall. I have liaised with both Agents throughout the process, who have also continued to work in conjunction with each other, where interest in both the business assets and Freehold Property has been expressed.

Following initial marketing and news of the Administration within the industry, significant interest was received in the Company's assets, albeit, at a variety of different levels. I prepared a detailed Sales Information Memorandum pack for interested parties to consider what was available to limit physical attendance to site due to the Government restrictions that were in place at the time.

Contact was made from 39 separate parties and as a result, we issued 28 Non-Disclosure Agreements and subsequently sent out 25 copies of the Sales Memorandum. Follow up contact was made with all parties and further meetings and site visits were held with a number of interested parties. However, despite significant initial interest, following further discussions with those parties, we were unable to progress this interest into the form of any viable offer for a going concern sale of the business.

There remained considerable interest in the Freehold Properties with lesser interest in the plant and machinery, stock and intellectual property, and as a result a deadline for initial offers of 8 May 2020 was set. Following the expiry of the deadline, due to the level of interest and their competing offers for the Freeholder Properties only, a further deadline for final offers of 15 May 2020 was set.

Following the expiry of the deadline, three offers were received in respect of the Freehold Properties which were in close proximity to each other. In view of this, and in fairness to all parties concerned, the sale of the Freehold Properties was conducted subject to a contract race which has been concluded and a sale achieved in the sum of £941,500.

In preparation of the sale, I sought to obtain the Deeds to the Property, which on the advice of the Directors were believed to be held by Lloyds Bank Plc in a safe deposit box. However, following initial enquiries the Bank confirmed that they did not provide any safe deposit box facilities to the Company. Further enquiries were made by the Bank with regard to the location of the safe deposit box, however, they confirmed again that this was not held.

Continued



My enquiries with Land Registry established that both properties were unregistered and in view of this position, the only remedy following the Bank's stance was to make an application for possessory title in order to facilitate a sale. I liaised with my appointed Solicitor with regard to the application which required a detailed statement from the Director together with supporting documentary evidence that necessitated a detailed examination through extremely old Company records dating back to the early 1900's to prove the Company's claim for possessory title. This was extremely time consuming and took days of painstaking examination of the historic accounting and associated minute books.

Creditors will appreciate that this has taken considerable time and also led to a significant delay in the completion of the sale.

Whilst the application was pending, I made further contact with the Bank suggesting that they may be required to make a statement in support of our application to Land Registry for possessory title following which I was contacted by the Bank advising that they had located a safe deposit box in the name of the Company. This was subsequently delivered to the Company's local Walsall Branch following which it was collected by the Joint Administrator and a Director of the Company on 1 September 2020. On recovering the safe deposit box the Deeds to the Properties were contained within and subsequently forwarded to my Solicitor to register the Company's interest with Land Registry following which I was able to conclude the sale which was completed on 2 October 2020.

In the lead up to completion of the sale, I have supervised Citistore Limited with regard to a clearance of the old records which comprised some 13 tonnes in weight.

Final offers were received for certain items of plant and machinery, stock and intellectual property etc on 8 May 2020 which after careful consideration, a sale was agreed with a none connected third party.

I have liaised with those Creditors who have lodged Retention of Title claims in the Administration and have arranged and attended site visits for stock inspections subject to Covid-19 restrictions where applicable.

Following agreement of the aforementioned sale which was proceeding with Solicitors instructed, a further offer was received from another party which was significantly above the initial offer accepted. In view of the enhanced offer, and the Administrators not being contractually obliged to conclude the sale, the latter offer was accepted as the initial purchaser was unwilling to match the increased offer. As a gesture of goodwill, I agreed to reimburse the legal costs incurred by the initial purchaser in dealing with the abortive sale contract.

The Sale agreed was completed on 2 July 2020 and provided a 6 week period to remove the items purchased. This necessitated on site supervision to open and close the premises on a daily basis. During this period we undertook the detailed examination of records to support the application of possessory title with Land Registry. Due to the complexity of the removal of goods the purchaser requested an extension to the removal time which was granted as this coincided with the waiting of a response from Land Registry which avoided the empty property issues placed by our Insurers.

I have also liaised with the Secured Creditor, Lloyds Commercial Finance Limited and their appointed Agent, Atlantic Risk Management Services Limited in the collect out of the outstanding sales ledger subject to their Factoring Agreement.

During the current reporting period, Lloyds Commercial Finance Limited have reassigned the outstanding sales ledger in the sum of £48,931 to the Company. The majority of these debts are subject to dispute in relation to short deliveries or incorrect goods supplied. To date, I have recovered book debts of £7,702 and continue to pursue the outstanding accounts.

During this reporting period, I have agreed the claims of the Preferential Creditors and settled these in full.

Continued



I have undertaken the above work as part of the routine administrative functions, particularly given the nature of this assignment, where there was the potential of a going concern sale. The work undertaken will hopefully serve to enhance realisations where these have been identified and also mitigate claims and, therefore, provide a better outcome for Creditors as a whole.

In addition, I have undertaken routine statutory and compliance work, such as filing notice of our appointment at Companies House and advertising this notice. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for Creditors, they still have to be carried out.

Please note that with effect of 6 April 2020, following a periodic review and appraisal within this Firm, Poppleton & Appleby's charge out rates have increased. The increase in charge out rates will only affect cases where fees have been approved on a time costs basis but will not affect any cap on fees (where one is in place). For further information in relation to the increase in charge out rates, Creditors can visit Poppleton & Appleby's website on www.poppletonandappleby.co.uk and by clicking on Creditors' login, scrolling down to Guidance Notes and selecting Practice Fee Recovery Policy for Poppleton & Appleby and Statutory Disclosure for Liquidations and selecting "Fee Policy".

Outcome of Administration

Creditors may recall that the objective of the Administration was to achieve a better result for the Company's Creditors as a whole than would be likely if the Company were wound up (without first being in Administration).

As a result, Preferential and Secured Creditors have been settled in full and there will also be a return to Unsecured Creditors during the course of the Liquidation.

I believe that the above objective has been achieved during the course of the Administration.

As advised, the Administration will end by placing the Company into Creditors Voluntary Liquidation. During the course of the Liquidation, the Liquidator will continue to collect the outstanding sales ledger, following conclusion of this exercise, there will be a first and final dividend to the Unsecured Creditors.

Receipts and Payments Account

My Receipts and Payments Account for the period from 16 April, 2020 to 23 March 2021 is attached at **Appendix B**. The Receipts and Payments account shows that the balance of £829,584 has been transferred to the Liquidator.

Assets

Fixed Charge Assets

Factored Book Debts – Lloyds Commercial Finance Limited

The sales ledger balance at 16 April 2020 stood at £204,474, which was subject to a factoring agreement with Lloyds Commercial Finance Limited ("LCFL") dated 1 November 2018. Accordingly, the entire sales ledger was assigned to LCFL, who had been providing financial support in the period of trade. At the time of Administration, LCFL was owed approximately £162,251.

Following appointment, we secured the assistance, temporarily, of the Company's former Credit Controller, to assist with bringing the sales ledger fully up to date with all postings reconciled to the 16 April 2020.

In the subsequent period, LCFL appointed Atlantic Risk Management Services Limited ("ARMSL") to assist in the collection and recovery of the outstanding ledger and we have assisted in providing copy invoices from the Company's records as requested.

