

AM23

Notice of move from administration to dissolution



Companies House

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

1 Company details

Company number	0	1	1	1	2	1	5	7
Company name in full	Hallam Automotive Manufacturing Limited (Formerly A1 Towing Ltd) (in Administration)							

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

2 Court details

Court name	High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)													
Court number	C	R	2	0	1	9	M	A	N	0	0	0	9	0

3 Administrator's name


Full forename(s)	Sean
Surname	Williams

4 Administrator's address

Building name/number	Leonard Curtis
Street	36 Park Row
	Leeds
Post town	
County/Region	
Postcode	L S 1 5 J L
Country	

AM23

Notice of move from administration to dissolution

5	Administrator's name ①	
Full forename(s)	Phil	① Other administrator Use this section to tell us about another administrator.
Surname	Deyes	
6	Administrator's address ②	
Building name/number	Leonard Curtis	② Other administrator Use this section to tell us about another administrator.
Street	36 Park Row	
	Leeds	
Post town		
County/Region		
Postcode	L S 1 5 J L	
Country		
7	Final progress report	
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
8	Sign and date	
Administrator's signature	<div>Signature</div> <div>X </div> <div>X</div>	
Signature date	<div>^d 0 ^d 6</div> <div>^m 1 ^m 1</div> <div>^y 2 ^y 0 ^y 2 ^y 0</div>	

**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	Claire Kuncewicz
Company name	Leonard Curtis
Address	36 Park Row
	Leeds
Post town	
County/Region	
Postcode	L S 1 5 J L
Country	
DX	
Telephone	0113 323 8890

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have attached the required documents.
- ☒ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**HALLAM AUTOMOTIVE MANUFACTURING
LIMITED (FORMERLY A1 TOWING LTD)
(IN ADMINISTRATION)**

Registered Number: 01112157

Court Ref: CR-2019-MAN-000090

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period
27 August 2020 to 6 November 2020**

6 November 2020

Sean Williams and Phil Deyes - Joint Administrators
Leonard Curtis
36 Park Row, Leeds, LS1 5JL
Tel: 0113 323 8890 Fax: 0113 323 8891
recovery@leonardcurtis.co.uk
Ref: E/34/CK/H890K/1010

CONTENTS

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Disbursements
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration
- 11 Data Protection

APPENDICES

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 27 August 2020 to 6 November 2020
- C Summary of Joint Administrators' Time Costs for the Period from 27 August 2020 to 18 October 2020
- D Summary of Joint Administrators' Time Costs from 27 February 2019 to 18 October 2020 Incorporating a Comparison of the Joint Administrators' Fee Estimate
- E Summary of Joint Administrators' Expenses from 27 August 2020 to 6 November 2020 Incorporating a Comparison of the Joint Administrators' Statement of Likely Expenses
- F Estimated Outcome Statement
- G Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- H Privacy Notice
- I AM23 - Notice of Move from Administration to Dissolution

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**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Hallam Automotive Manufacturing Limited (Formerly A1 Towing Ltd) ("the Company") for the period from 27 August 2020 to 6 November 2020. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 27 August 2020 to 6 November 2020, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Sean Williams and Phil Deyes were appointed as Joint Administrators of the Company in the jurisdiction of the High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number CR-2019-MAN-000090 on 27 February 2019. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Leeds office of Leonard Curtis, which is situated at 36 Park Row, Leeds, LS1 5JL.
- 2.3 The principal trading address of the Company was Unit 2, 3 and 4, Parkway Link, Kettlebridge Road, Sheffield. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Unit 3 Parkway Link, Kettlebridge Road, Sheffield, S Yorkshire, S9 3AJ. Following the appointment, this was changed to 36 Park Row, Leeds, LS1 5JL. The registered number of the Company is 01112157.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.

- 3.2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.3 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.4 The Company has two secured creditors, detailed below:
- Ultimate Finance Limited (“Ultimate”)
 - Lloyds Bank plc (“Lloyds”)
- 3.5 We consider that the objective of the Administration has been achieved for the following reasons:
- Ultimate benefits from two Debentures incorporating Fixed and Floating Charges over all of the Company’s assets. This includes a Fixed Charge over the Company’s Goodwill. The pre-packaged sale of the business and assets (detailed at Section 4 below) maximised the value of the Company’s Goodwill and enabled the repayment of part of the Company’s indebtedness to Ultimate under its fixed charge security. This transaction was dealt with by way of a funds flow statement on completion of the sale to the Purchaser and this involved Ultimate assigning part of the Company’s indebtedness to the value of £130,000.00 to the Purchaser. In the event of the Company’s cessation of trade, a sale of the Goodwill would have been unlikely and a realisation from this category of asset would not have been available to distribute to Ultimate.
 - In addition to the above, the Company operated an Invoice Finance Facility with Ultimate pursuant to a Debt Purchase Agreement. As a result, book debt collections are subject to Ultimate’s Fixed Charge security. Collections have been sufficient to discharge Ultimate’s indebtedness in full (including interest and charges) and a surplus balance is available to the estate.
- 3.6 After defraying the costs of the Administration, there are insufficient funds available to enable a distribution to Preferential Creditors.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators’ receipts and payments account for the period from 27 August 2020 to 6 November 2020. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

Sale of Business and Assets

- 4.2 As previously reported, the business and assets of the Company were sold on 27 February 2019 to A1 Towbar Systems Limited (CRN: 11815140) (‘the Purchaser’) for consideration totalling £170,000.00. The Purchaser is a connected company by virtue of Mark Terry who was a Director and Shareholder of the Company, and a Shareholder of the Purchaser. Former Directors of the Company, John Travis and James Ward are also Directors of the Purchaser, and John Travis is also a Shareholder of the Purchaser.
- 4.3 The agreed sale consideration was £170,000.00, of which £145,000.00 was payable on completion followed by five monthly instalments of £5,000.00.

