

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company Hastings Printing Company Limited	Company number 00139649
In the High Court of Justice <div style="text-align: right;">[full name of court]</div>	Court case number 004220

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a) Steven John Parker of Opus Restructuring LLP, Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA and Timothy John Edward Dolder of Opus Restructuring LLP, Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA

* Delete as applicable

attach a copy of our proposals in respect of the Administration of the above company

A copy of these proposals was sent to all known creditors on

(b) Insert date

(b) 20 September 2016

Signed


Joint Administrator

Dated

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Opus Restructuring LLP	
Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA	
	Tel 01908 306090
DX Number	DX Exchange



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COMPANIES HOUSE

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Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

**THE JOINT ADMINISTRATORS' PROPOSALS
OF
HASTINGS PRINTING COMPANY LIMITED
(IN ADMINISTRATION)**

Contents

Appendix A	Proposals Report
Appendix B	Directors' statement of affairs as at 3 August 2016
Appendix C	Joint Administrators' receipts and payments account as at 20 September 2016
Appendix D	Joint Administrators' Estimated Outcome Statement
Appendix E	Joint Administrators' time costs for the period from 3 August 2016 to 20 September 2016
Appendix F	Joint Administrators' estimated fees and disbursements schedules
Appendix G	Opus Restructuring LLP's charging and disbursement policy
Appendix H	Form 2 20B (Notice of Meeting of Creditors)
Appendix I	Proof of debt

APPENDIX A

THE JOINT ADMINISTRATORS' PROPOSALS OF HASTINGS PRINTING COMPANY LIMITED - IN ADMINISTRATION

A) COURT DETAILS

High Court of Justice, Chancery Division No 4220 of 2016

B) REGISTERED NAME, ADDRESS AND NUMBER

Company name	Hastings Printing Company Limited (In Administration) ("the Company")
Previous name	None
Other trading names	DC Graphics
Trading Addresses	7-8 Edison Road, Eastbourne, East Sussex, BN23 6PT Drury Lane, St Leonards on Sea, East Sussex, TN38 9BJ
Current registered office	Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA
Former registered office	9 Edison Road, Eastbourne, East Sussex, BN23 6PT
Registered Number	00139649
Date of incorporation	15 March 1915
Principal trading activity	Printing

C) ADMINISTRATION APPOINTMENT DETAILS

Steven John Parker and Timothy John Edward Dolder were appointed Joint Administrators of Hastings Printing Company Limited on 3 August 2016 by the Directors of the Company

The functions of the Joint Administrators are being exercised by either or both of the Administrators acting jointly or alone

D) COMPANY APPOINTMENTS AND SHAREHOLDINGS

Current Directors	Appointed
Paul Denne	22 February 2016
Paul Rolls-King	22 February 2016

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

Directors listed as having resigned within the previous three year period

Former Directors	Appointed	Resigned
Alison Knoll	20 May 1992	22 February 2016
Lesley Knoll	1 July 1998	22 February 2016
David Knoll	1 July 1998	22 February 2016
Angela Croft	1 July 1998	22 February 2016
Jon McCallion	1 November 2006	25 September 2015
Derek Knoll	31 January 1991	2 January 2016
Christine Knoll	1 July 1998	22 February 2016
Livia Knoll	31 January 1991	2 January 2016
Former Company Secretary	Janet Parris Appointed 31 January 1991	Resigned 17 August 2015
Shareholder Details	Authorised – 7,000 ordinary shares £0.05p each Allotted, called up and fully paid – 7,000 ordinary shares of £0.05p each	
	Name	Shareholding
	Hastings Printing Company (Holdings) Limited	1,400
	Manor Print Group Limited	5,600
		<u>7,000</u>
		<u>Value</u>
		£70.00
		<u>£280.00</u>
		<u>£350.00</u>

E) AN ACCOUNT OF THE CIRCUMSTANCES GIVING RISE TO THE APPOINTMENT OF AN ADMINISTRATOR

Hastings Printing Company Limited (hereinafter referred to as "the Company") was incorporated on 15 March 1915. The Company traded as a magazine and commercial printers.

Prior to Paul Denne's involvement with the Company, it was traded by the Knoll family. Mr Denne, who owned Manor Creative Limited (which traded as Manor Group) ("Manor"), also a printing company, was approached by the Managing Director of the Company in February 2016 with a view to purchasing the business as the cashflow was low and they were struggling to meet their overheads.

At this stage, commercial agents had already been instructed to provide valuations of the business and the current owners were considering a pre-packaged Administration sale. As part of the potential purchase, Mr Denne undertook an analysis of the Company's customer base and plant and machinery as he believed that some of the equipment would become surplus to requirements as newer equipment was already in use by Manor. It became apparent that the Company had made little to no investment in any new printing technology since 2006 and they had a 50% reliance on magazine work for their income. Merging the existing customer base with that of Manor would allow for an increased customer base which would be able to take advantage of Manor's newer machines.

During the sale negotiation process, it became apparent that there could be a risk to the previous business owners under Section 216/217 regarding re-use of the Company's name without obtaining creditors approval if an Administration process was used for the purchase of the business. On that basis, it was agreed that Manor would purchase the majority shareholding in the business instead. The purchase of shares was completed in February 2016.

Prior to the purchase, Mr Denne was aware that the Drury Lane premises had been sold to a pension fund in order to raise funds for the business and also asset finance had been taken out on a press.

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

machine. It also became apparent that following the departure of the accounts staff, the accounting records were not being fully maintained.

Following the purchase, Manor advised the current employees that they planned to relocate from the Drury Lane premises to Manor's premises in Eastbourne to reduce overheads and to make use of newer equipment. Three members of staff opted not to relocate with the business and resigned and one other employee was eligible for and opted to take voluntary redundancy.

Full disclosure of the purchase was discussed with a well-known paper supplier and their risk assessor to ensure that ongoing paper supplies could be secured. The paper suppliers were pleased that action had been taken to secure the financial position of the Company and there would be no risk to continued supply.

Manor injected £80,000 into the Company to cover the shortfall in cashflow whilst the business relocation took place. After several months, all operational activities were relocated to Eastbourne and steps were taken to sell the out of date machinery owned by the Company. Mr Denne instructed multiple dealers in respect of the sales to ensure that the best price was achieved, however, it became apparent that large losses were incurred on the machinery as they had not been adequately depreciated over the years in the Company's accounts.

The year-end adjustments were received from the previous accountants and it became apparent that stock had been overstated compared to the actual realisable value, which added to the overall loss position.

The print industry generally incurred a downturn in business over the six months to June 2016, which also did not assist the Company's trading position. Action was taken to reduce the overheads for various items of equipment, insurance, rent etc. Steps were also taken to attempt to negotiate with suppliers but savings could not be made in this area.

The Directors also looked to make further overhead reductions by reviewing the employee levels and offered staff the ability to take voluntary redundancies. Several staff took this opportunity to leave, which also included two of the previous directors.

On 7 June 2016, Steven Parker was approached to provide advice to the Directors on the financial position of the Company. Extensive negotiations were entered into as to whether a pre-packaged Administration sale of the Company's assets could be undertaken. It was anticipated that a sale of the Company could be conducted to Manor, which would save the remaining employees and allow ongoing trade but with greatly reduced overheads and outstanding debt.

Once the terms of the sale were close to being agreed, Paul Denne approached the paper suppliers to inform them of the situation to ensure that they were kept fully informed. Unfortunately, various paper suppliers withdrew their supplies from Manor. Negotiations were entered into with the suppliers but it became apparent that unless full repayment of the Company's debts to the suppliers could be made within a six month period, no ongoing supply would be provided. Paul Denne attempted to trade Manor on this basis but it became quickly apparent that meeting the upfront payment for ongoing supplies plus a premium being paid in respect of the old debt was not sustainable. Steps were taken to seek new suppliers but with limited ranges and delivery restrictions, Manor would have been unable to meet customers' orders. It was therefore agreed that without the support of the paper suppliers, Manor was also insolvent and required potential restructuring action to be taken.

Action was therefore taken to place the Company into Administration straight away and Steven John Parker and Timothy John Edward Dolder were appointed as Joint Administrators of the Company by the Directors on 3 August 2016.