Continued



During the course of the Administration, collection of the ledger was ongoing and LCFL advised in October 2020 that ARMSL have concluded their collections which has resulted in LCFL recovering their advances in full.

During the current reporting period, LCFL have reassigned the outstanding sales ledger in the sum of £48,931 to the Company. The majority of these debts are subject to dispute in relation to short deliveries or incorrect goods supplied. To date, I have recovered book debts of £7,702 and continue to pursue the outstanding accounts.

Assets Subject to Floating Charge / Unencumbered Assets

Freehold Properties

The Company owned the trading premises at Frederick Street and Charles Street, Walsall, WS2 9NF.

The property was split over two separate sites bisected by Charles Street in Walsall the largest property on Frederick Street being a large warehouse facility with offices and Charles Street being the smaller property being a working foundry.

The immediate area surrounding the properties was a mix of industrial and residential premises, with the property located on Charles Street being surrounded by apartments and the property on Frederick Street by industrial premises.

The Freehold Properties had a book value of £2,527 in the draft accounts to 31 December 2019.

As advised, I instructed Tim Simmons MRICS FNARA of Sanderson Weatherall ("SW") who estimated that the properties should be marketed with a combined sale price of £850,000.

As advised above, after considerable interest, the sale of the Freehold Properties were subject to a contract race between three parties, following which a sale was completed for £941,500 on 2 October 2020.

It should be noted, and not reflected in the figures, that the sale could give rise to a Capital Gains Tax liability, and Ross Cocker FCA of Wayside Accountancy has been instructed to provide the specialist tax advice in order to submit the Capital Gains Tax computations to support the Corporation Tax Return.

Chattel Assets

A valuation of the assets of the Company was prepared by James Acton BA(Hons) DipSurv MRICS of Gordon Brothers Europe Limited ("GBEL"), an independent firm of valuers who have confirmed that they hold Professional Indemnity Insurance.

I instructed GBEL on the basis they have extensive experience in both valuing and selling assets in circumstances such as this.

As advised above, the Joint Administrators initially sought to achieve a sale as a going concern although this was ultimately not possible. Accordingly, GBEL was instructed to market and dispose of the assets on a forced sale basis.

I am pleased to report that a sale of the assets was concluded at £155,000 with Purbright Castings Limited, the breakdown of the sale consideration is further detailed below.

Plant and Machinery, Office Furniture and Equipment

The Company owned various items of plant, machinery and office furniture and equipment with a book value of £148,362 which were held at the Company's Freehold Properties.

Continued



GBEL reviewed and valued these assets and advised that the plant and machinery, office furniture and equipment have a value in the region of £10,000 on a forced sale basis.

The plant and machinery were of a considerable age and aligned specifically to the Company's manufacturing facility and might have been necessary to scrap or abandon these items if a sale is not achievable.

The majority of plant and machinery was incorporated in the sale concluded with Purbright Limited, although our Agent was successful in disposing of the residual items to other parties for £5,000.

Stock

The Company held stocks of various finished products with a book value at cost of £384,056 as per an inventory provided by the Directors. No formal stocktake has been undertaken to verify the accuracy of the inventory provided.

GBEL were also provided with a copy of the stock inventory and have attended the Company's premises to undertake a physical inspection of the stock held by the Company.

For the purposes of the Statement of Affairs, a valuation of £76,811 was provided, which represented a valuation at 20% of the overall cost price.

In the period following my appointment, I was contacted by a number of customers who were looking to purchase stock to facilitate their ongoing orders rather than acquire the stock in its entirety. In view of this situation, I was able to conclude a sale of stock to two former customers in the sum of £11,667 at a slightly discounted rate. However, no further orders from customers were considered in order not to prejudice the global sale of the stock.

I am pleased to report that Purbright Castings Limited purchased the remaining stock for £115,500 as part of their overall consideration for the assets of the Company.

Raw Material and Work in Progress

The Company held various raw material used in the manufacture of products in addition to work in progress that is in a part completed state.

There were a number of claims for retention of title ("ROT") presented by certain customers in respect of raw material which were considered as part of the Administration, and those claims have been dealt with accordingly and returned where claims have been validated.

The raw material and work in progress had a book value in the accounts of £450,222. For the purposes of the Statement of Affairs, a valuation of £22,511 was provided, which represented a valuation at 5% of the overall book value.

I am pleased to report that these assets were purchased for £34,500 by Purbright Castings Limited.

Unsold / Unrealised Assets

I can confirm that there are no assets which remain unrealised at this time other than the ongoing collection of the reassigned book debts.

Liabilities and Outcome For Creditors

Attached is the Joint Administrators' Estimated Outcome Statement, which has not materially changed since its last circulation. Creditors should note that, the enclosed Estimated Outcome Statement serves as an illustration of the projected outcome and is, therefore, subject to constant review. As a result, no reliance should be placed on dividend prospects solely from this Statement.

Continued



Fixed Charge Creditor – Lloyds Bank Commercial Finance Limited (“LBCFL”)

The Company granted a Debenture in favour of Lloyds Bank Commercial Finance Limited (“LBCF”) which was duly registered at Companies House on 1 November 2018 comprising Fixed and Floating charges over the assets of the Company.

At the date of my appointment LBCF was owed approximately £162,251 in respect of advances made under a Factoring Agreement.

As advised, LBCF have advised that their advances have been settled in full, and a formal reassignment of the debtor ledger has been completed back to the Company for collection by the Administrators.

As a result, LBCF have no further claims in this matter.

Preferential Creditors

The position as regards Preferential Creditors can be summarised as follows:

Number of Preferential Creditor Claims Received to Date	Estimated Statement of Affairs Value of Preferential Claims	Value of Preferential Creditor Claims Received to Date
55	£66,111	£51,765

A first and final dividend at 100p in the £ to Preferential Creditors was declared and paid on 5 March 2021.

No further dividend will be payable. I can also confirm that no interest has been paid on these claims.

Floating Charge Creditor - Lloyds Bank Commercial Finance Limited (“LBCFL”)

As detailed above, The Company granted a Debenture in favour of Lloyds Bank Commercial Finance Limited. In view of the recoveries under LBCFL’s Fixed Charge, it is not anticipated that they will have a Floating Charge claim in the Administration.

Outcome for Floating Charge Creditor(s) and The Prescribed Part

Provisions within the insolvency legislation require a Liquidator to set aside a percentage of any amounts available to a Floating Charge holder, for the benefit of the Unsecured Creditors, in cases where the Company granted the Floating Charge on or after 15 September 2003. This is known as the “Prescribed Part” of the net property.

A Company’s “net property” is that left after paying the Preferential Creditors, but before paying the lender who holds a Floating Charge (after deducting the associated Liquidation costs). Details of how much a Liquidator must set aside under the Prescribed Part have previously been circulated.

The Security granted by the Company, as set out above, was created after the Enterprise Act 2002 and, accordingly, the Prescribed Part rules would apply in relation to any Floating Charge realisations.

However, there is no Floating Charge claim as the Secured Creditor, Lloyds Commercial Finance Limited has been satisfied by way of Fixed Charge realisations in this matter and therefore the Prescribed Part provisions will not apply in this instance.

Continued



Crown Creditors

The Statement of Affairs included £111,851 owed to HMRC. HMRC's provisional claim of £119,868 has been received and is reflected in the schedule of Unsecured Creditors below.