- 4.4 The sales consideration was apportioned as follows:

Category of asset	Value achieved £
ASSETS SPECIFICALLY PLEDGED	
Goodwill (including the Business Intellectual Property Rights, Business Name, the Customer Contracts and the Seller's Records).	130,000.00
ASSETS NOT SPECIFICALLY PLEDGED	
Option to Purchase Third Party Assets	1.00
Office Furniture & IT Equipment	2,500.00
Plant and Machinery	29,999.00
Stock	7,500.00
TOTAL	170,000.00

- 4.5 The sale consideration is secured by way of a personal guarantee from Mark Terry, John Travis and James Ward. A Debenture which incorporates Fixed and Floating Charges was also obtained from the Purchaser which will rank behind Ultimate, who funded the Purchaser.
- 4.6 Payments received during prior reporting periods total £151,570.30, however, the Purchaser has not kept to the terms of the deferred payments schedule and has been unable to adhere to the payment terms. The total sale consideration was due to be received on or before 27 July 2019.
- 4.7 No payments have been received during this reporting period, leaving an outstanding deferred consideration balance of £18,429.70. Several attempts have previously been made to contact the Purchaser to obtain a cash flow forecast in order to establish when the arrears would be paid, however, this was not received by the Joint Administrators.
- 4.8 The Purchaser had an agreement for a collection fee of 7.5% for their assistance with the recovery of outstanding payments recorded on the debtors ledger. Eligible collections of £121,415.48 have been received and therefore a fee of £9,106.16 was payable to the Purchaser. Taking into consideration the overdue deferred sales consideration payable it was agreed with the Purchaser that the collection fee would be offset against the outstanding balance. This was applied during the prior reporting period and the outstanding deferred sales consideration reduced to £9,323.54.
- 4.9 Numerous attempts have subsequently been made to contact the Purchaser to arrange payment of the remaining deferred sales consideration balance, however, no response has been received.
- 4.10 The Joint Administrators were advised that the Purchaser, A1 Towbar Systems Limited, had appointed a Liquidator on 10 December 2019. A provisional claim for the total outstanding deferred sales consideration of £9,323.54 was submitted in the liquidation. The Joint Administrators have contacted the Liquidator who has advised they do not expect a dividend to be payable to unsecured creditors in the liquidation, therefore there will be no prospect of any recovery in the Administration. As noted in paragraph 4.28 below, the surplus received in regards the Licence to Occupy Fee and service charge has been offset against the outstanding deferred payment, thus reducing this to £7,328.26.
- 4.11 Demand letters were issued by Leonard Curtis Legal ("LCL") on 14 January 2020 for the outstanding deferred sales consideration to the guarantors; Mark Terry, John Travis and James Ward.
- 4.12 Following the issue of the demand letters John Travis made contact to advise that he had been made Bankrupt on 17 December 2019. It has been confirmed by the Insolvency Service, that no dividend will be payable to creditors from the Bankruptcy.

- 4.13 Further attempts to contact James Ward and Mark Terry were made by the Joint Administrators, however these were unsuccessful. During the prior reporting period LCL prepared, issued and served a Statutory Demand letter in respect of the outstanding deferred sales consideration to James Ward.
- 4.14 Following the issue of the Statutory Demand James Ward made contact with LCL. He completed an income and expenditure form and a schedule of assets and liabilities. These were reviewed by the Joint Administrators who concluded that James Ward did not have any assets to pursue and that he was currently unable to offer any contribution to the outstanding balance.
- 4.15 LCL have undertaken further searches for Mark Terry via tracing agents, however these have been unsuccessful in locating him and as such, have been unable to serve the Statutory Demand upon him.
- 4.16 The Joint Administrators have taken the decision that it would be uneconomical to spend further time pursuing recovery of these funds as the prospect of any repayment appears minimal.