We have also subsequently been appointed as Joint Administrators of Manor Creative Limited on 9 September 2016.

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

A summary of the Company's recent trading performance is shown below

	Year Ended 31/03/15 £'s	Year Ended 31/03/2014 £'s
Turnover	2,900,720	2,847,829
Cost of sales	<u>(2,229,690)</u>	<u>(2,140,744)</u>
Gross Profit	671,030	707,085
%	23%	25%
Distribution costs	(80,894)	(70,423)
Administrative expenses	(780,136)	(710,954)
Other operating income	<u>11,342</u>	<u>9,689</u>
Operating loss	(178,658)	(64,603)
Other interest receivable and similar income	44	45
Interest payable and similar charges	<u>(10,489)</u>	<u>(10,799)</u>
Loss on ordinary activities before taxation	(189,103)	(75,357)
Tax on loss on ordinary activities	<u>36,527</u>	<u>32,954</u>
Loss for the year	<u>(152,576)</u>	<u>(42,403)</u>

It should be noted that the accounts have not been verified for accuracy and therefore may not reflect the Company's true trading position

F) STATEMENT OF AFFAIRS

We attach **Appendix B** a summary of the Statement of Affairs provided by the Director, together with details of all creditors. There has not been any order limiting disclosure of the Statement of Affairs.

G) COMMENTS ON THE STATEMENT OF AFFAIRS

Book Debts

The Company's outstanding book debt ledger totals £447,781. A 10% provision has been applied to the ledger to allow for any disputes reducing the estimated realisable value to £403,003, however, it is anticipated that the debts should be collected in full.

The ledger is currently being collected by Paul Denne, as he has the best knowledge of the customer accounts and can assist with any disputes. We are currently negotiating a commission rate with Mr Denne for his assistance in this process. All funds realised are being paid direct into our nominated client account. The statement of affairs shows the Lloyds Commercial Finance ("LCF") outstanding debt at £59,403, however, some of the customers have paid direct to the LCF and the ledger has currently been reduced to £13,776.

Debtors totalling £147,325 have been received into our nominated client account since the date of our appointment.

Fixed Charge Creditors

SME Invoice Finance Limited (now owned by Metro Bank plc ("Metro")) created a debenture in respect of the Company on 26 August 2003. The charge remains listed as partially satisfied, however, Metro have confirmed that nothing is outstanding under their charge and they will not be seeking any redemption from the Company's assets. We are aware that they are actually holding funds in the region of £12,500 which are to be transferred to the Administrators.

Lloyds created a fixed and floating debenture in respect of the Company on 18 May 2016. It is anticipated that their current outstanding debt estimated at £13,776 will be settled in full from the book debt realisations and they will not be required to rely on their floating charge in the Administration.

In addition to the above, there are several HP and leasing creditors who have supplied equipment and motor vehicles to the Company. These items are not believed to hold any equity and our instructed agents are taking steps to arrange for any such items to be returned under the agreements.

Plant & Machinery, Office Furniture & Equipment and Stock

The Company's main assets relate to the key areas of its printing business in respect of the chattel assets and the stock. These assets were valued by our instructed agents, Lambert Smith Hampton ("LSH") and their opinion of value is detailed below.

The majority of the office furniture and equipment in use by the Company were owned by Manor following the relocation to Manor's premises. The remaining equipment owned by the Company is of relatively low value and is unlikely to cover the costs of selling, particularly in respect of IT equipment which needs to have its memory cleared before any sale can be conducted.

The plant and machinery has been valued by our agents as having a value of £14,500 as part of an auction sale. The current interest in the assets is very high and we anticipate that this will translate to an increased auction sale realisation.

The majority of stock is subject to retention of title clauses and is thought to have little to no value.

The chattel assets will be sold via an online auction which is due to be completed on 29 September 2016.

Cash at Bank

It was estimated in the Statement of Affairs that a bank balance of £554 would be realisable. We have already received funds from the Company's bank account totalling £7,284. No further realisations are anticipated in this respect.

Petty Cash

The petty cash balance held at the premises was £1 and the Joint Administrators do not intend to take any action to realise this amount.

Preferential Creditors

Several of the employees were made redundant either by way of voluntary or compulsory redundancy prior to the Administration appointment in order to reduce outgoings as part of the potential sale of the business. When the sale fell through and the Administrators were appointed the remaining employees were made redundant on 3 August 2016.

The total estimated preferential claim in respect of arrears of pay and holiday pay for all employees is £9,107. The employees have submitted claims to the Redundancy Payments Office and they will

receive payments up to the statutory limits in respect of their claims with any residual claim being payable from the Administration

Unsecured creditors

Creditors' claims, as per the Statement of Affairs total £855,693. It should be noted that the Statement of Affairs does not include the costs incurred in the Administration and further details in this respect are shown in the Estimated Outcome Statement at **Appendix D**

From the figures currently available and provided at Appendix D, it is anticipated that there will be sufficient funds available to provide payment of a distribution to unsecured creditors, currently estimated at approximately 37p in the £. Please note that this estimate is based upon full realisation of all anticipated assets and subject to creditor claims remaining in line with the estimates provided from the Company's records

Additionally, the Joint Administrators do not have the necessary power to provide a distribution to unsecured creditors, other than by way of a Prescribed Part distribution, and therefore it will be necessary to exit to Liquidation prior to any distribution being conducted. This will give rise to further additional costs which are not included at this stage. Overall, we estimate that the return to creditors will be in the region of 30-35p in the £.

H) BASIS OF REMUNERATION & DISBURSEMENTS FOR ADMINISTRATORS

Pre-Administration Costs

The Directors of the Company sought advice from us on 7 June 2016 to assist them in placing the Company in Administration and formally instructed us on 24 June 2016. Before a company enters into any form of insolvency proceedings, professional costs are necessarily incurred in order to ensure that

- The most appropriate form of proceedings is chosen in the interests of creditors, and
- To deal with the mechanics of initiating the proceedings and appointing an Insolvency Practitioner

The basis on which these costs are to be paid varies according to the insolvency procedure adopted. In this case, the Joint Administrators are seeking remuneration of their pre-appointment costs to be based on the time costs incurred for the work undertaken totalling £16,137.50 plus VAT. Further information relating to the basis of the remuneration is set out below.

STATEMENT OF PRE-ADMINISTRATION COSTS

Pre-administration costs are defined as fees and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an Insolvency Practitioner, before the Company entered Administration but with a view to its doing so.

The Joint Administrators have incurred pre-appointment time costs totalling £16,137.50 at Opus Restructuring LLP's standard charging rates. These costs were incurred as a result of the work undertaken to advise the Company in respect of the potential sale of the Company's business and assets, negotiating with the purchasers and liaising with all relevant parties in relation to the sale. We also sought advice from our agents in respect of the value of the assets and the potential marketing strategy required. Additionally, further time was spent assisting with the filing of a Notice of Intention to Appoint Administrators to ensure that a moratorium was in place to prevent any action being taken by creditors. Further work was also required when it became apparent that the proposed sale could no longer progress and immediate action needed to be taken to file the Notice of Appointment.