Unsecured Creditors

The position as regards Unsecured Creditors can be summarised as follows:

Creditor	Estimated Statement of Affairs Value of Unsecured Claims (£)	Number of Claims Received to Date	Value of Unsecured Creditor Claims to Date (£)
Trade Creditors	131,571	21	41,154
Crown Departments	111,851	1	119,868
Bank	1,911	Nil	Nil
Employees	730,235	55	TBC
Totals	975,568	56	152,140

Based on current projections, it is anticipated that a dividend will be payable to the Unsecured Creditors, outside of the Prescribed Part that would otherwise be available. The quantum and timing of any dividend is uncertain, however, the distributions to the Unsecured Creditors will be undertaken as part of the Liquidation following conclusion of the Administration.

Investigation into The Affairs of The Company

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation.

Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Administration and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Within 3 months of my appointment as Administrator, I was required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

Continued



Costs of Administration

Pre-Administration Costs

On 24 June 2020, the following pre-administration costs were approved by the Creditors:

Firm	Description	Basis of Charge	Total costs (£)
Poppleton & Appleby	Identifying asset and liability position to the Company, consider possible alternative insolvency options with the Board of Directors, consider the various Administration strategies and consultation with Secured Creditor.	Fixed Fee and Disbursements	7,802
Gordon Brothers Europe Limited	Attendance and consideration of asset values. Discreet marketing of business and assets of Company and preparation of sales pack.	Disbursements only	250
Lewis Onions Solicitors	Serving notices and filing documents to secure the Joint Administrators' appointment. Providing ad hoc advice where appropriate and Security documentation.	Time costs and disbursements	4,095*
Total			12,147

The pre-appointment costs of Lewis Onions Solicitors were previously reported as £2,708, this was incorrect and the figure should have been £4,095 as disclosed in the above table.

Details of the payments made in respect of pre-Administration costs are included in my Receipts and Payments Account attached.

I can confirm that all pre-Administration costs have been settled in full, therefore, no further payments will be made.

Professional Fees

Details of the payments made in respect of professional fees and disbursements in relation to work done in the Administration are included in my Receipts and Payments Account, whilst details of budgeted professional fees and disbursements are summarised as attached.

The professional fees are anticipated to be higher than those projected when I originally sought approval for my fees and this has been due to a significant increase in time and a higher level of involvement from our Solicitors in relation to sale of the Freehold Properties and issues with regard to the missing Deeds and aborted application to the Land Registry.

Gordon Brothers Europe Limited

James Acton of Gordon Brothers Limited ("GBEL"), has assisted with the evaluation of the business and assets. GBEL has assisted in coordinating and dealing with interested parties and assisting the Administrators' in preparing a detailed sales information. GBEL has ultimately dealt with the sale of the tangible assets on an "ex situ" forced sale basis, which has ultimately led to the realisation advised above and should have a direct benefit to Creditors.

James Acton of GBEL is a member of the Royal Institute of Chartered Surveyors and has confirmed that GBEL hold adequate Professional Indemnity Insurance. This firm was instructed due to their considerable expertise in distressed sale situations.

The fees of GBEL in the sum of £20,000 have been settled in the current reporting period.

Continued



Sanderson Weatherall

Tim Simmons of Sanderson Weatherall ("SW"), has assisted with the valuation of the Freehold Properties. SW has assisted in coordinating and dealing with interested parties and attending the premises to facilitate viewings. Tim Simmons is a member of the Royal Institute of Chartered Surveyors and has confirmed that SW hold adequate Professional Indemnity Insurance. This firm was instructed due to their considerable expertise in property sales.

Lewis Onions Solicitors

Lewis Onions Solicitors have been instructed to undertake work and advise the Joint Administrators on an ad hoc basis during the Administration. In addition, they have provided legal assistance with regard to the sale of the Freehold Properties and the application to Land Registry to register possessory title to the properties. They have confirmed that they hold adequate Professional Indemnity Insurance. The firm was instructed due to their extensive knowledge of all insolvency matters.

Wayside Accountancy Limited

In the current reporting period, I have instructed the Company's Accountants, Wayside Accountancy Limited to assist in preparing tax calculations and submitting returns to HM Revenue & Customs following the sale of the Freehold Properties, which I understand may be subject to Capital Gains Tax.

Whilst the costs of engaging some of the various professionals may not have provided a direct benefit to the general body of Creditors, these instructions have been required in order to fulfil statutory and legal requirements amongst other things.

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they have been reasonable in the circumstances of this case.

Joint Administrators' Remuneration

My remuneration was originally approved on a time cost basis, based on a fee estimate of £95,050. The original fee estimate acted as a cap and I could not draw remuneration in excess of that estimate without first seeking approval from the Creditors.

However, I did approach Creditors to review my fee estimate and, at a Virtual Meeting of Creditors held on 1 December 2020, Creditors approved an increase in my fee estimate to £138,698. The revised fee estimate now acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking further approval from the Creditors.

In addition to the increase in the Joint Administrators' fee subject to time costs, the Creditors also approved that the Joint Administrators' fees for realising the reassigned book debts be approved at 50% of realisations achieved.

My time costs during this reporting period from 16 October 2020 to 23 March 2021 amount to £28,246, which equates to 131 of hours work at a blended charge out rate of £215 per hour.

Total time costs for the entire period of the Administration amount to £130,731, which equates to 584 of hours work at a blended charge out rate of £224 per hour. The actual blended charge out rate incurred compares with the estimated per hour blended charge out rate of £206 in my revised fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate because there has been a significant amount of additional time spent by my Senior Management due to the complexity in dealing with various issues as previously reported.

Continued



I have drawn £23,780 during this reporting period, being from 16 October 2020 to 23 March 2021. I have, therefore, drawn total fees in the Administration of £118,831.

A detailed schedule of my time costs incurred to date and since 16 October 2020 compared with my original fees estimate is attached.

As advised, I was also authorised to draw 50% of realisations for my work in respect of the realisation of the reassigned book debts. Based on realisations achieved to date, I am entitled to remuneration of £3,851. I have drawn fees of £2,080 to 23 March 2021 of which £2,080 was drawn in the period since 16 October 2020 in respect of work done for which my fees were approved as a % of realisations.

As you are aware, when my remuneration was authorised by the Creditors, my estimate of total time costs took into account the work that I will undertake as Liquidator. I do not anticipate that my total time costs will exceed the total remuneration as set out in my revised fees estimate.

There is a certain work that I am required by the insolvency legislation to undertake work in connection with the Administration that provides no financial benefit for creditors. A description of the routine work undertaken since my appointment as Administrator and since my last progress report is contained also attached. I have also provided details of the work I have undertaken specifically in this matter.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Administrators' Fees' also published by R3, together with an explanatory note which shows Poppleton & Appleby's fee policy are available at the link www.poppletonnadappleby.co.uk. And choose the following options: Creditors login, Creditors Guidance Notes, Effective from April 2017 – A Creditors' guide to fees charged by Administrators, as well as Practice Fee Recovery for Poppleton and Appleby Disclosure-Fee Policy.

Administrators' Expenses

I have incurred total expenses of £2,630 since my appointment as Joint Administrator, of which £547 has been incurred during this reporting period. Accordingly, I have drawn £2,596 to 23 March 2021, of which £768 was drawn during this reporting period.