Book Debts Subject to Invoice Finance Facility

- 4.17 The Company operated an Invoice Finance Facility with Ultimate pursuant to a Debt Purchase Agreement. At the date of the Administration, the Company had a Gross Debtor Ledger of £137,723.96 of which £124,648.51 had been approved for funding. Funds in use with Ultimate totalled £230,071.79, which included a loan of £130,000.00 (subject to interest and charges) provided to the Company to fund working capital.
- 4.18 The capital balance of Ultimate's indebtedness relating to book debts totalling £99,762.74 (excluding interest and charges) has subsequently been repaid in full from Book Debt collections which have been assigned to Ultimate in accordance with the Invoice Finance Facility agreement. Further collections resulted in a surplus of £22,404.64.
- 4.19 Ultimate were contractually entitled to 15% of the ledger for their fees. At the point Ultimate entered collections the ledger value stood at £132,700.00 and therefore their contractual fee equated to £19,905.00. It was agreed with Ultimate that they would forward 50% of the £22,404.64 surplus to the Joint Administrators for the benefit of the estate, with the remainder being utilised against Ultimate's collection costs, which was less than their full contractual fee amount of £19,905.00.
- 4.20 The balance of £11,202.32 was received from Ultimate on 5 September 2019.
- 4.21 Ultimate have confirmed that the ledger has been re-assigned to the Company. The updated ledger report confirms there is a small balance of £87.91 outstanding on the book debt ledger. The Joint Administrators do not believe this would be economical to pursue and therefore no further recoveries in the Administration relating to the book debts have been received.

Bank Interest

- 4.22 Bank interest totalling £61.39 has been received during the Administration.

Cash at Bank

- 4.23 The Company operated three bank accounts with Lloyds. The accounts were frozen by Lloyds prior to the Administration. Two of the accounts had debit positions of £32,011.58 and £25,447.78. One account was in credit for the sum of £6,563.80. Under the terms of the Agreement, Lloyds is entitled to offset the credit balance against the sums that they are owed.
- 4.24 Funds totalling £534.24 have been received into the bank account after the date of the Administration which have been forwarded to the Joint Administrators by Lloyds. No further amounts have been received.

Licence to Occupy

- 4.25 In conjunction with the sale, the Joint Administrators' granted the Purchaser a Licence to Occupy the Company's trading premises for a 6 month period. Under the terms of the Licence, the Purchaser is required to pay a Licence Fee equivalent to the rent and service charges payable by the Company under the terms of the lease. A 2 month extension to the licence was granted to the Purchaser.
- 4.26 Funds totalling £32,406.00 have been received in respect of the Licence to Occupy Fee. £31,218.52 has been paid in respect of the rent payment. £2,376.25 has been received for the service charge with £1,901.00 paid to the Landlord.
- 4.27 The Joint Administrators have confirmed the position in regards to the rent and service charges and have been advised that these payments are up to date. No further payments have been received or made in respect of either of these.
- 4.28 The lease for the premises was formally surrendered on 20 January 2020.
- 4.29 The surplus of £1,187.48 in regards the Licence to Occupy Fee and £475.25 with regards the service charge, plus the overpayment of VAT of £332.55 have been offset against the outstanding deferred sales consideration. Therefore reducing the outstanding deferred sales consideration from £9,323.54 to £7,328.26.

Land and Buildings

- 4.30 The last set of accounts to 31 May 2017 attributed a book value of £54,454 to Land and Buildings.
- 4.31 At the date of the Administration, the Company traded from Leasehold premises in Sheffield. The Joint Administrators considered it appropriate to conduct further investigations into this potential asset.
- 4.32 The Joint Administrators initially made a number of requests to the Director of the Company who failed to provide any further information. The Company's accountant was subsequently approached who advised that on reviewing the accounts, the amount attributed to Land and Buildings related to expenditure of approximately £60k in the year ended 31 May 2013 and £30k in the year ended 31 May 2015. These costs were property expenses of a capital nature that related to Leasehold Property and as such these were depreciated in the accounts year on year.
- 4.33 The Joint Administrators did not anticipate to achieve any realisations from improvements made to the Leasehold Property and none have been received. This is due to the nature of the improvements which are typically attached to the fabric of the building and not readily realisable. Furthermore, the costs of restoring the building to the position it would otherwise be in would significantly outweigh any benefit to the Administration estate in removing items (where possible) which are attached to the fabric of the building.
- 4.34 In addition to the information provided by the Accountant, the Joint Administrators undertook searches of the Land Registry to identify any Freehold Property in the name of the Company.

Inter-Company Debts / Other Debtors

- 4.35 The Company's last set of statutory accounts to 31 May 2017 detail that the Company had the following debts:

	£
Amounts owed by Group Undertakings – The Towbar Group Ltd	88,438.00
Other Debtors	82,792.00
	<u>171,230.00</u>

- 4.36 For the avoidance of doubt, the Joint Administrators excluded these debts from the pre-packaged sale of the business and assets.

- 4.37 The Company's accountant has advised that the Other Debtors related to Prepayments made by the Company. Prepayments are amounts paid for by the business in advance of the goods or services being received at the year end. These amounts are included in the accounts as a deduction from expenses in order to show a true picture in the Profit and loss Account.
- 4.38 The Joint Administrators have not received any realisations from Prepayments made by the Company. This is either due to the Company having already received the goods and or services paid for, or alternatively, a creditor offsetting any refund due against the balance owed by the Company.
- 4.39 The Joint Administrators investigated the movements in regard to an inter-company loan to Sheffield Automotive Holdings Limited (Formerly The Towbar Group Ltd) ("SAHL") for the period from 1 June 2017 and obtained bank statements from the Company's bankers in order to reconcile the account. Bank statements were provided for two accounts. A review of the accounts indicates that a number of payments were made and received from SAHL. In order to reconcile the position fully, the bank statements for the Company's third account were required and these were requested from Lloyds.
- 4.40 Bank statements were received from Lloyds for the period 14 March 2018 to 28 January 2019 and a reconciliation of the accounts was undertaken by the Joint Administrators. The reconciliation showed that payments received from The Towbar Group Limited totalled £359,249.93 and payments to The Towbar Group Limited totalled £273,895.54, giving an overall credit balance to The Towbar Group Limited of £85,354.39, which could be used to offset the amount owed to the Company of £88,438.00.
- 4.41 Due to the relatively small balance therefore purportedly owed by The Towbar Group Limited of £3,083.61, the Joint Administrators do not consider it economically viable to pursue investigations into this further as there is not likely to be any benefit to the estate once the associated costs of recovery are taken into account. Therefore the Joint Administrators have not received any recovery to the administration from the intercompany debts.