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

The Company provided payment of £10,000 plus VAT prior to our appointment for the work undertaken and we therefore seek ratification from creditors to draw the remaining balance of £6,137 50 plus VAT from any future asset realisations

In addition to our own time costs, the Joint Administrators incurred fees for the involvement of professional advisors, as follows

Agents

Our instructed agents, LSH, have incurred fees totalling £5,500 plus VAT and disbursements in respect of work completed in the pre-appointment period for providing advice on the valuation of the assets and marketing work undertaken as part of the pre-packaged sale process which was eventually aborted. They estimate that future costs of the post-appointment disposal of assets will be in the region of £7,500 plus VAT and disbursements

Solicitors

Our instructed solicitors, Clyde & Co ("Clyde"), have incurred fees totalling £18,792 50 plus disbursements and VAT in respect of work completed in the pre-appointment period for producing and filing the appointment documents and producing the sale agreement in respect of the originally anticipated pre-packaged sale. Additional costs have been incurred for work completed post-appointment, currently totalling £7,753 plus disbursements and VAT and a further £2,000-£3,000 of costs are estimated to undertake all legal work in the Administration

Summarised below are the total fees and expenses incurred to date, excluding VAT, prior to our appointment and for which approval is being sought to pay them from Administration funds

Description	Paid pre-appt £'s	To be paid £'s
Joint Administrators' pre-appointment costs	10,000	6,137 50
Valuation agents	Nil	5,500 00
Legal fees	Nil	18,792 50
Total	10,000	30,430.00

Other persons entitled to claim

We are not aware of any additional costs incurred by other professionals qualified to act as an Insolvency Practitioner in respect of the Company. Should any such claims subsequently come to light, they will be dealt with in the manner provided by the Insolvency Rules

Joint Administrators' Remuneration

The following resolutions regarding the basis of the Joint Administrators' remuneration and certain disbursements will be put to the general body of creditors at the meeting or to the creditors' committee should one be formed

- Resolution 1 That the Joint Administrators' fees be fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates at the time the work is performed (plus VAT), and that the Joint Administrators be authorised to draw their fees together with expenses incurred from the Administration estate as and when funds allow

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

Resolution 2 That the Joint Administrators' Category 2 disbursements be calculated on the basis described in Appendix I and that the Joint Administrators be authorised to draw their Category 2 disbursements from the Administration estate as and when funds allow

The estimated maximum level of remuneration to be incurred in respect of the post appointment matters will be in the region of £30,468 plus disbursements and VAT (details included in the Estimated Outcome Statement at **Appendix D**)

The Joint Administrators' post appointment time costs incurred to 20 September 2016 total £16,355. These time costs are analysed at **Appendix E**

- **Administration and Planning** includes such tasks as case planning and set-up, appointment notification, maintenance of case files, statutory reporting, compliance, cashiering, accounting and administrative functions
- **Realisation of Assets** includes such tasks as identifying, securing and insuring assets, dealing with the pre-packaged sale of the assets, transition of contracts, property issues, , realisation of other assets and VAT and taxation matters
- **Investigation** includes investigating the Company's affairs and in particular any antecedent transactions and also reporting on the conduct of its directors
- **Creditors** include such tasks as creditor set up, communication and meetings, reviewing and agreeing preferential and unsecured claims, corresponding with secured creditors, corresponding with employees, reviewing and obtaining advice in relation to security granted to Lloyds Commercial Finance and SME Invoice Finance. Also, dealing with trade creditors, dealing with customer creditors, and submitting documentation to HM Revenue & Customs

A copy of the firm's charge-out rates and disbursements policy is included at **Appendix G**

"A Creditors' Guide to Administrators' Fees" is available for download at www.opusllp.com in the Creditor Portal area under the Creditors' Guides to Fees heading

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost. General information on this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>

Fee Approval

Approval must be obtained from the unsecured creditors to agree the basis of the Joint Administrators' remuneration. In order to do so, a meeting by correspondence will be held to consider the Joint Administrators' Proposals. Further details are provided at **Section O** below

Joint Administrators' Disbursements

Approval is also being sought for our Category 2 disbursements and a detailed estimate of these costs are included at **Appendix F**

I) DIVIDEND IN RELATION TO THE PRESCRIBED PART

The Joint Administrators must state the amount of funds available to unsecured creditors in respect of the prescribed part. The prescribed part only applies where the Company has granted a floating charge to a creditor after 15 September 2003. Where a floating charge over the Company's assets

has been given a prescribed amount of the Company's net property after paying the preferential creditors must be made available to the unsecured creditors and the basis of this calculation is detailed below -

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property up to a maximum of £600,000

The Company granted a fixed and floating charge to Lloyds Commercial Finance ("Lloyds") on 18 May 2016. It is anticipated that the current book debt ledger will allow for Lloyds to be repaid in full under their fixed charge. As a result, we will not have to pay them money under their floating charge therefore the prescribed part provisions will not apply.

J) PURPOSE AND EXIT ROUTE OF ADMINISTRATION

The purpose of an Administration Order is to achieve one of the following objectives

- (a) Rescuing the Company as a going concern, or
- (b) Achieving 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), or
- (c) Realising property in order to make a distribution to one or more secured or preferential creditors

The Joint Administrators were unable to achieve objective (a) because a sale of a going concern could not be completed within a trading Administration due to the lack of funds and the potential for a loss of their long standing customer base due to competition in the market place and the long running family nature of the business. Objective (c) is not appropriate as it is likely that the secured and preferential creditors will be paid in full and therefore the Joint Administrators are seeking to achieve objective (b) by realising the Company's assets in order to pay a distribution to unsecured creditors.

EXIT ROUTE

It is intended that the Administration will end by the Company being placed into Creditors' Voluntary Liquidation with Steven John Parker and Timothy John Edward Dolder to be appointed Joint Liquidators in order to provide a distribution to unsecured creditors. Creditors may nominate a different Liquidator provided that nominations to that effect are received before the approval of these proposals. Any alternative nomination for proposed liquidator will need to be received before the proposal is approved.

Any act required or authorised under any enactment to be done by the liquidators is to be done by all or any one or more of the persons for the time being holding office.

However, if there are insufficient funds to pay a dividend to creditors, it is proposed that the Joint Administrators shall conclude the Administration pursuant to Paragraph 84 of Schedule B1 of The Insolvency Act 1986, moving from Administration to Dissolution.

K) JOINT ADMINISTRATORS' DECISION NOT TO CALL MEETING

Not applicable

L) THE MANNER IN WHICH THE AFFAIRS OF THE BUSINESS HAVE, SINCE THE DATE OF APPOINTMENT, BEEN MANAGED

Creditors will note that, although much of the work is anticipated to provide a financial benefit to creditors, the Joint Administrators are required by law and by their regulatory body to conduct other work that might appear to have little or no financial benefit to creditors. In addition, there are other parts of the work about which the outcome, and consequently any financial benefit to creditors, is unclear at present. Creditors will receive updates on these matters in the Joint Administrators' progress reports. However, the Joint Administrators have provided a summary of the estimated return for creditors at **Appendix D**, based on information currently available.

Book Debts

The Director, Paul Denne, has worked hard to collect the outstanding debtor ledger since our appointment and we have liaised with him throughout the process to monitor the receipts being made direct to our nominated client account, where funds are held on account pending settlement of the outstanding LCF fixed charge. Work on the collection of these debts are ongoing and Paul Denne's involvement in this process is a great help in order to deal with any disputes or invoicing issues which may arise.

Sale of Assets

We have worked closely with our instructed agents, Lambert Smith Hampton, regarding the sale of assets to be conducted. A full inventory of all assets has now been completed and estimated values attributed. Work is currently being conducted to arrange an auction sale of the assets and this is due to take place on 29 September 2016. We have had numerous expressions of interest in the Company's assets and we have filtered these through to our agents as they are received. We are confident that a high level of realisations can be achieved in this respect.

Stock and Retention of Title Claims

Since appointment we have been dealing with numerous retention of title claims and stock queries from various creditors and customers. We have instructed our agents to assist in this process, particularly with site visits to identify and set aside any stock, which may be returned if the ROT claims are confirmed as valid.

Employees

Work has been undertaken to ensure that the employee claims have been fully reviewed and the relevant information submitted to the Redundancy Payments Office. Several queries have been raised by the employees since the date of our appointment and we have worked hard to ensure that all queries are dealt with as quickly as possible. We anticipate that the Redundancy Payments Office should commence payments to all staff shortly, subject to the statutory limits.

Leasehold Property

We have been in correspondence with the landlords of the Drury Lane premises regarding the surrender of the lease and, at the time of writing this report, these negotiations are ongoing.

Pension Schemes

We were advised by the Director that the Company operated an employee pension scheme and we have complied with our statutory obligations to ensure that our appointment has been notified to the Pensions Regulator. We have subsequently instructed pension advisors to assist in this respect.