Details of the payments made in respect of my Category 1 and Category 2 disbursements are included in my Receipts and Payments account attached.

As you can see from the attached, the total expenses I have incurred were in line with the total expenses I estimated I would incur when my remuneration was authorised by the Creditors.


Further Information

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 Administrators' 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 Unsecured Creditors (including the Creditor in question), apply to court to challenge the amount and/or basis of the Administrators' 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.

To comply with the Provision of Services Regulations, some general information about this Firm can be found on our website at <http://www.poppletonandappleby.co.uk>. To access, choose the following options: Creditors Login, Creditors' Guidance Notes, Provision of Services Regulations Summary for Poppleton & Appleby, Provision of Services.

Continued



Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping Creditors and others informed about the insolvency proceedings. You can find more information on how Poppleton & Appleby uses your personal information on our website at www.poppletonandappleby.co.uk.

Conclusion, Exit Route and Handover to Creditors' Voluntary Liquidation

The Administration will come to an end upon the registration of Form AM22 (as attached) at The Registrar of Companies whereupon I, Andrew Turpin, will be appointed as sole Liquidator of the Company, in accordance with the Joint Administrators' Proposals.

Creditors will note that there is a cash surplus of £826,269, which has been transferred to the Liquidation. There is also a VAT refund of £3,316, relating to the final costs of the Administration, that will be paid directly to the Liquidator upon its recovery.

The duly appointed Liquidator will report separately to Creditors on the expected conduct of the Liquidation. However, as a brief summary of the pertinent matters, I would expect that the following will be considered and progressed: -

- Taking receipt of the Administration cash funds.
- Recovering the Administration VAT debtor.
- Deal with finalising my statutory enquiries into the Company's affairs.
- Deal with the ongoing collection of the reassigned debtor ledger.
- Submission and agreement of post-appointment Corporation Tax returns
- Distributing available funds to the requisite body of Company's Creditors (subject to asset realisations and costs).

In accordance with the Insolvency Rules, this is my final report in this matter and no further reports will be circulated. However, future reports on this matter will be circulated by the duly appointed Liquidator.

Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping Creditors and others informed about the insolvency proceedings. You can find more information on how Poppleton & Appleby uses your personal information on our website at www.poppletonandappleby.co.uk.

Should you require any additional information, please do not hesitate to contact me or my case manager Garry Baxendale on 0121 200 2962.

Summary

The Administration as approved in the Proposals is now complete and our files will be closed. If Creditors have any queries regarding the conduct of the Administration, or this report, or if they want hard copies of any of the documents made available online, they should contact Mark Monaghan on 0121 200 2962, or by email at markm@poppletonandappleby.co.uk.

Yours faithfully



Andrew Turpin
Joint Administrator

Enc

Please note that the affairs, business and property of the Company are being managed by the Joint Administrators, Andrew Turpin and Matthew Douglas Hardy. The Joint Administrators act as agents of the Company and contracts without personal liability.

STATUTORY INFORMATION


company name:	Kirkpatrick Limited
Court name and reference	High Court of Justice 000240 of 2020
Company number:	00071325
Trading address:	PO Box 17 Frederick Street Walsall WS2 9NF
Registered office:	30 St. Paul's Square Birmingham West Midlands B3 1QZ
Former registered office:	PO Box 17 Frederick Street Walsall West Midlands WS2 9NF
Principal trading activity:	Manufacture of locks and hinges
Administrators' names:	Andrew Turpin & M D Hardy
Administrator's address:	30 St. Paul's Square Birmingham West Midlands B3 1QZ
Date of appointment	16 April, 2020
Appointment made by:	The Directors

Kirkpatrick Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 16/10/2020 To 23/03/2021 £	From 16/04/2020 To 23/03/2021 £
	FIXED CHARGE ASSETS		
173,803.00	Factored Book Debts	7,702.35	7,702.35
(162,251.00)	Lloyds Commercial Finance	NIL	NIL
		<u>7,702.35</u>	<u>7,702.35</u>
	H.P. ASSETS		
3,500.00	Extraction Plant	NIL	NIL
(7,070.00)	Settlement - BIRA Bank	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	ASSETS NOT PLEDGED		
76,811.00	Finished Stock in Trade	NIL	127,166.67
850,000.00	Freehold Property	NIL	941,500.00
	Interest Gross	108.27	108.27
10,000.00	Plant & Machinery	5,050.00	10,050.00
22,511.00	Raw Material & Work in Progress	NIL	34,500.00
	Sundries	NIL	663.72
		<u>5,158.27</u>	<u>1,113,988.66</u>
	COST OF REALISATIONS		
	Abortive sale legal fees	NIL	2,931.00
	Accountancy Fees	NIL	425.00
	Administrators' Fees	23,780.00	118,830.50
	Administrator's Fees % of Realisations	2,079.80	2,079.80
	Bank Charges & Interest	NIL	5.00
	Chattel Agents Disbursements	1,378.00	1,378.00
	Chattel Asset Agent Charges	20,450.00	23,308.75
	Insurance	NIL	7,022.20
	Light & Heat	9,577.21	9,577.21
	Motor Expenses	384.00	579.00
	P&A Pre Appointment Fees	NIL	7,820.00
	Property Agents Costs	2,500.00	24,379.50
	Property Clearance costs	3,900.00	3,900.00
	Re-Direction of Mail	NIL	216.00
	Security Costs	25.00	25.00
	Solicitors Asset Sale Fees	NIL	6,796.75
	Solicitors Fees incl Pre Appointment	NIL	4,095.00
	Solicitors General Matters Fees	NIL	5,779.50
	Solicitors Property Sale Fees	NIL	19,397.75
	Specific Bond	NIL	930.00
	Stationery, Printing & Carriage	116.15	397.60
	Statutory Advertising	88.00	264.00
	Storage Costs	180.00	180.00
	Veriphy Search	NIL	24.00
		<u>(64,458.16)</u>	<u>(240,341.56)</u>
	PREFERENTIAL CREDITORS		
(41,761.00)	Employees - Arrears of Wages	48,428.38	48,428.38
(24,350.00)	Employees - Holiday Pay	3,336.96	3,336.96
		<u>(51,765.34)</u>	<u>(51,765.34)</u>
	UNSECURED CREDITORS		
(65,719.00)	Employees - Arrears of Pay	NIL	NIL
(248,261.00)	Employees - Pay in Lieu	NIL	NIL
(416,255.00)	Employees - Redundancy	NIL	NIL
(1,910.82)	Lloyds Bank Plc	NIL	NIL
(40,085.00)	PAYE & NI	NIL	NIL

Kirkpatrick Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 16/10/2020 To 23/03/2021 £	From 16/04/2020 To 23/03/2021 £
(131,570.65)	Trade & Expense Creditors	NIL	NIL
(71,766.00)	VAT	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(30,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(104,374.47)		(103,362.88)	829,584.11
	REPRESENTED BY		
	Estate Bank A/c Non Interest Bearing		36,160.24
	Estate Bank Account Interest Bearing		790,108.27
	VAT Input		4,325.60
	VAT Output		(1,010.00)
			829,584.11


 Andrew Turpin
 Joint Administrator

Kirkpatrick Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement To 18/03/2021