Unencumbered Plant & Machinery

- 4.42 The Company's last set of statutory accounts to 31 May 2017 attributed a value of £515,404 to Unencumbered Plant and Machinery.
- 4.43 A schedule of the Plant and Machinery was taken by CAM who attributed a value of between £16,225 (High Value) and £4,600 (Low Value) to this category of asset.
- 4.44 The Purchaser attributed a value of £29,999 in its offer for the Unencumbered Plant and Machinery detailed on the schedule prepared by CAM which was recommended for acceptance by CAM as this offer was in excess of their valuation. For the avoidance of doubt, the Plant and Machinery scheduled by CAM were the only items sold to the Purchaser.
- 4.45 Investigations have taken place by the Joint Administrators in regards to the variance in value of the Plant and Machinery listed in the accounts and the amount attributed in the Sales and Purchase Agreement ("SPA"). These investigations have shown that when the valuation was conducted in February 2019 by CAM the majority of Plant and Machinery was encumbered with finance agreements with Hitachi, Aldermore and Ultimate Finance. The unencumbered Plant and Machinery was valued by CAM and is the amount they believed the plant and machinery was worth at market value. There has been no further realisation from this category of asset.

5 INVESTIGATIONS

- 5.1 As previously reported, following their initial assessment the Joint Administrators identified further possible realisations for the estate and what further investigations, if any, might be appropriate relating to the inter-company loan, other debtors and land and buildings. These potential assets have subsequently been reviewed to identify any possible further realisations. Investigations into the inter-company loan and other debtors concluded no further

investigations are required. It is anticipated that realisations are not recoverable from these areas. The Joint Administrators have concluded that no further investigations are required with regard to the land and buildings. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 22 May 2019 the secured creditors (Lloyds and Ultimate) consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Total amount paid £	Total amount unpaid £
Leonard Curtis	Providing insolvency advice to the Director and the Company on the available options, attending meetings with management, marketing the business and assets, agreeing a sale of the business and assets. Reviewing and executing the sales documents, reviewing and executing appointment papers and filing appointment papers in Court.	30,719.50	25,568.14	5,151.36
Auctus Limited t/a Charles Taylor a Cerberus Asset Management ("CAM")	Valuation of Tangible Assets	2,500.00	2,500.00	-
Cerberus Receivables Management Limited ("CRM")	Valuation of Book Debts and Work in Progress	1,500.00	1,500.00	-
Debere Limited ("Debere")	Valuation of the Company's Goodwill	2,500.00	2,500.00	-
Total		37,219.50	31,735.59	5,151.36

The costs that have been paid are detailed in the receipts and payments account attached at Appendix B. The balance of outstanding costs in relation to the Pre-Appointment Administrators' Fees will not be drawn due to insufficient realisations and will be written off.

Joint Administrators' Remuneration

- 6.2 On 22 May 2019 the secured creditors (Lloyds and Ultimate) agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £65,002.00, as set out in a Fees Estimate.
- 6.3 The Joint Administrators' time costs are summarised below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	253.7	319.89	81,155.50
Time incurred in the period of this report to 18 October 2020	30.5	317.28	9,677.00
Total Administrators' time costs	284.20	319.61	90,832.50