REALISATION OF ASSETS

The Joint Administrators' Receipts and Payments account for the period from 3 August 2016 to 20 September 2016 is attached at **Appendix C**

INVESTIGATIONS

The Joint Administrators examine the conduct of the Company and its directors prior to the Administration with two main objectives

- 1) To identify what assets are available for realising for the benefit of creditors, including any potential actions against directors or other parties, such as challenging transactions at an undervalue or preferences, and,
- 2) To enable the Joint Administrators to report to the Insolvency Service on the conduct of the directors so that the Insolvency Service may consider whether disqualification proceedings are appropriate (CDDA work)

In the early stages of the Administration, this work will involve examining the Company's books and records, considering information received from creditors and the Company's accountants and seeking information from the Company's directors and other senior staff by means of questionnaires and/or interviews

In the event that questionable transactions are identified, it may be necessary to conduct further investigations and instruct solicitors to assist in deciding the Joint Administrators' next steps in pursuing a recovery. If a potential recovery action is identified, it may be necessary to instruct professional agents in gathering evidence and in exploring further the existence and value of assets to target. If the Joint Administrators encounter resistance in making a recovery, formal legal action may be appropriate

In addition, if the Insolvency Service decides to proceed with a disqualification, the Joint Administrators will be required to assist the Insolvency Service's investigators in their work, which may include providing the investigators with access to the Company's books and records and agreeing statements to be given in evidence of those proceedings

The Joint Administrators would be grateful if you could provide any information you have which may assist their duties and they stress that this request for information forms part of my normal investigation procedure

PROPOSED FUTURE ACTIONS OF THE ADMINISTRATOR TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

The Joint Administrators will discharge the various costs associated with the sale of the assets immediately upon receiving the funds

The level of estimated realisations from the transaction are likely to be sufficient enough to provide a distribution to preferential and unsecured creditors and therefore achieving the objective of the Administration. Additionally, there will be various statutory requirements the Administrators must comply with in terms of reporting to creditors and notifying various parties of their appointment

The Joint Administrators will also commence their investigations into the affairs of the Company and if any areas of concern are identified, these will be pursued to completion

It is intended that once the Joint Administrators have complied with their initial statutory requirements and finalised the sale of the chattel assets, we will seek to exit the Administration into Creditors' Voluntary Liquidation as soon as possible. This will allow us to complete any remaining book debt collections, conduct any further investigations requested by creditors under our powers as Liquidators and, most importantly, to agree creditor claims and distribute funds

M) WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL (EC REGULATIONS)

The Company's centre of main interest and its registered office was 9 Edison Road, Eastbourne, East Sussex, BN23 6PT. We therefore consider that the EC Regulations will apply. These proceedings will be main proceedings as defined in Article 3 of the EC Regulation.

N) DISCHARGE FROM LIABILITY

We will be seeking a resolution from creditors to obtain the Joint Administrators' discharge from liability in respect of any action of ours as Joint Administrators to take effect immediately following our cessation to act as Joint Administrators.

O) ADMINISTRATORS PROPOSAL

It is intended that a meeting of creditors will be held to consider the Joint Administrators' Proposal. The location of the meeting will be **Opus Restructuring LLP, One Eversholt Street, London, NW1 2DN**.

The business of the meeting of creditors to be held on **11 October 2016 at 2.00pm** will be to discuss this report and any other questions the creditors may have and also to pass the following resolutions:

- a) The Joint Administrators continue to manage the Company's business and realise assets in accordance with objective (b) of the statutory purpose of the Administration. In particular -
 - (i) sell the Company's assets at such time(s) and on such terms as they consider appropriate,
 - (ii) investigate and, if appropriate, pursue 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, and,
 - (iii) do all such things and generally exercise all their powers as Joint Administrators as they in their discretion consider desirable or expedient 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.
- b) The Administration will end by the Company being placed into Creditors' Voluntary Liquidation or the Joint Administrators may decide to present a Petition to wind up the Company, if appropriate. In either Liquidation process, with Steven John Parker and Timothy John Edward Dolder shall be appointed Joint Liquidators and they will act jointly and severally.

NB: In accordance with Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117(3) creditors may nominate a different person as the proposed Liquidator, provided the nomination is received at this office prior to the approval of the revised proposals. In the absence of such nomination, the Joint Administrators will be appointed Joint Liquidators.
- c) In the event that the Joint Administrators form the view that the exit options identified in the proposal are inappropriate, then, in due course, take the necessary steps to give notice to the Registrar of Companies to the effect that the Company has no property which might permit a distribution to its creditors, the Joint Administrators shall conclude the Administration pursuant to Paragraph 84 of Schedule B1 of The Insolvency Act 1986, moving from Administration to Dissolution.

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

- d) Alternatively, the Administration of the Company will end by giving notice to the Court, the creditors and the Registrar of Companies that the objective of the Administration has been achieved
- e) Creditors consider and if thought fit appoint a creditors' committee to assist the Joint Administrators (such committee must comprise of between 3 and 5 creditors)

In the absence of a creditors' committee-

- f) That the Joint Administrators' fees be fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard rates used by the firm at the time the work was performed, and that the Joint Administrators be authorised to draw their fees plus VAT together with expenses incurred from the Administration estate as and when funds allow
- g) If the creditors agree the basis of the Joint Administrators' remuneration, it is further agreed that he/she be empowered to draw and pay such remuneration in respect of these costs on account
- h) The Administrator shall be authorised to discharge the outstanding pre-appointment fees and expenses as set out in the proposals in the sum of £6,137 50, to be paid out of the assets of the company as and when funds permit. The Joint Administrators also be authorised, as and when funds permit, to discharge the costs and expenses incurred by LSH of £5,500 plus disbursements and VAT and Clyde of £18,792 50 plus disbursements and VAT in relation to work undertaken prior to the Administration details of which are set in these proposals
- i) The Joint Administrators be authorised to draw their Category 2 disbursements as detailed
- j) The Joint Administrators be authorised to instruct and pay Clyde to assist with all legal work required during the period of the Administration appointment
- k) The Joint Administrators be authorised to instruct and pay LSH to assist with the sale of chattel assets and co-ordination of any retention of title claims during the period of the Administration appointment
- l) The Joint Administrators be authorised to instruct and pay specialist book debt agents to collect the book debt ledger and pay their associated costs
- m) The Joint Administrators shall be authorised to seek an extension to the Administration period if deemed necessary by the Joint Administrators
- n) That the Joint Administrators will be discharged from all liability pursuant to Paragraph 98 of Schedule B1 to the Insolvency Act 1986 upon the Joint Administrators filing their final report to creditors

P) FURTHER INFORMATION

A website has been produced by R3, The Association of Business Recovery Professionals, to provide a step-by-step guide to the insolvency process for unsecured creditors together with simple explanations of insolvency terminology and useful tips. The website can be found at www.creditorinsolvencyguide.co.uk

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Should you require any further information relating to these proposals or the Administration of the Company, please do not hesitate to contact Ashleigh Sillitoe at this office

These proposals may be revised by the Joint Administrators should the creditors so wish

A handwritten signature in black ink, appearing to read 'S. Parker', with a stylized flourish at the end.

Steven John Parker
Joint Administrator

*Authorised to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association
The affairs, business and property of the Company are being managed by the Joint Administrators who act as agents for the Company
without personal liability*

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix B

Directors' Statement of Affairs as at 3 August 2016

Statement of affairs

Name of Company
Hastings Printing Company Limited

Company number
00139649

In the High Court of Justice, Companies Court, Chancery
Division
[full name of court]

Court case number
004220 of 2016

(a) Insert name and
address of registered
office of the company

Statement as to the affairs of (a) Hastings Printing Company Limited

Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA

(b) Insert date

on the (b) 3 August 2016, the date that the company entered administration.