Statement of Affairs £		Realised / Paid	Projected	Total £
	FIXED CHARGE ASSETS			
173,803.00	Factored Book Debts	7,702.35	166,100.65	173,803.00
-162,251.00	Lloyds Commercial Finance		-162,251.00	-162,251.00
		<u>7,702.35</u>	<u>3,849.65</u>	<u>11,552.00</u>
	H.P. ASSETS			
3,500.00	Extraction Plant		3,500.00	3,500.00
-7,070.00	Settlement - BIRA Bank		-7,070.00	-7,070.00
			<u>-3,570.00</u>	<u>-3,570.00</u>
	ASSETS NOT PLEDGED			
	Reassigned Book Debt Ledger	7,702.35	3,849.65	11,552.00
850,000.00	Freehold Property	941,500.00		941,500.00
10,000.00	Plant & Machinery	10,050.00		10,050.00
76,811.00	Finished Stock in Trade	127,166.67		127,166.67
22,511.00	Raw Material & Work in Progress	34,500.00		34,500.00
	Interest Gross	108.27		108.27
	Sundries	663.72		663.72
	Estimated total assets available	<u>1,121,691.01</u>	<u>3,849.65</u>	<u>1,125,540.66</u>
	COST OF REALISATIONS			
	Chattel Asset Agent Charges	-23,308.75		-23,308.75
	Property Agents Costs	-24,379.50		-24,379.50
	Solicitors Fees incl Pre Appointment	-4,095.00		-4,095.00
	Solicitors Asset Sale Fees	-6,796.75		-6,796.75
	Solicitors Property Sale Fees	-19,397.75		-19,397.75
	Solicitors General Matters Fees	-5,779.50		-5,779.50
	Abortive sale legal fees	-2,931.00		-2,931.00
	Chattel Agents Disbursements	-1,378.00		-1,378.00
	Statutory Advertising	-264.00	-92.00	-356.00
	P&A Pre Appointment Fees	-7,820.00	0.00	-7,820.00
	Stationery, Printing & Carriage	-397.60	-154.00	-551.60
	Specific Bond	-930.00	0.00	-930.00
	Bank Charges & Interest	-5.00	0.00	-5.00
	Accountancy Fees	-425.00	-1,000.00	-1,425.00
	Light & Heat	-9,577.21		-9,577.21
	Insurance	-7,022.20		-7,022.20
	Security Costs	-25.00		-25.00
	Property Clearance costs	-3,900.00		-3,900.00
	Storage Costs	-180.00		-180.00
	Re-Direction of Mail	-216.00		-216.00
	Motor Expenses	-579.00		-579.00
	Veriphy Search	-24.00		-24.00
	Administrators' Fees	-118,830.50	-20867.5	-139,698.00
	Administrator's Fees % of Realisations	<u>-2,079.80</u>	<u>-3696.2</u>	<u>-5,776.00</u>
	Estimated funds available to Preferential Creditors	<u>881,349.45</u>	<u>-21960.05</u>	<u>859,389.40</u>

Kirkpatrick Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement To 18/03/2021

Statement of Affairs £		Realised / Paid	Projected	Total £
	PREFERENTIAL CREDITORS			
-41,761.00	Employees - Arrears of Wages	-48,428.38		-48,428.38
-24,350.00	Employees - Holiday Pay	-3,336.96		-3,336.96
	Estimated funds available to Unsecured Creditors	829,584.11	-21,960.05	807,624.06
	UNSECURED CREDITORS			
	Deficit from Financed Assets above		-3,570.00	-3,570.00
-131,570.65	Trade & Expense Creditors		-131,570.65	-131,570.65
-40,085.00	PAYE & NI		-40,085.00	-40,085.00
-71,766.00	VAT		-71,766.00	-71,766.00
-1,910.82	Lloyds Bank Plc		-1,910.82	-1,910.82
-416,255.00	Employees - Redundancy		-416,255.00	-416,255.00
-248,261.00	Employees - Pay in Lieu		-248,261.00	-248,261.00
-65,719.00	Employees - Arrears of Pay		-65,719.00	-65,719.00
	Estimated deficiency to Creditors		1,001,097.52	171,513.41
	DISTRIBUTIONS			
-30,000.00	Ordinary Shareholders		-30,000.00	-30,000.00
- 104,374.47	Estimated total deficiency		971,097.52	141,513.41
	REPRESENTED BY			
	VAT Input	4,325.60		4,325.60
	Estate Bank A/c Non Interest Bearing	36,160.24		36,160.24
	Estate Bank Account Interest Bearing	790,108.27		790,108.27
	VAT Output	-1,010.00		-1,010.00
		<u>829,584.11</u>		<u>829,584.11</u>


 Andrew Turpin
 Joint Administrator

JOINT ADMINISTRATORS' PROFESSIONAL COSTS

Firm	Scope	Agreed fee structure	Budgeted Costs b/f (£)	Fees Incurred in Previous Period (£)	Fees Paid in Previous Period (£)	Professional Fees Incurred in period covered by progress report (£)	Professional Fees Paid in period covered by progress report (£)	Further Fees Expected to be incurred (£)	Revised Budget (£)
Lewis Onions Solicitors	To provide advice to the Administrators' as well as ad hoc legal advice with regards to the sale, aborted application to Land Registry for registration of Title Deeds	Time costs and disbursements	20,000	31,974	31,974	Nil	Nil	Nil	31,974
Gordon Brothers Europe	Assistance with securing, valuing, marketing and disposal of Company assets	Time costs and disbursements	15,000	Nil	Nil	20,000	20,000	Nil	20,000
Sanderson Weatherall	Assistance with valuation and marketing of Freehold Properties and EPC and 1982 Valuation Report	Fixed Fee of 1.75% plus disbursements limited to £2,000	16,875	24,380	22,932	Nil	Nil	Nil	22,932
Harrison Clarke Rigby	Reimbursement of legal costs following aborted sale of stock, plant and machinery to third party	Time Costs and disbursements	Nil	2,931	2,931	Nil	Nil	Nil	2,931
Wayside Accountancy Limited	Assistance with completion and post-submission of appointment Corporation Tax returns	Time costs and disbursements	1,000	Nil	Nil	Nil	Nil	Nil	1,000
Totals			51,875	59,285	57,837	20,000	20,000	Nil	62,491

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the best fee arrangement with them. The fees charged have been reviewed and I am satisfied that they have been reasonable in the circumstances of this case.