- 6.4 The time charged by the Joint Administrators for the period of this report to the 18 October 2020 amounts to £9,677.00. This represents 30.5 hours at an average rate of £317.28 per hour. A summary of time costs incurred in the period is attached at Appendix C. A detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.
- 6.5 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.
- 6.6 You will note that time costs incurred do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred relate to Statutory and Review, Receipts and Payments, Insurance, Liabilities, Landlords, Legal Services – Preparation and Legal Services – Drafting documents.
- 6.7 More time than envisaged has been spent in the area of Statutory and Review. An additional £9,348.50 has been incurred to date, above that anticipated. It has been necessary to spend additional time working in this area in order to prepare, draft, review and issue the documents relating to the proposed extension to the Administration, which was not anticipated at the outset. The extension was duly granted. Additional time has also been incurred reviewing the case and liaising with the liquidator of the Purchaser in order to deal with associated documentation for this. Time has also been spent conducting additional case reviews to ensure the case progressed as planned, during the extended period. This additional work required during the extended term of the Administration was not anticipated at the commencement of the Administration.
- 6.8 An additional £5,771.00 has also been spent in the area of Receipts and Payments above that anticipated. Additional time has been spent dealing with the arrears in regards to the deferred sales consideration payment and setting up schedules in relation to this. This work was not anticipated when preparing the fees estimate as payments were expected to be made on time. Further time than anticipated has been spent allocating and raising payments. This was required to ensure payments are recorded and reported correctly on the case. Due to the extension of the Administration time has also been spent updating the Joint Administrator's' Estimated Outcome Statement in order to monitor case progression and also on the preparation, review and issue of additional VAT426 and corporation tax forms.
- 6.9 An additional £2,800.00 has been incurred in the area of Insurance to that envisioned in the original Fees Estimate. Due to the extension of the case additional bond reviews have been conducted, to ensure compliance, which were not anticipated at the outset. More time than anticipated has been spent liaising with pension agents Insol Group Limited ("Insol") in order to ensure all necessary action has been taken by the Joint Administrators in regards the Company pension scheme.
- 6.10 Further time of £3,821.00 has been incurred in the area of Liabilities to that envisioned in the original Fees Estimate. Due to the extension of the Administration additional time has been spent preparing, reviewing and issuing additional progress reports which were not anticipated would be required when the original Fees Estimate was prepared.
- 6.11 An additional £1,571.50 has been incurred in the area of Landlords to that envisioned in the original Fees Estimate. Additional time has been spent liaising with the Directors regards to the extension to the licence to occupy agreement, which was not anticipated would be necessary at the outset. More time than anticipated has been spent agreeing the surrender of the lease.
- 6.12 Additional time has also been incurred in the area of Legal Service – Preparation and Drafting Documents. An additional £5,514.50 has been incurred in this area. Additional time has been spent preparing demand letters for the guarantors in regards the outstanding deferred sales consideration payment. Further work has been undertaken in conducting address traces of the guarantors and preparing and issuing a Statutory Demand. Additional time has also been spent liaising with the guarantor, obtaining a statement of assets and liabilities and

providing an update to the Joint Administrators. It was not anticipated at the outset when the Fees Estimate was prepared that this work would be necessary.

- 6.13 Further guidance may be found in “A Creditors’ Guide to Administrators’ Fees” (Version 4 – April 2017) which may be downloaded from:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

- 6.14 If you would prefer this to be sent to you in hard copy please contact Claire Kunczewicz of this office on 0113 323 8890.

- 6.15 No remuneration has been drawn in respect of the Joint Administrators remuneration.

- 6.16 The balance of time costs incurred will be written off.

Joint Administrators’ Statement of Likely Expenses

- 6.17 Creditors will recall that the Joint Administrators have previously circulated a ‘Statement of Likely Expenses’ in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

These are known as “Category 2 disbursements” and are subject to the approval of the creditors. On 22 May 2019 the secured creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix G.

- 6.18 A copy of the Joint Administrators’ statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.19 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.20 Attached at Appendix G is additional information in relation to the firm’s policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm’s charge out rates have been amended with effect from 1 August 2019.
- 6.21 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 6.22 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators’ remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.

- 6.23 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.24 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

7 OUTCOME FOR CREDITORS

Secured Creditors

Ultimate

- 7.1 As detailed above, Ultimate benefits from two Debentures incorporating Fixed and Floating Charges over all of the Company's assets. The first Debenture was created on 15 May 2017 and registered on 16 May 2017, and the second Debenture was created on 27 February 2019 and registered on 28 February 2019. The Company operated an Invoice Finance Facility with Ultimate pursuant to a Debt Purchase Agreement.
- 7.2 At the date of the Administration, the Company had a Gross Debtor Ledger of £137,723.96 of which £124,648.51 had been approved for funding. Funds in use with Ultimate totalled £230,071.79, which included a loan of £130,000.00 (subject to interest and charges) provided to the Company to fund working capital.
- 7.3 The Company's Goodwill is subject to Ultimate's Fixed Charge security. The pre-packaged sale of the business and assets to the Purchaser (more details at Section 4 above) maximised the value of the Company's Goodwill and enabled the repayment of part of the Company's indebtedness to Ultimate under its Fixed Charge security. As Ultimate is funding the Purchaser, an amount totalling £130,000.00 was dealt with by way of a Funds Flow Statement on completion of this sale. This transaction involved Ultimate assigning part of the Company's indebtedness to the value of £130,000.00 to the Purchaser.
- 7.4 The capital balance of Ultimate's remaining indebtedness totalling £99,762.74 (excluding interest and charges) has subsequently been repaid in full from Book Debt collections which have been assigned to Ultimate in accordance with the Invoice Finance Facility agreement. Further collections resulted in a surplus of £22,404.64.
- 7.5 Ultimate were contractually entitled to 15% of the ledger for their fees. At the point Ultimate entered collections the ledger value stood at £132,700.00 and therefore their contractual fee equated to £19,905.00. It was agreed with Ultimate that they would forward 50% of the £22,404.64 surplus to the Joint Administrators for the benefit of the estate, with the remainder being utilised against Ultimate's collection costs, which was less than their full contractual fee amount of £19,905.00.
- 7.6 The balance of £11,202.32 was received from Ultimate on 5 September 2019.
- 7.7 As stated above, the book debt ledger has been re-assigned from Ultimate and the Joint Administrators have not received any further realisations from this.