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) 3 August 2016, the date that the company entered Administration

Full name

PAUL DENNE

Signed



Dated

14-9-16

Signature



Date

14-9-16

A – Summary of Assets

Assets

Book Value	Estimated to Realise
------------	----------------------

Assets Subject to Fixed Charge

Book Debts	447,781	403,003	
Less Lloyds Commercial Finance Limited		(59,403)	
Surplus carried forward			343,600
Motor Vehicles	9,875	7,000	
Less Vehicle Finance		(7,354)	
Deficiency carried forward to unsecured creditors		(354)	
Plant and Machinery	24,137	6,075	
Less Asset Finance		(8,318)	
Deficiency carried forward to unsecured creditors		(2,243)	

Assets Subject to a Floating Charge:

Plant & Machinery (unencumbered)	75,103	18,925	
Fixtures & Fittings	4,085	Nil	
Stock	3,832	3,832	
Intercompany debtor – Manor Creative Limited	4,981	Nil	
Cash at Bank	554	554	
Petty Cash	1	1	
			23,312

Estimated total assets available for preferential creditors

366,912

Signature

Paul Davis

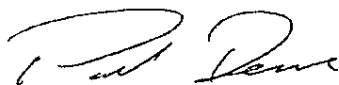
Date

14-9-16

A1 – Summary of liabilities

	Estimated to Realise
Estimated total assets available for preferential creditors (carried from page A)	366,912
Preferential creditors:	
Employees' Claims	9,107
Total Preferential Claim	(9,107)
Estimated surplus as regards preferential creditors	357,805
 Estimated prescribed part of net property where applicable (to carry forward)	 NIL
Estimated total assets available for floating charge holders	357,805
 Debts secured by floating charges	 NIL
Estimated surplus of assets after floating charges	357,805
 Estimated prescribed part of net property where applicable (brought down)	 NIL
Total assets available to unsecured creditors	357,805
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	
Employees' Claims	292,790
Trade Creditors	358,027
HM Revenue & Customs - PAYE	38,810
HM Revenue & Customs - VAT	18,773
Contingent liability – HM Revenue & Customs re deferred tax	87,205
Directors' Loan Accounts	57,491
Vehicle Finance (deficiency carried down)	354
Asset Finance (deficiency carried down)	2,243
	(855,693)
 Estimated deficiency as regards non-preferential creditors	 (497,888)
 Issued and called up capital	
Ordinary	(350)
 Estimated total deficiency as regards members	 (498,238)

Signature



Date

14-9-16

B
COMPANY CREDITORS

Note You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
A Latter & Co Ltd	River Wharf, Mulberry Way, Belvedere, Kent, DA17 6AR	£318 78			0
Ab Fire & Security	Cirket House, Sydney Little Road, St Leonards on Sea, East Sussex, TN38 9PU	£410 40			0
Agfa Gevaert Ltd	Vantage West, Great West Road, Brentwood, TW8 9AX	£2,640 00			0
Angela Croft	4 Bayen Court North, Bexhill-on-Sea, TN40 2AJ	£11,411 30			0
Annola Ltd T/A Southern Cutters	Unit 3, Strawberry Vale, Tonbridge, TN9 1SJ	£2,009 14			0
Antalis Ltd	Gateway House, Interlink Way, West Coalville, LE67 1LE	£43,648 41			0
Berforts Ltd	17 Burgess Road, Hastings, TN35 4NR	£3,500 00			0
BM Trada	Stocking Ln, Hughenden Valley, High Wycombe HP14 4ND	£1,250 69			0
British Gas Business	c/o Baker Tilly Creditor Services LLP, 6th Floor, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	£33 30			0
British Telecom	North Downs, Weald District, Po Box 144, Canterbury, CT1 3BQ	£1,207 07			0
Buildog Paper Group Ltd	16 Hastings House, Auckland Park, Milton Keynes, MK1 1BU	£13,203 00			0
Burnett & Associates Ltd	Enterprise House, Isambard Brunel Road, Portsmouth, PO1 2RX	£936 49			0
Close Brothers Limited t/a Close Brothers Premium	Wimbledon Bridge House, 1 Hartfield Road, London, SW19 3RU	£1 00			0
David Knoll	118 Turkey Road, Bexhill-on-Sea, TN39 5HH	£5,751 08			0
Dell Financial Services	PO Box 12335, Dublin 18, Ireland	£1,334 49			0
Denmaur Independent Papers Ltd	Accounts, Bourne House, Bonham Drive, Sittingbourne, Kent, ME10 3RY	£48,190 10			0
Denmore Press	Tern Place, Denmore Road, Bridge Of Don, Aberdeen, AB23 8JX	£813 60			0
Derek Knoll	Address not known	£19,823 17			0
Design Effect	587B King's Road, London, SW6 2EH	£1,500 00			0

B COMPANY CREDITORS

Note You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
Dpi Print	Unit 1 Block 10, Howden Avenue, Newhouse Industrial Estate, Glasgow, ML1 5RX	£644 40			0
E-On Energy	Westwood Way, Westwood Business Park, Coventry, CV4 8LG	£261 83			0
Edmundson Electrical Ltd	Hanover Place, 8 Church Road, Tunbridge Wells, Kent, TN1 1JP	£1 00			0
EFI B V	Tupolevlaan, 651119 PA, Schiphol-Rijk, NETHERLAND	£944 97			0
Elliott Baxter & Co Ltd	Head Office, Nexus Park, Lysons Avenue, Ash Vale, Farnborough, GU12 5Q	£53,974 00			0
Fenner Paper Company Ltd	15 Orchard Business Centre, Snaderson Way, Tonbridge, Kent, TN9 1QF	£322 62			0
First Class Print Finish Limited	Unit 4 Windsor Business Units, Farningham Road, Crowborough, TN6 2JR	£1,617 60			0
Focus Group	Europa House, Southwick Square, Southwick, West Sussex, BN42 4FJ	£67 93			0
Friedheim International Ltd	Parkhouse, Park Lane, Hemel Hempstead, HP2 4TT	£32 98			0
Gould Paper Sales Uk Ltd	Brunswick House, Regent Park, 299 Kingston Road, Leatherhead, Surrey, KT22 7LU	£1,519 10			0
Hardings Print Solutions Ltd	647 River Gardens, Feltham, Middlesex, TW14 0RB	£1,182 00			0
Hastings Printing Company (Holdings) Ltd	23 St Leonards Road, Bexhill-On-Sea, East Sussex, TN40 1HH	£1 00			0
Highfield Services	Highfield Farm, Fort Road, Halstead, Kent, TN14 7BT	£4,734 00			0
Hitachi Capital UK PLC	Pressroom Plus Ltd, 4 Crown Court, Clough Road, Severalls Industrial Park, Colchester, CO4 9TZ	£39 60			0
HM Revenue & Customs	REF2 079B583913708, DMB 422 and 440, BX5 5AB	£144,788 00			0
Impact Graphic Design Ltd	12-14 Wainwright Close, Churchfields Industrial Estate, St Leonards On Sea, East Sussex, TN38 9PP	£481 20			0

B COMPANY CREDITORS

Note You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
Independent Logistic Solutions Ltd	Unit 3, Crown Yard, Burwash Road, Heathfield, East Sussex, TN21 8QZ	£226 80			0
Independent Print Industries Assoc	Unit 9, Business Innovation Centre, Staffordshire Technology Park, Beaconside, Stafford, ST18 0AR	£90 00			0
Innotech Digital & Display Limited	c/o Atradius Collections Limited, 3 Harbour Dnve, Capital Waterside, Cardiff, CF10 4WZ	£1 00			0
Investec	c/o Baker Tilly Creditor Services, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	£5,246 13			0
JWD Enterprises	No address known	£1,128 00			0
K & L Laminators	Unit 8, Sussex House Industrial Estate, Old Shoreham Road, Hove, East Sussex, BN3 7DX	£41,002 98			0
KBA (UK) Ltd	Accounts Department, 5 Centery Court, Tolpits Lane, Watford, Hertfordshire, WD18 9PX	£1 00			0
Kentec Mail & Courier Service Ltd	Unit 1, Enterprise Centre, North Farm Road, Tunbridge Wells, Kent, TN2 3DR	£1,836 81			0
Lenic Engineering Ltd	Unit 24, Cradle Hill Industrial Estate, Seaford, East Sussex, BN25 3JE	£128 10			0
Lesley Knoll	1 Amherst Lodge, 1 Chepbourne Road, Bexhill-on-Sea, TN40 1QU	£7,096 74			0
Livia Knoll	No address known	£201 13			0
London Borough of Hammersmith and Fulham	LBHF Parking Services, PO Box 4666, Worthing, BN11 9FY	£130 00			0
Managed Technology Ltd	Barham Court, Teston, Maidstone, Kent, ME18 5BZ	£167 41			0
Mark Vincent	22 Ore Place, Hastings, TN34 2LR	£1,570 00			0
Morgana Systems UK	Davy Avenue, Milton Keynes, MK5 8HJ	£1 00			0
MotoNovo Finance	MotoNovo House, Lambourne Crescent, Cardiff Business Park, Llanishen, CF14 5GL	£503 71			0
Neopost Ltd	Ref 204482 218669, South Street, Romford, Essex, RM1 2AR	£4,343 36			0
Nima Print	102a Tideswell Road, Eastbourne, BN21 3RT	£888 00			0