SCHEDULE OF JOINT ADMINISTRATORS' EXPENSES

Category 1 Disbursement	Budget b/f (£)	Amount incurred in previous period (£)	Amount paid in previous period (£)	Amount incurred in current period (£)	Amount paid in current period (£)	Disbursements Expected (£)	Further Disbursements Expected (£)	Budget c/f (£)
Statutory Advertising	352	176	176	88	88	92	92	356
Postage and Stationery	552	282	282	116	116	154	154	552
Redirection of Mail	216	216	216	Nil	Nil	Nil	Nil	216
Bond	930	930	930	Nil	Nil	Nil	Nil	930
Smart Searches	24	24	24	Nil	Nil	Nil	Nil	24
Bank Charges	Nil	5	5	Nil	Nil	Nil	Nil	5
Total	2,074	1,633	1,633	204	204	246	246	2,083

Category 2 Disbursement	Budget b/f (£)	Amount incurred in previous period (£)	Amount paid in previous period (£)	Amount incurred in current period (£)	Amount paid in current period (£)	Disbursements Expected (£)	Further Disbursements Expected (£)	Budget c/f (£)
Storage/Destruction Records	2,500	Nil	Nil	343	180	2,157	2,157	2,500
Travel/Mileage	579	579	195	Nil	384	Nil	Nil	579
Total	3,079	579	195	343	564	2,157	2,157	3,079

Category 1 and 2 Disbursements	Budget b/f (£)	Amount incurred in previous period (£)	Amount paid in previous period (£)	Amount incurred in current period (£)	Amount paid in current period (£)	Disbursements Expected (£)	Further Disbursements Expected (£)	Budget c/f (£)
Grand Total	5,153	2,083	1,828	547	768	2,403	2,403	5,162

Time Entry - Detailed SIP9 Time & Cost Summary

K3C - Kirkpatrick Limited
 From: 16/10/2020 To: 23/03/2021
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.00	0.00	1.10	0.00	1.10	209.00	190.00
104 : Maintenance of records	0.00	1.10	0.00	0.10	1.20	235.83	235.83
105 : Statutory reporting	2.10	8.80	24.40	1.60	36.90	7,563.50	205.51
107 : Case Monitoring	2.00	0.00	1.10	0.00	3.10	799.00	257.74
Administration & Planning	4.10	9.90	26.60	1.70	42.30	8,874.50	209.80
600 : Case Specific	0.90	0.00	0.00	0.00	0.90	285.50	295.00
Case specific matters	0.90	0.00	0.00	0.00	0.90	285.50	295.00
500 : Creditors	0.80	5.00	6.40	0.00	12.20	2,702.00	221.48
501 : Communication	0.00	0.00	4.60	0.00	4.60	874.00	190.00
502 : Claims inc emp. prefs	0.00	5.60	22.30	0.00	27.90	4,997.00	179.10
503 : Report/secured creditor	0.20	0.00	0.00	0.00	0.20	59.00	295.00
506 : Payment of dividends	0.80	0.00	0.00	0.00	0.80	236.00	295.00
Creditors	1.80	10.60	33.30	0.00	45.70	8,868.00	194.05
200 : Investigations	0.00	2.60	0.00	0.00	2.60	650.00	250.00
Investigations	0.00	2.60	0.00	0.00	2.60	650.00	250.00
300 : Realisation of assets	0.50	1.80	0.00	0.00	2.30	597.50	259.78
301 : Ident. securing, insuring	0.00	3.80	0.70	0.00	4.30	1,033.00	240.23
303 : Debt collection	0.60	22.60	5.60	0.00	28.80	5,891.00	239.27
304 : Sale of prop, bus and ass	0.00	0.00	0.30	0.00	0.30	57.00	190.00
Realisations of Assets	1.10	28.00	6.60	0.00	36.70	8,578.50	240.29
401 : Management of operations	0.40	0.00	0.00	0.00	0.40	118.00	295.00
402 : Accounting for trading	1.80	0.00	1.90	0.00	3.70	892.00	241.08
Trading	2.20	0.00	1.90	0.00	4.10	1,010.00	246.34
Total Hours	10.10	51.10	68.40	1.70	131.30	28,246.50	215.13
Total Fees Claimed						120,910.30	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

K3C - Kirkpatrick Limited
Project Code: POST
From: 16/10/2020 To: 23/03/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
19/11/2020	Storage: Storage Aug 20	20.00
19/11/2020	Storage: Storage Sep 20	80.00
19/11/2020	Storage: Storage Oct 20	80.00
09/02/2021	Storage: Overcharged for Sept 2020	-47.50
09/02/2021	Storage: Overcharged for Oct 2020	-47.50
10/02/2021	Storage: Storage Nov 2020	32.50
10/02/2021	Storage: Storage Dec 2020	32.50
10/02/2021	Storage: Storage Jan 2021	32.50
Total		182.50

Time Entry - Detailed SIP9 Time & Cost Summary

K3C - Kirkpatrick Limited
From: 16/04/2020 To: 23/03/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	4.20	2.60	9.70	2.80	19.30	3,956.00	204.97
102 : Administrative set-up	0.00	0.00	0.50	0.30	0.80	119.00	148.75
103 : Appointment notification	0.20	0.00	1.20	0.00	1.40	287.00	205.00
104 : Maintenance of records	0.00	5.50	0.00	2.00	7.50	1,535.00	204.67
105 : Statutory reporting	6.70	24.30	48.90	6.80	86.70	17,886.50	206.30
107 : Case Monitoring	6.80	1.20	6.50	1.30	15.80	3,645.00	230.70
Administration & Planning	17.90	33.60	66.80	13.20	131.50	27,428.50	208.58
600 : Case Specific	0.90	0.00	0.00	0.00	0.90	265.50	295.00
Case specific matters	0.90	0.00	0.00	0.00	0.90	265.50	295.00
500 : Creditors	2.30	9.50	18.90	2.50	33.20	6,844.50	206.16
501 : Communication	0.00	0.00	24.30	0.00	24.30	4,617.00	190.00
502 : Claims inc. emp. prefs	0.00	9.10	51.20	0.00	60.30	11,363.00	188.44
503 : Report/secured creditor	0.20	0.00	0.00	0.00	0.20	59.00	295.00
506 : Payment of dividends	0.80	0.00	0.00	0.00	0.80	236.00	295.00
Creditors	3.30	18.60	94.40	2.50	118.80	23,119.60	194.61
200 : Investigations	0.00	14.00	1.50	0.00	15.50	3,785.00	244.19
202 : CDDA reports	1.40	1.10	2.50	0.00	5.00	1,163.00	232.60
Investigations	1.40	15.10	4.00	0.00	20.50	4,948.00	241.37
300 : Realisation of assets	16.20	33.50	2.50	0.00	52.20	13,629.00	261.09
301 : Ident. securing, insuring	3.40	43.30	3.40	0.00	50.10	12,474.00	248.98
302 : ROT	0.00	7.70	5.30	0.00	13.00	2,932.00	225.54
303 : Debt collection	0.60	33.80	7.40	0.00	41.80	10,033.00	240.02
304 : Sale of prop. bus and ass	14.90	36.70	41.70	0.00	93.30	21,493.50	230.37
305 : Legal matters	0.00	31.40	0.20	0.00	31.60	7,868.00	249.62
Realisations of Assets	35.10	186.40	60.50	0.00	282.00	69,449.50	242.73
401 : Management of operations	3.90	0.00	0.00	0.00	3.90	1,150.50	295.00
402 : Accounting for trading	1.80	0.00	6.20	0.00	8.00	1,709.00	213.63
403 : On-going employee issues	1.20	0.00	17.40	0.00	18.60	3,660.00	196.77
Trading	6.90	0.00	23.60	0.00	30.50	6,519.50	213.75
Total Hours	65.50	253.70	249.30	15.70	584.20	130,730.50	223.78
Total Fees Claimed						120,910.30	

Time Entry - Detailed SIP9 Time & Cost Summary

K3C - Kirkpatrick Limited
From: 16/04/2020 To: 23/03/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
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Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