Lloyds

- 7.8 As detailed at above, Lloyds benefits from a Debenture incorporating a Fixed and Floating Charge which was created on 4 September 2017, and an Omnibus Guarantee and Set off Agreement ("the Agreement") which was created on 4 December 2017. The Company operated three bank accounts with Lloyds. The accounts were frozen by Lloyds prior to the Administration. Two of the accounts had debit positions of £32,011.58 and £25,447.78. One account was in credit in the sum of £6,563.80. Under the terms of the Agreement, Lloyds are entitled to offset the credit balance against the sums that they are owed.

- 7.9 The Joint Administrators obtained legal advice in relation to the Agreement and understand that as the bank accounts were frozen prior to the appointment of the Joint Administrators, and Lloyds were in control of the credit balance, the set off is valid.
- 7.10 No further amounts have been paid to Lloyds under the terms of its security in the Administration. Lloyds has incurred a shortfall of £50,895.56.

Preferential Claims

- 7.11 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions.
- 7.12 All employees were transferred to the Purchaser upon completion of the sale pursuant to TUPE Regulations. Whilst this has mitigated the level of overall preferential claims, prior to the Administration, Employees had not received payment of wages for approximately 7 weeks. Evolve were instructed on appointment by the Joint Administrators to assist the Employees in submitting their claims to The National Insurance Fund ("NIF"). An RP14 form was completed in relation to the wage arrears and submitted to the Redundancy Payments Service ("RPS"). A claim from the RPS has been received in regards unpaid wages, which comprises a preferential element of £11,519.09.
- 7.13 The Company is also understood to have operated a trust based pension scheme. Investigations into a potential scheme deficit have been undertaken by Insol who have identified arrears in regards to the pension scheme. Work has been undertaken to quantify the pension arrears. A preferential claim of £1,610.97 has been identified and a further amount of £17,831.46 will rank as an unsecured claim. An RP15 form has been completed and submitted to the RPS for which a revised subrogated claim has been received during this reporting period.
- 7.14 After defraying the costs and expenses of the Administration, there are insufficient funds available to enable a distribution to Preferential Creditors

Prescribed Part

- 7.15 Distributions to the Secured Creditors have been made under the terms of their Fixed Charge Security and as such we have not set aside a Prescribed Part in this case

Unsecured Non-Preferential Claims

- 7.16 There are insufficient funds available to enable any form of distribution to unsecured creditors. This statement is being made in accordance with paragraph 52(1)(b) of Schedule B1 to the Act.
- 7.17 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

8 MATTERS STILL TO BE DEALT WITH

- 8.1 All matters have been dealt with and consequently the Administration has now concluded.

9 EXTENSIONS TO THE ADMINISTRATION

- 9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 9.2 In certain circumstances it may be necessary to extend the administrators' term of office.

9.3 In this case, consent to a twelve-month extension of the Administration was obtained from the secured creditors in order to enable final matters to be concluded in regards to the pension scheme and to enable the realisation of the final assets, specifically being that in relation to the outstanding deferred consideration.

9.4 No further extensions are required.

10 ENDING THE ADMINISTRATION

10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix I is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.

10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.

10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

11.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix H, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully

for and on behalf of

HALLAM AUTOMOTIVE MANUFACTURING LIMITED (FORMERLY A1 TOWING LTD)



**SEAN WILLIAMS
JOINT ADMINISTRATOR**

Sean Williams and Phil Deyes are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 11270 and 9089, respectively

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Sean Williams and/or Phil Deyes be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Sean Williams and/or Phil Deyes be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
27 AUGUST 2020 TO 6 NOVEMBER 2020**

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Assets not specifically pledged				
Surplus from fixed charge holder Ultimate	-	11,202.32	-	11,202.32
Option to purchase 3rd party assets	1.00	0.76	-	0.76
Office Furniture and IT Equipment	2,500.00	2,041.98	-	2,041.98
Plant and Machinery	29,999.00	24,503.05	-	24,503.05
Stock	7,500.00	6,125.95	-	6,125.95
Inter-Company Debts	Uncertain	-	-	0.00
Licence Fee	-	31,218.52	-	31,218.52
Service Charge	-	1,901.00	-	1,901.00
VAT on collection fees	-	33.50	-	33.50
Cash at Bank	-	534.24	-	534.24
Bank Interest	-	61.39	-	61.39
TOTAL RECEIPTS	<u>40,000.00</u>	<u>77,622.71</u>	<u>0.00</u>	<u>77,622.71</u>
PAYMENTS				
Pre Appointment Costs				
Pre-appointment Administrators' Fee		(24,750.00)	(818.14)	(25,568.14)
Pre-Appointment Agents' Fees		(6,500.00)	-	(6,500.00)
		<u>(31,250.00)</u>	<u>(818.14)</u>	<u>(32,068.14)</u>
Post Appointment Costs				
Debt Collection Fee		(9,106.16)	-	(9,106.16)
Administrators' Fee		-	-	-
Agent's Fees and Expenses		(1,500.00)	(435.00)	(1,935.00)
Category 1 Disbursements		(973.19)	(354.29)	(1,327.48)
Category 2 Disbursements		(9.75)	-	(9.75)
Corporation Tax		(10.80)	(0.86)	(11.66)
Rent		(31,218.52)	-	(31,218.52)
Service Charges		(1,901.00)	-	(1,901.00)
Bank Charges		(45.00)	-	(45.00)
		<u>(44,764.42)</u>	<u>(790.15)</u>	<u>(45,554.57)</u>
BALANCE IN HAND		<u>1,608.29</u>	<u>(1,608.29)</u>	<u>-</u>