B
COMPANY CREDITORS

Note You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
Nqa Certification Ltd	Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX	£676 00			0
Overline Network Consultants Ltd	The Quadrant, 60 Marlborough Road, Lancing Business Park, Lancing, West Sussex, BN15 8UW	£175 22			0
Paperun Ltd	1 East Barnet Road, New Barnet, Hertfordshire, EN4 8RR	£1,074 82			0
Paul Denne	Unit 9 Edison Road, Highfield Industrial Estate, Eastbourne, East Sussex, BN23 6PT	£13,207 20			0
Premier Paper Group Ltd	Midpoint Park, Kingsbury Road, Minworth, Birmingham, B76 1AF	£31,717 17			0
Prima Paper Services Ltd	Ninn Lane, Great Chart, Ashford, TN23 3DA	£1 00			0
Print Station (Hastings) Ltd	Unit 11 Beeching Park Industrial Estate, Wainwright Road, Bexhill On Sea, East Sussex, TN39 3UR	£69 60			0
Protells Packing Systems	Goldharbour Road, Upper Dicker, East Sussex, BN27 3PX	£374 47			0
R J Deeprise	70 Hollington Old Lane, St Leonards On Sea, East Sussex, TN38 9DP	£105 60			0
R R Flexo Ltd	Flexo House, Threxton Road Industrial Estate, Watton, Norfolk, IP25 6NG	£4,233 39			0
Richard Vidler	No address known	£1,573 30			0
Royal Mail South East	1 Addiscombe Road, Croydon, CR9 6AB	£1,601 55			0
Rushlift Ltd	South Church Enterprise Park, South Church, Bishop Auckland, County Durham, DL14 6XB	£7,414 08			0
SE Couriers	Fern Hill, Vicarage Lane, Burwash Common, Etchingham, East Sussex, TN19 7LP	£841 20			0
Soloprotect Ltd	Suzy Lamplugh House, Vantage Park, Dinnington, Sheffield, S9 1RG	£134 50			0
Southern Water	Po Box 41, Worthing, West Sussex, BN13 3NZ	£541 76			0
Superfast Labels Ltd	Unit 15, Church Road Business Centre, Sittingbourne, Kent, ME10 3RS	£895 02			0
Swiss Post Ltd	Unit 12, Heathrow Industrial Estate, Silver Jubilee Way, Hounslow, Middlesex, TW4 6NF	£3,046 79			0

B COMPANY CREDITORS

Note You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
Talkatveonline	17 Andenda Court, Mansell Close, Little Common, East Sussex, TN38 9BJ	£696 00			0
Tandy Media Limited	PO Box 302, Bexhill - on - Sea, TN40 9HN	£17,993 19			0
UK Mail Limited	Express House, 120 Buckingham Ave, Slough, SL1 4LZ	£58 81			0
Ultrachem Ltd	Unit 5, The Arena, Mollison Avenue, Enfield, EN3 7NL	£1,135 14			0
Vision Paper & Board Ltd	Bescott Crescent, Walsall, West Midlands, WS1 4SD	£31,537 03			0
Walker Spring	60 Udmore Road, Rye, East Sussex, TN31 7DS	£2,000 00			0
Wigston Paper & Board	Quantum House, Interlink Way South, Interlink Park, Bardon, Leicestershire, LE67 1PG	£7,061 52			0
Xerotec Office Supplies Ltd	Ashridge House, Oaklands Park, Fishpond Roads, Wokingham, Berkshire, RG41 2FD	£2,076 98			0
Xerox Finance Limited	Bridge House, Oxford Road, Uxbridge, Middlesex, UB8 1HS	£1 00			0
Yellow Duck Design Limited	75A Middle Road, Ore Village, Hastings, East Sussex, TN35 5DL	£5,728 80			0
Employees	Various addresses	£301,897 00			0
Totals		£871,024 56			0

Signature *Paul Dene*

Date 14-9-16

C

COMPANY MEMBERS

Name of shareholder or member	Address (with postcode)	Type of Share	No. of Shares	Nominal Value
-------------------------------	-------------------------	---------------	---------------	---------------

Hastings Printing Company (Holdings) Limited	23 St Leonards Road, Bexhill-On-Sea, East Sussex, TN40 1HH	Ordinary	1,400	£70 00
Manor Creative Print Limited	Unit 9 Edison Road, Highfield Industrial Estate, Eastbourne, East Sussex, BN23 6PT	Ordinary	5,600	£280 00
TOTALS			7,000	£350 00

Signature 

Date 14-9-16

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix C

**Joint Administrators' receipts and payments account
as at 20 September 2016**

Hastings Printing Company Limited T/A DC Graphics - In Administration
Joint Administrators' Abstract of Receipts & Payments

From 3 August 2016 to 20 September 2016

RECEIPTS	FIXED £	FLOATING £	TOTAL £
Book Debts	147,324 80	0 00	147,324 80
Bank Interest	1 21	0 00	1 21
Cash at Bank	0 00	7,284 05	7,284 05
	<u>147,326 01</u>	<u>7,284 05</u>	<u>154,610 06</u>
 PAYMENTS			
Re-Direction of Mail	0 00	350 00	350 00
Statutory Advertising	0 00	84 60	84 60
Vat Receivable	0 00	16 92	16 92
	<u>0 00</u>	<u>451 52</u>	<u>451 52</u>
 BALANCES IN HAND			
	<u>147,326 01</u>	<u>6,832 53</u>	<u>154,158 54</u>

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix D

Joint Administrators' Estimated Outcome Statement

Hastings Printing Company Limited - In Administration
Estimated Outcome Statement as at 20 September 2016

	Statement of Affairs £'s	Receipts & Payments to date £'s	Future Movements £'s	Final Estimated Outcome £'s
Fixed Charge Assets				
Book Debts	403,003	147,325	255,678	403,003
Funds held by SME Invoice Finance	0	0	12,579	12,579
	<u>403,003</u>	<u>147,325</u>	<u>268,257</u>	<u>415,582</u>
 Motor Vehicles	7,000	0	Uncertain	Uncertain
Less Vehicle Finance	(7,354)	0	(7,354)	(7,354)
Deficiency	<u>(354)</u>	<u>0</u>	<u>(7,354)</u>	<u>(7,354)</u>
 Plant and Machinery	6,075	0	Uncertain	Uncertain
Less Asset Finance	(8,318)	0	(8,318)	(8,318)
Deficiency	<u>(2,243)</u>	<u>0</u>	<u>(8,318)</u>	<u>(8,318)</u>
 Less Cost associated with fixed charge realisations				
Joint Administrators Fees	-	-	(4,000)	(4,000)
Debt collection Fees	-	-	Uncertain	Uncertain
Legal Fees	-	-	(2,000)	(2,000)
Agents Fees	-	-	(1,000)	(1,000)
	<u>403,003</u>	<u>147,325</u>	<u>229,913</u>	<u>408,582</u>
 Less SME Invoice Finance Limited	Nil	Nil	Nil	Nil
Less Lloyds Commercial Finance Limited	(59,403)	-	(13,776)	(13,776)
	<u>343,600</u>	<u>147,325</u>	<u>216,137</u>	<u>394,806</u>
 Floating Charge Assets				
Unencumbered plant and machinery	18,925	0	14,500	14,500
Fixtures and fittings	Nil	Nil	Nil	Nil
Stock	3,832	Nil	Nil	Nil
Intercompany loan - Manor Creative Limited	Nil	0	Uncertain	Uncertain
Cash at bank	554	7,284	Nil	7,284
Petty Cash	1	0	Nil	Nil
	<u>366,912</u>	<u>154,609</u>	<u>230,637</u>	<u>416,590</u>
 Less Costs of the Administration				
Joint Administrators pre-appointment costs	-	0	(6,138)	(6,138)
Joint Administrators post-appointment fees	-	0	(26,680)	(26,680)
Joint Administrators disbursements	-	0	(2,252)	(2,252)
Legal Fees	-	0	(27,546)	(27,546)
Chattel agents fees and disbursements	-	0	(12,000)	(12,000)
Pension Agent's costs	-	0	(1,000)	(1,000)
Insurance of Assets	-	0	(1,000)	(1,000)
Statutory Advertising	-	(85)	(85)	(170)
Redirection of mail	-	(350)	0	(350)
Rent and utilities at Drury Lane premises	-	0	Uncertain	Uncertain
Contingency	-	0	(10,000)	(10,000)
	<u>366,912</u>	<u>154,174</u>	<u>143,937</u>	<u>329,455</u>
 Assets available for preferential creditors	<u>366,912</u>	<u>154,174</u>	<u>143,937</u>	<u>329,455</u>
Preferential creditors - employees holiday pay	(9,107)	0	(9,107)	(9,107)
 Assets available for unsecured creditors	<u>357,805</u>	<u>154,174</u>	<u>134,830</u>	<u>320,348</u>
 Total Unsecured Creditors				<u>(855,693)</u>
 Total Estimated Unsecured Distribution (subject to realisations, costs, creditor claims and costs of liquidation)				<u>37.44</u> <u>p in the £</u>