K3C - Kirkpatrick Limited

Project Code: POST

From: 16/04/2020 To: 23/03/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
07/10/2020	Motor Expenses: 20.04.20 Mileage	22.50
07/10/2020	Motor Expenses: 04.08.20 Mileage	22.50
15/06/2020	Motor Expenses: Garry Mileage 11, 18, 29/05/20	74.25
15/06/2020	Motor Expenses: Garry Mileage Apr 20	75.75
08/10/2020	Motor Expenses: GJB Mileage 7, 14 & 23.07.20	72.00
08/10/2020	Motor Expenses: GJB Mileage 4, 11, 13 & 28.08.20	96.00
08/10/2020	Motor Expenses: GJB Mileage 1, 4, 8, 22 & 28.09.20	120.00
08/10/2020	Motor Expenses: GJB Mileage 5, 19, 22, & 26.06.20	96.00
19/11/2020	Storage: Storage Aug 20	20.00
19/11/2020	Storage: Storage Sep 20	80.00
19/11/2020	Storage: Storage Oct 20	80.00
09/02/2021	Storage: Overcharged for Sept 2020	-47.50
09/02/2021	Storage: Overcharged for Oct 2020	-47.50
10/02/2021	Storage: Storage Nov 2020	32.50
10/02/2021	Storage: Storage Dec 2020	32.50
10/02/2021	Storage: Storage Jan 2021	32.50
Total		761.50

REVISED FEES ESTIMATE SUMMARY

Case Name: Kirkpatrick Limited

The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The hourly charge out rates that will be used on this case are:

	£
Partner – appointment laker	295.00
Senior Manager	250.00
Manager	190.00
Supervisor/Senior Administrator	175.00
Case Administrator	150.00
Cashier	150.00
Support staff	100.00

Description of the tasks to be undertaken	Initial Estimated time (In Hours) to undertake the work	Estimated value of the time costs to undertake the work £	Total Time Costs Incurred from 16/04/20 to 15/10/2020	Estimated Future time still to be incurred	Revised Time Summary	Blended charge out rate to undertake additional work £
ADMINISTRATION						
Administering the affairs of the company/debtor in accordance with the Insolvency Legislation and Statements of Insolvency Practice	157.90	£33,217.75	£18,999.00	£15,028.00	£33,217.00	£210.37
INVESTIGATIONS						
Undertaking initial investigations into the affairs of the company/debtor with a view to identifying potential asset recoveries for the benefit of creditors	36.00	£6,930.00	£4,298.00	£2,632.00	£6,930.00	£192.50
REALISATION OF ASSETS *						
Protecting and realising the assets of the company/debtor.	82.20	£19,980.50	£61,130.00	£2,500.00	£63,630.00	£243.07
TRADING - Onsite supervision and meetings with Management						
Managing and controlling the business of the company/debtor	23.05	£5,599.75	£5,642.00	£0.00	£5,599.00	£242.94
CREDITORS						
Maintaining records of the claims of creditors and formally agreeing them and paying a dividend if sufficient realisations are made	163.15	£29,322.50	£14,593.00	£16,325.00	£29,322.00	£179.73
CASE SPECIFIC MATTERS -N/a						
	0.00	£0.00	£0.00	£0.00	£0.00	£0.00
GRAND TOTAL FOR ALL CATEGORIES OF WORK	462.30	£95,050.50	£104,662.00	£36,485.00	£138,698.00	£205.60

ROUTINE WORK ORDINARILY UNDERTAKEN IN ADMINISTRATIONS – CURRENT PERIOD

1. Administration & Planning

- Dealing with all routine correspondence, e mails and telephone calls.
 - Includes correspondence with Creditors, Shareholders and other Stakeholders.
 - Internal correspondence between Insolvency Practitioner, managers and case administrators.
 - Deal with correspondence from Companies House.
 - Dealing with correspondence from HM Revenue & Customs.
 - Ensuring that a member of staff is generally available to deal with telephone queries.
 - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.
 - Data input of details pertaining to assets and liabilities onto bespoke software system.
 - Input and management of case diary onto bespoke software system.
 - Filing and scanning of electronic and written correspondence to relevant files.
 - Dealing with destruction of books and records when required.
- Review and storage.
 - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
 - Liaise with storage Agents in relation to books and records recovered from the Company.
 - Liaise with external review agencies to ensure progression and compliance of case.
 - Case bordereau reviews and maintenance.
 - Preparing Estimated Outcome Statements where required.
 - Adjust insurance cover and bordereau requirements as assets are sold and realised.
- Case planning and administration.
 - Hold internal meetings to discuss case strategy and progression
 - Drafting case notes to ensure strategy remains appropriate.
 - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
 - Prepare progress reports to Creditors, Members and Stakeholders where appropriate.
 - Draft and circulation of final report to Creditors, Members and Stakeholders.
 - Convening and holding meetings/decision procedures of Creditors, if requested.
- Cashiering
 - Maintaining and managing the Joint Administrators' cashbook and bank account(s).
 - Preparation and maintenance of cashier file.
 - Review level of turnover on bank account.
 - Invest funds onto deposit accounts, where appropriate.

- Input of transactional data during the Administration.
 - Completion of journals where appropriate.
 - Review bank statements and complete bank reconciliations.
 - Physical banking of cheques to account.
 - Paying costs and expenses from the case account.
 - Assistance with dividend payments to relevant Creditors where appropriate.
 - Chasing cheque clearance on dividends where appropriate.
- Ensuring statutory lodgements and taxation affair obligations are met.
 - Preparation of relevant VAT forms for HM Revenue & Customs.
 - Preparation of statutory forms to Companies House, to include progress and final reports.
 - Arranging deregistration of VAT with HM Revenue & Customs when appropriate.

2. Creditors

- Dealing with Creditor correspondence, emails and telephone calls.
 - Attendance to queries within Firm policy timescales.
 - Lodging of Creditor claims.
 - Reviewing and adjudicating upon proofs of debts received from Creditors.
 - Review of associated company claims to include reconciliation of accounts.
 - Review lease related claim.
 - Review validity of charges where secured Creditors are involved.
 - Maintaining Creditor information within our computerised systems.
- Dividends/Distributions
 - Sending Notice of Intended Dividend to all Known Preferential Creditors.
 - Reviewing file for previous Proof of Debt forms lodged and submitting further Proof of Debt forms received.
 - Agreement of Preferential Creditor Claims.
 - Calculation of Preferential Dividend.
 - Declaration and distribution of Preferential Dividend.
 - Liaise with Secured Creditors and settle secured balances.
- Preparing reports to Creditors and other interested parties.
 - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.
 - Preparation of bespoke Estimated Outcome Statements where appropriate.

3. Realisation of Assets

- Debtors
 - Liaise with Secured Creditor regarding the handover of Debtor Ledger.
 - Review and reconciliation of associated Debtor Accounts.