**SUMMARY OF ULTIMATE FINANCE'S RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
27 AUGUST 2020 TO 6 NOVEMBER 2020**

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Goodwill (including the Business Intellectual Property Rights, Business Name, the Customer contract and the seller's records)	130,000.00	130,000.00	-	130,000.00
	-	-	-	-
Trade Debtors	99,763.00	121,955.48	-	121,955.48
Collection fee	-	(10,681.37)	-	*(10,681.37)
	<u>229,763.00</u>	<u>241,274.11</u>	<u>-</u>	<u>241,274.11</u>
DISTRIBUTIONS				
Ultimate		(230,071.79)	-	(230,071.79)
Surplus / (Deficit) as regards fixed charge holder		<u>11,202.32</u>	<u>-</u>	<u>11,202.32</u>

Note * This figure included £33.50 of VAT which has been reclaimed

**SUMMARY OF LLOYD'S RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
27 AUGUST 2020 TO 6 NOVEMBER 2020**

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Cash at Bank	6,563.80	6,563.80	-	6,563.80
	<u>6,563.80</u>	<u>6,563.80</u>	<u>-</u>	<u>6,563.80</u>
DISTRIBUTIONS				
Lloyds		(6,563.80)	-	(6,563.80)
Surplus / (Deficit) as regards fixed charge holder		<u>-</u>	<u>-</u>	<u>-</u>

APPENDIX C

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 27 AUGUST 2020 TO 18 OCTOBER 2020**

	Total	Average	Cost
	Units	Hourly Rate	£
Statutory and Review	83	295.96	2,456.50
Receipts and Payments	47	312.77	1,470.00
Insurance	6	299.17	179.50
Assets	7	280.00	196.00
Liabilities	153	330.03	5,049.50
General Administration	6	280.00	168.00
Post Appointment Creditor Decisions	3	525.00	157.50
Total	305	317.28	9,677.00

All Units are 6 minutes

APPENDIX C (continued)

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it ensures that the case is managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category during the period of this report to 18 October 2020 has comprised the following:

- Case management reviews. These have been carried out periodically throughout the life of the case. During the period of this report time has been spent completing a case review to ensure the case progresses as planned; and
- Completion of case closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly. Time spent in this category during the period of this report to 18 October 2020 has comprised:

- Review of case bank account by senior member of staff;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. A final receipts and payments account has been produced for inclusion in the Joint Administrators' final progress report to creditors;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor. The work carried out under this category during the period of this report to 18 October 2020 includes:

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Preparation, review and submission of pre-appointment tax and VAT returns; and
- Preparation, review and submission of the Joint Administrators' periodic third progress report to creditors. This is the Final Progress report produced by the Joint Administrators.

Non-statutory

- Liaising with agents with regards rent demand for the premises.

General Administration

- Dealing with general correspondence and communicating with third parties.

Post Appointment Creditors' Meetings

- Time has been spent reviewing and approving the Joint Administrators' Progress report.

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS
FROM 27 FEBRUARY 2019 TO 18 OCTOBER 2020
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEES ESTIMATE

	Fees Estimate			Incurred To Date			Variance
	Units	Cost	Average Hourly Rate	Units	Cost	Average Hourly Rate	
	No	£	£	No	£	£	
Statutory and Review	164	5,059.50	308.51	419	14,408.00	343.87	9,348.50
Receipts and Payments	69	2,107.50	305.43	294	7,878.50	267.98	5,771.00
Insurance	24	715.00	297.92	124	3,515.00	283.47	2,800.00
Assets	360	13,551.50	376.43	315	11,055.50	350.97	(2,496.00)
Liabilities	360	11,048.50	306.90	464	14,869.50	320.46	3,821.00
Landlords	83	3,034.00	365.54	132	4,605.50	348.90	1,571.50
Debenture Holder	50	1,661.50	332.30	11	398.50	362.27	(1,263.00)
General Administration	101	2,789.00	276.14	153	4,132.00	270.07	1,343.00
Appointment	198	6,765.50	341.69	198	5,809.00	293.38	(956.50)
Planning and Strategy	41	1,484.50	362.07	15	615.00	410.00	(869.50)
Post Appointment Creds Mings	156	5,053.00	323.91	106	4,029.00	380.09	(1,024.00)
Investigations	99	3,512.50	354.80	104	2,924.50	281.20	(588.00)
Pension Review	-	-	-	3	84.00	280.00	84.00
LEGAL SERV - Preparation	211	8,220.00	389.57	319	10,889.50	341.36	2,669.50
LEGAL SERV - Attendance	-	-	-	10	280.00	280.00	280.00
LEGAL SERV - Drafting docs	-	-	-	107	2,845.00	265.89	2,845.00
LEGAL SERV - Tel Call	-	-	-	11	379.50	345.00	379.50
LEGAL SERV - Email In	-	-	-	4	112.00	280.00	112.00
LEGAL SERV - Email Out	-	-	-	33	1,102.50	334.09	1,102.50
Preparation of Documents	-	-	-	20	900.00	450.00	900.00
Total	1,916	65,002.00	339.26	2,842	90,832.50	319.61	25,830.50