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix E

**Joint Administrators' time costs for the period
from 7 June 2016 to 20 September 2016**

Hastings Printing Company Limited
Pre-Appointment Remuneration Schedule
Between 7 June 2016 and 3 August 2016

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
---------------------------------	----------------------	---------	-------------------------------	-------------------------------	-------------	-----------	------------------------

Pre Appointment							
Case Set up	0 00	0 00	0 00	10 40	10 40	1,040 00	100 00
Conflict Review, Ethical Review and all pre appointment checks	0 00	0 40	0 80	0 30	1 50	250 00	166 67
Drafting Engagement Letter and associated docs	0 00	1 30	1 30	0 00	2 60	487 50	187 50
Liaising with Creditors	0 00	4 70	0 40	0 10	5 20	1,020 00	196 15
Liaising with Directors and associated parties	5 00	8 50	4 20	0 20	17 90	4,080 00	227 93
Liaising with Employees	0 00	0 00	1 10	0 00	1 10	192 50	175 00
Pre-appointment Advisory Work	5 00	1 00	0 00	0 00	6 00	1,825 00	304 17
Preparing Statement of Affairs and associated docs	0 00	2 00	0 50	0 00	2 50	487 50	195 00
Work completed on pre-pack sale	5 00	23 20	2 80	0 00	31 00	6,755 00	217 90
	15.00	41.10	11.10	11.00	78.20	16,137.50	206.36

Total hours	15 00	41 10	11 10	11 00	78 20		
Time costs	4,875 00	8,220 00	1,942 50	1,100 00		16,137 50	
Average hourly rate	325 00	200 00	175 00	100 00			206 36

Summary of Fees							
Time spent in administering the Assignment	Hours						
Total value of time spent to 07 August 2016	£					16,137 50	
Total Pre Appointment fees charged to 07 August 2016	£					10,000 00	

Disbursements							
Description		Total Incurred £		Total Recovered £			
No disbursements incurred on this Case							
Totals			0 00			0 00	

Hastings Printing Company Limited
Joint Administrators' Remuneration Schedule
Between 3 August 2016 and 20 September 2016

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning							
Administrative Set Up	0.00	0.00	0.20	0.00	0.20	30.00	150.00
Appointment Notification	0.50	3.70	0.00	0.00	4.20	902.50	214.88
Case Planning	0.50	1.50	0.00	0.00	2.00	462.50	231.25
Cashiering	0.00	0.00	1.70	3.00	4.70	620.00	131.91
Internal Documentation and IT	0.00	0.00	1.90	10.80	12.70	1,365.00	107.48
	1.00	5.20	3.80	13.80	23.80	3,380.00	142.02
Case Specific Matters							
Administration & Planning	0.00	0.00	2.80	0.00	2.80	490.00	175.00
Pension Scheme	0.00	1.80	0.40	0.00	2.20	430.00	195.45
	0.00	1.80	3.20	0.00	5.00	920.00	184.00
Creditors							
Communication with creditors	1.00	6.10	4.40	0.00	11.50	2,315.00	201.30
Correspondence and telephone calls	0.00	1.50	3.80	0.10	5.40	975.00	180.56
Employee claims	0.00	0.00	6.40	0.00	6.40	1,120.00	175.00
Employees	0.00	7.10	0.00	0.00	7.10	1,420.00	200.00
Retention of title	0.00	0.00	1.40	0.00	1.40	245.00	175.00
	1.00	14.70	16.00	0.10	31.80	6,075.00	191.04
Investigations							
Analysis of financial records	0.00	0.00	6.10	0.00	6.10	915.00	150.00
CDDA Reports	0.00	0.40	0.00	0.00	0.40	80.00	200.00
Other Investigations	1.00	2.20	0.00	0.00	3.20	765.00	239.06
	1.00	2.60	6.10	0.00	9.70	1,760.00	181.44
Realisation of Assets							
Correspondence with Agent	2.00	1.60	0.00	0.00	3.60	970.00	269.44
Debt Collection	0.00	5.00	4.50	0.00	9.50	1,787.50	188.16
Insurance	0.00	0.00	1.20	0.00	1.20	210.00	175.00
Other assets	0.00	0.20	0.00	0.00	0.20	40.00	200.00
Property, business and asset sales - general	0.00	3.70	0.00	0.00	3.70	740.00	200.00
Sale of Assets	0.00	0.00	0.20	0.00	0.20	30.00	150.00
Stock	0.00	1.60	0.70	0.00	2.30	442.50	192.39
	2.00	12.10	6.60	0.00	20.70	4,220.00	203.86

Total hours		5 00	36 40	35 70	13 90	91 00	
Time costs		1,625 00	7,280 00	5,995 00	1,455 00		16,355 00
Average hourly rate		325 00	200 00	167 93	104 68		179 72

Summary of Fees							
Time spent in administering the Assignment	Hours					91 00	
Total value of time spent to 18 September 2016	£					16,355 00	
Total Joint Administrators' fees charged to 18 September 2016	£					0 00	

Disbursements					
Description		Total Incurred £		Total Recovered £	
CAT 2 Photocopying			44 00		0 00
CAT 1 Postage			63 96		0 00
Totals			107.96		0 00

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix F

Joint Administrators' estimated fee and disbursement schedules

Hastings Printing Company Limited – In Administration
Fees Estimate as at 20 September 2016

Below is the fee estimate in respect of the above case for the purpose of obtaining a time costs resolution. We estimate that the likely fees to be incurred will be £30,680 for 162.5 hours work at an average hourly rate of £189. Details of my current charge-out rates are detailed below. In arriving at the fee estimate, the following assumptions have been made:

Investigation

- It is assumed that the Directors' will co-operate and will provide information concerning the Company in a timely fashion
- It is assumed that, based on information received to date, creditors intend to raise concerns regarding the Company's activities which will require further investigations

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Realisations of assets

- It is assumed that only those assets identified at the date of convening this meeting remain the only assets to be realised
- It is assumed that there is no third party interest in these assets other than those already known
- It is assumed that there are no competing claims for ownership of assets
- It is assumed that it will not be necessary to commence legal action to recover any of the assets including book debts

Creditors

- It is assumed that the total number of creditors will not exceed 100
- It is assumed that there will be no requirements for correspondence with creditors over and above our statutory requirements

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Administration and Planning		47.5	£184	£8,786
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	4.5	£181	£815
Document maintenance/file review/checklist	Month one, three and then six monthly case reviews General filing of documents Updating checklists	4.5	£181	£815
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Payment and receipts	4.5	£142	£639
Planning / Review	Discussions regarding status of case	5.5	£222	£1,221
Books and records / storage	Dealing with records in storage Sending job files to storage	2	£138	£276
Creditor reports	Disclosure following pre-pack sale of assets SIP 16 & 13 Preparing proposal, six monthly progress report, extension report, fee authority report to secured and preferential creditors where appropriate, investigation, meeting and general reports to creditors	16.5	£180	£2,970
Meeting of Creditors	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following meeting	10	£205	£2,050