ROUTINE WORK UNDERTAKEN IN ADMINISTRATIONS – ENTIRE ADMINISTRATION

1. Administration & Planning

- Preparing the documentation and dealing with the formalities of appointment.
 - Writing a report that takes account of statutory requirements and the requirements of Statements of Insolvency Practices.
 - Preparing schedules of work done to date and work proposed and explaining them to Creditors in the report.
 - Assessing the possible action that might be required to recover assets and considering the likely cost of that action.
 - Preparing minutes that comply with current Statements of Insolvency Practice and getting them signed by the Chair.
 - Complete internal compliance documentation following appointment.
 - In anticipation of closure and release from office review all case files.
- Statutory notifications and advertising
 - Notifying Companies House of the appointment
 - Change registered office at Companies House.
 - Prepare and circulate notice of appointment to all Creditors, Shareholders and other Stakeholders to include HM Revenue & Customs.
 - Liaising with our advertising Agent(s) to ensure statutory notifications are advertised in the appropriate manner.
 - Notify the pension's regulator under current pension statute.
 - Notify the firm's insurance brokers of appointment to arrange cover where appropriate.
- Preparing documentation required.
 - Opening case folder(s).
 - Preparation of statements of insolvency practice checklists.
 - Preparation and continued review of case checklist to ensure compliance on all statutory and best practice matters.
 - Preparation, completion and review of independence and ethics checklists.
 - Completion of relevant post Administration VAT forms for HM Revenue & Customs.
 - Consideration of relevant pre and post Administration Corporation Tax for HM Revenue & Customs.
- Dealing with all routine correspondence, e mails and telephone calls.
 - Includes correspondence with Creditors, Shareholders and other Stakeholders.
 - Internal correspondence between Insolvency Practitioner, managers and case administrators.
 - Deal with correspondence from Companies House.
 - Dealing with correspondence from HM Revenue & Customs.
 - Ensuring that a member of staff is generally available to deal with telephone queries.
 - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.

- Data input of details pertaining to assets and liabilities onto bespoke software system.
 - Input and management of case diary onto bespoke software system.
 - Filing and scanning of electronic and written correspondence to relevant files.
 - Dealing with destruction of books and records when required.
- Review and storage.
 - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
 - Liaise with storage Agents in relation to books and records recovered from the Company.
 - Liaise with external review agencies to ensure progression and compliance of case.
 - Case bordereau reviews and maintenance.
 - Preparing Estimated Outcome Statements where required.
 - Adjust insurance cover and bordereau requirements as assets are sold and realised.
- Case planning and administration.
 - Hold internal meetings to discuss case strategy and progression
 - Drafting case notes to ensure strategy remains appropriate.
 - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
 - Prepare progress reports to Creditors, Members and Stakeholders where appropriate.
 - Draft and circulation of final report to Creditors, Members and Stakeholders.
 - Convening and holding meetings/decision procedures of Creditors, if requested.
- Cashiering
 - Maintaining and managing the Joint Administrators' cashbook and bank account(s).
 - Preparation and maintenance of cashier file.
 - Open bespoke Administration bank account.
 - Review level of turnover on bank account.
 - Invest funds onto deposit accounts, where appropriate.
 - Input of transactional data during the Administration.
 - Completion of journals where appropriate.
 - Review bank statements and complete bank reconciliations.
 - Physical banking of cheques to account.
 - Paying costs and expenses from the case account.
 - Assistance with dividend payments to relevant Creditors where appropriate.
 - Chasing cheque clearance on dividends where appropriate.
- Ensuring statutory lodgements and taxation affair obligations are met.
 - Preparation of relevant VAT forms for HM Revenue & Customs.
 - Preparation of statutory forms to Companies House, to include progress and final reports.
 - Arranging deregistration of VAT with HM Revenue & Customs when appropriate.

2. Creditors

- Dealing with Creditor correspondence, emails and telephone calls.
 - Attendance to queries within Firm policy timescales.
 - Lodging of Creditor claims.
 - Reviewing and adjudicating upon proofs of debts received from Creditors.
 - Review validity of charges where secured Creditors are involved.
 - Maintaining Creditor information within our computerised systems.
 - Consider ROT claims and allow on site attendance.
- Dividends/Distributions
 - Sending Notice of Intended Dividend to all Known Preferential Creditors.
 - Reviewing file for previous Proof of Debt forms lodged and submitting further Proof of Debt forms received.
 - Agreement of Preferential Creditor Claims.
 - Calculation of Preferential Dividend.
 - Declaration and distribution of Preferential Dividend.
- Preparing reports to Creditors and other interested parties.
 - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.
 - Preparation of bespoke Estimated Outcome Statements where appropriate.

3. Investigations

- Review and storage of books and records.
 - Liaise with Directors to obtain Company books and records and notify Directors of their duties and powers.
 - Review bank statements for material/suspicious transactions.
 - Analyse and reconcile transactions with Company's accounting system.
 - Review transactions with associated companies or connected persons.
 - Conduct investigations into suspicious transactions.
 - Liaise with Company's former and current accountants to obtain detailed accounting information.
 - Reconcile movements from last prepared accounts to date of Administration.
 - Request information from Creditors, Members and Stakeholders regarding Company's affairs and accuracy of claims.
 - Consider validity of charges.
 - Enquiries of current and former officers and key employees of the Company.
 - Liaise with HM Revenue & Customs departments to reconcile transactions and accuracy of claims.
 - Make enquiries with other Crown departments (DVLA, Land Registry, Insolvency Service) as part of standard enquiries into assets and previous conduct.
 - Completion of investigation checklist in accordance with the requirements of Statements of Insolvency Practice.
- Preparing a report pursuant to the Company Directors Disqualification Act
 - Complete online report to the Insolvency Service within 3 months of appointment.
- Reviewing books and records to identify any transactions or actions an Administrator or Liquidator may take against a third party in order to recover funds for the benefit of Creditors.

- Review redemption of purchase of own shares.
- Matters that could bring rise to a summary remedy for misfeasance and misapplication of property.
- Consider wrongful and/or fraudulent trading.
- Consider Transactions at and Undervalue.
- Consider Preferences.
- Consider all other statutory remedies.

4. Realisation of Assets

- Sale of Business and/or Tangible Assets
 - Dealing with interested parties.
 - Various email and telephone exchanges with interest parties re business and assets.
 - Provide salient information where required.
 - Introduce to third parties where appropriate.
 - Meetings on site with interested parties, where applicable.
 - Liaise with agents to follow up interest.
 - Dealing with Third Parties
 - Liaising with finance companies and keeping them update on current interest regarding their assets.
 - Discussing potential interest with customer base.
 - Discuss potential interest and ultimate sale of business and/or assets with Secured Creditors.
 - Dealing with Solicitors and Agents
 - Instruct Agent to consider value of assets.
 - Consider valuation report and discuss/agree best method of realisation.
 - Various email and telephone exchanges with agent re interested parties and how to best proceed.
 - Consider feedback provided to agent on interest received.
 - Meetings with Agent to consider alternative realisation strategies.
 - If applicable, consider offers for purchase of business and/or tangible assets and agree sale (subject to Agent advice).
 - Instruct Solicitors to deal with business and/or asset sale if deemed appropriate.
- Sale of Freehold Properties
 - Dealing with interested parties.
 - Various email and telephone exchanges with Agent Re: interested parties.
 - Provide salient information where required.
 - Introduce to third parties where appropriate.
 - Meetings on site with interested parties, where applicable.
 - Liaise with agents to follow up interest.
 - Various email and telephone exchanges with Bank Re: Recovery of Deeds
 - Liaise with Solicitors with regard to Land Registry Application for new Deeds
 - General Liaison with Solicitors over sale of Freehold Properties and execution of contract.

- Debtors
- Liaise with Secured Creditors appointed Agent, assist with providing copy invoices and supporting documentation
 - Liaise with Secured Creditor regarding the handover of Debtor Ledger.
 - Review and reconciliation of associated Debtor Accounts.