All Units are 6 minutes

APPENDIX E

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 27 AUGUST 2020 TO 6 NOVEMBER 2020
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses (Category 1)

Type	Charged by	Description	Notes	Estimated Amount £	Total Amount Incurred to date £	Amount incurred in Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification		20.00	15.00	-	15.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond		40.00	135.00	-	135.00	-
Land Registry	Land Registry	Search for land and buildings owned by the Company		10.00	-	-	-	-
Document Hosting	Pelstar Creditor Web	Hosting of documents for creditors		84.00	84.00	14.00	84.00	-
Software Licence Fee	Pelstar	Case management system licence fee		87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising		83.02	85.95	-	85.95	-
Storage Costs	Charles Taylor	Collection and storage of books and records	A	100.00	920.53	266.72	920.53	-
		Total standard expenses		424.02	1,327.48	280.72	1,327.48	-

NOTES**A Storage Costs**

The costs incurred to date includes a fee of £465.00 charged by a courier to collect the books and records and transport these to a secure location. This transport fee was not anticipated at the outset.

HALLAM AUTOMOTIVE MANUFACTURING LIMITED (FORMERLY A1 TOWING LTD) – IN ADMINISTRATION

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to date £	Amount Incurred in Period £	Amount Paid £	Amount Unpaid £
Accountancy Fees	-	Assistance with the preparation of the Statement of Affairs, a tax review and reconciliation of the Loan Account position.	1,500.00	-	-	-	-
Staff Mileage (Category 2)	LC Staff	Category 2 disbursement requiring specific creditor / committee approval	100.00	9.75	-	9.75	-
Bank Charges	Allied Irish Bank	CHAPS fee	-	45.00	-	45.00	-
Corporation Tax	HMRC	Corporation Tax due	-	11.66	0.86	11.66	
		Total case specific expenses	1,600.00	66.41	0.86	66.41	-

APPENDIX F

ESTIMATED OUTCOME STATEMENT

	Secured £'000	Preferential £'000	Unsecured £'000
Amount available to class of creditor	252	-	-
Amount due to creditor per Estimated Financial Position	(241)	(46)	(374)
Estimated dividend rate (as a %)	100%	0%	0%

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by the appropriate body of creditors that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £	1 Aug 2019 onwards	Standard £	Complex £
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, which may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

HALLAM AUTOMOTIVE MANUFACTURING LIMITED (FORMERLY A1 TOWING LTD) – IN ADMINISTRATION

Type		Description	Amount																								
AML checks		Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search																								
Bond / Bordereau fee		Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches		Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting		Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																									
ADM	£14.00	£1.40																									
CVL	£7.00	£0.70																									
MVL	£7.00	£0.70																									
CPL	£7.00	£0.70																									
CVA	£10.00	£1.00																									
BKY	£10.00	£1.00																									
IVA	£10 p.a. or £25 for life of case																										
Postage		Cost of posting documents in connection with a case to external recipients	Calculated in accordance with Royal Mail Hybrid Mail rates and dependent on whether the document is sent by first or second class post.																								
Post re-direction		Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee		Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising		Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs		Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, external room hire, storage,

postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.

- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Storage of office files (6 years)	£30 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS

APPENDIX I

NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION

AM23

Notice of move from administration to dissolution



Companies House

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

1 Company details

Company number	0	1	1	1	2	1	5	7
Company name in full	Hallam Automotive Manufacturing Limited (Formerly A1 Towing Ltd) (in Administration)							

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Court details

Court name	High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)													
Court number	C	R	2	0	1	9	M	A	N	0	0	0	9	0

3 Administrator's name

Full forename(s)	Sean
Surname	Williams

4 Administrator's address

Building name/number	Leonard Curtis
Street	36 Park Row
	Leeds
Post town	
County/Region	
Postcode	L S 1 5 J L
Country	

AM23

Notice of move from administration to dissolution

5	Administrator's name ①	
Full forename(s)	Phil	① Other administrator Use this section to tell us about another administrator.
Surname	Deyes	
6	Administrator's address ②	
Building name/number	Leonard Curtis	② Other administrator Use this section to tell us about another administrator.
Street	36 Park Row	
	Leeds	
Post town		
County/Region		
Postcode	L S 1 5 J L	
Country		
7	Final progress report	
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
8	Sign and date	
Administrator's signature	<div>Signature</div> <div>X </div> <div>X</div>	
Signature date	<div>^d 0 ^d 6</div> <div>^m 1 ^m 1</div> <div>^y 2 ^y 0 ^y 2 ^y 0</div>	

**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 **Claire Kuncewicz**

Company name **Leonard Curtis**

Address **36 Park Row**

Leeds

Post town

County/Region

Postcode **L S 1 5 J L**

Country

DX

Telephone **0113 323 8890**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have attached the required documents.
- ☒ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

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