General Description	Includes	Estimate of No of Hours	Estimated blended hourly rate	Estimate of total
Investigations		21.5	£182	£3,905
SIP 2 Review	Collection of company books and records Correspondence to request information on the company's dealings Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Preparation of investigation file for purpose of identifying potential assets Liaising with the committee/creditors or major creditors about further action to be taken	16	£176	£2,816
CDDA reporting	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required	5.5	£198	£1,089
Examinations and Litigation	<i>No fee estimate has been provided in this respect as we do not perceive formal examinations or litigation to be relevant at this stage</i>	0	0	£0
Realisation of Assets		40.5	£201	£8,135
Sale of chattel assets	Liaising with valuers, auctioneers and interested parties Reviewing asset listings	8	£206	£1,648
Leasehold Property	Liaising with landlord regarding surrender of the lease	4	£210	£840
Debtors	Correspondence with debtors Reviewing and assessing debtors ledgers Liaising with debt collectors and solicitors	16	£195	£3,120
Stock	Conducting stock takes Reviewing stock values Liaising with purchasers Dealing with stock queries	6.5	£210	£1,365
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Receive completed retention of title claim form Liaising with agents regarding ROT claims Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers to satisfy valid claim Preparation of correspondence to claimant to accompany payment of claim (if valid)	4.5	£197	£887
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers	1.5	£183	£275
Trading	<i>No estimate has been provided for trading as there was no post appointment trading undertaken</i>	0	0	£0

General Description	Includes	Estimate of No of Hours	Estimated blended hourly rate	Estimate of total
Creditors		48.5	£184	£8,941
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile email and post	19.5	£185	£3,608
Secured Creditor	Liaising with secured creditor regarding security position Reviewing termination clause Settlement of outstanding debt	4	£225	£900
Employees	Dealing with employee claims Liaising with employees regarding their claims Correspondence with Redundancy Payments Office	19.5	£185	£3,608
Dealing with unsecured creditor proofs of debt	Receipting and filing POD Providing written acknowledgement Updating the creditor listing for change of address etc Dealing with queries raised regarding claims	5.5	£150	£825
Processing proof of debt forms and payment of a distribution	<i>No fee estimate has been provided in this respect as these functions will be carried out by the subsequently appointed Liquidator</i>	0	0	£0
Creditors Committee	<i>No fees estimate has been provided since this will not incur any costs unless a Committee is elected</i>	0	0	£0
Case Specific Matters		4.5	£203	£913
Pension Scheme	Completing pension checklist Correspondence and submissions to The Pensions Regulator Liaising with pension advisors	4.5	£203	£913
TOTAL		162.5	£189	£30,680

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case

Support staff include administration support

Please be advised that the minimum unit of time recorded is 6 minutes

Staff	Charge out rates £
Insolvency Practitioner/Partners	325
Director	275
Senior Manager	275
Manager	250
Assistant Manager	200
Senior Administrator	175
Junior Administrator/ Administrator	100-150
Cashier	125
Secretarial/Administration support staff	75

Appendix F

Hastings Printing Company Limited – In Administration Expenses Estimate as at 20 September 2016

Below are the expenses estimates in respect of Category 1 direct expenses and Category 2 expenses which will have an element of shared or allocated costs

My estimate for my Category 1 expenses for the period of the case is £21,043 plus VAT

My estimate for my Category 2 expenses for the period of the case is £632 plus VAT and I am seeking a resolution for approval of these expenses

Expenses Category 1	Basis	Estimate of total
Legal costs - Pinsent Masons LLP have been instructed to provide advice in respect of validity of security and sale of the Company's assets	Time-costs and disbursements	£10,753
Agents and Valuers Lambert Smith Hampton have been instructed to assist with the valuation and sale of the Company's chattel assets by way of an auction sale	Time-costs and disbursements	£7,500
Pension Advisors Clumber Consultancy Limited have been instructed to assist with all matters in relation to the employee pension scheme	Time-costs and disbursements	£1,000
Advertising		£170
Bonding		£240
Document Storage		£500
Docusoft fee		£45
Meeting Room		£250
VisionBlue fee		£185
Postage		£150
Travel		£250
Total		£21,043

Expenses Category 2	Basis	Estimate of total
Internal room hire (outside London/ London)	Per meeting (£100/£150)	£150
Files set up cost	Cost per file £6	£12
Photocopying/ scanning/ faxes	10p per side	£450
Smart search	Cost per search £4	£20
Mileage (own car usage)	45p per mile	£Nil
Total		£632

Opus Restructuring LLP's charging and disbursement policy

Opus Restructuring LLP

Information relating to the Joint Administrators' Fees and Expenses

Explanation of Joint Administrators' charging and disbursement recovery policies

Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are

	Rate since 9 1 2013 £
Partner	325
Senior Manager / Director	275
Assistant Manager / Manager	200 - 250
Junior Administrator / Administrator / Senior Administrator	100 – 175
Cashier	125
Support Staff	75

Disbursement recovery

Disbursements are categorised as either Category 1 or 2 Category 2

Category 1 disbursements will generally comprise of external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case, (including business mileage up to the HMRC approved rate for cases commenced before 1 November 2011). Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 disbursements include elements of shared or allocated costs incurred by Opus Restructuring LLP and are recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, all business mileage (for cases commencing on or after 1 November 2011), internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by Opus Restructuring LLP are as follows

	£
Room Hire (for internal room hire outside of London and London)	100 / 150
Photocopying/scanning/faxes (internal)	10p per side
Business mileage per mile	45p
Smartsearch per search	4
File set-up cost (per file)	6
Company Searches (downloading and printing documents)	10

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

**Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016**

Appendix H

Form 2 20B (Notice of Meeting of Creditors)

Rule 2 35

Notice of a meeting of creditors

Name of Company

Company number

Hastings Printing Company Limited

00139649

In the
High Court of Justice

(full name of court)

Court case number
004220 of 2016

(a) Insert full name(s)
and address(es) of
administrator(s)

Notice is hereby given by (a) Steven John Parker of Opus Restructuring
LLP, One Eversholt Street, Euston, London, NW1 2DN and Timothy John
Edward Dolder of Opus Restructuring LLP, Exchange House, 494
Midsummer Boulevard, Milton Keynes, MK9 2EA

(b) Insert full name
and address of
registered office of the
company

That a meeting of creditors of (b) Hastings Printing Company Limited of
Exchange House, 494 Midsummer Boulevard, Milton Keynes, MK9 2EA

(c) Insert details of
place of meeting

Is to be held at (c) Opus Restructuring LLP, One Eversholt Street,
Euston, London, NW1 2DN

(d) Insert date and
time of meeting

on (d) 11 October 2016 at 14 00

*Delete as applicable

The meeting is

*(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the
Insolvency Act 1986 ("the Schedule"),

I invite you to attend the above meeting

A proxy form is enclosed which should be completed and returned to me by
the date of the meeting if you cannot attend and wish to be represented

In order to be entitled to vote under Rule 2 38 at the meeting you must give
to me, not later than 12 00 hours on the business day before the day fixed
for the meeting, details in writing of your claim

Signed



Joint Administrator

Dated

20/9/16

*Delete as applicable

A copy of the *proposals is attached

Hastings Printing Company Limited - In Administration
Joint Administrators' Proposals
20 September 2016

Appendix I

Proof of debt form

Proof of Debt – General Form

Hastings Printing Company Limited - In Administration

Date of administration 3 August 2016

1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	
4	Details of any documents by reference to which the debt can be substantiated (Note There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting)	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
7	Particulars of any security held, the value of the security, and the date it was given	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9	Signature of creditor or person authorised to act on his behalf	

	Name in BLOCK LETTERS	

	Position with or in relation to creditor	

	Address of person signing (if different from 2 above)	

For Administrators' Use only		
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator