

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 1 2 7 9 1 0 4

Company name in full Just Sport Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Richard

Surname Hunt

### 3 Liquidator's address

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E 1 4 9 X Q

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0				
To date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				
<b>7</b>	<b>Progress report</b>											
	<input checked="" type="checkbox"/> The progress report is attached											
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	<div>Signature</div> <div>  </div>											
Signature date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				

**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 **Richard Hunt**

Company name **S F P**

Address **9 Ensign House**

**Admirals Way**

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**

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

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Strictly Private and Confidential**

**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**Richard Hunt  
FCA MIPA MABRP**

**SFP  
9 Ensign House  
Admirals Way  
Marsh Wall  
London  
E14 9XQ**

**Tel: +44 (207) 5382222**

**Fax: +44 (207) 5383322**

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without my prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

## **Contents**

1. Introduction
2. Action to Date - Asset Realisations
3. Statutory and General Administration
4. Investigation
5. The Liquidator's Remuneration
6. The Liquidator's Expenses
7. Creditors
8. Conclusion

## **Appendices**

- I. Definitions & Agents' Explanation of the Sale Process
- II. Statutory Information
- III. Liquidator's Receipts and Payments Account
- IV. Breakdown of Time Costs for SFP
- V. SFP's Charge-out Rates and Bases of Expenses
- VI. Breakdown of Time Costs for SFP Property Limited

**1. Introduction**

- 1.1 This report is prepared pursuant to Section 104A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the Company was placed into liquidation. Definitions of terms used in this report are provided in **Appendix I**.
- 1.2 The Liquidation commenced on 01 December 2020 and on this date Richard Hunt was appointed Liquidator.
- 1.3 Further statutory information regarding the winding up is provided in **Appendix II**.

**2. Action to Date – Asset Realisations**

- 2.1 Attached at **Appendix III** is the Liquidator's Receipts and Payments Account for the Review Period. The contents are in the main self explanatory.
- 2.2 The Company's assets, namely stock, have been sold to Optimum Sports Limited, which is connected with the Company because Pauline White is an associate of the Director of the Company.
- 2.3 Attached at **Appendix I** is an explanation of the circumstances surrounding the sale provided by valuation agents MBV, who are independent professional agents with, to the Liquidator's knowledge, adequate professional indemnity insurance and who were instructed to assist the Liquidator in selling the Company's assets. Further information regarding the sale, as required by SIP13, is provided below.
- 2.4 A sale to Optimum Sports Limited was concluded on 25 May 2021 for consideration totalling £23,000. This sales consideration has been received in full.
- 2.5 Trethowans were instructed to deal with the sale on the Liquidator's behalf.
- 2.6 Efforts were made to maximise realisations net of costs. The ultimate financial benefit achieved for creditors from these efforts is dependent upon the dividend prospects, which are explained further below.

**SFP Property**

- 2.7 The Company is understood to have interest in 2 properties. Specifically, the Trading Premises and The Storage Unit. An update in relation to each site is provided below.
- 2.8 SFP Property were instructed to assist the Liquidator in relation to establishing the position held by the Company regarding the Trading Premises and the Storage Unit.
- 2.9 The Trading Premises had been occupied by the company subject to a lease. SFP Property had been instructed to provide the Liquidator with a valuation of the Company's leasehold interests and to establish appropriate disposal strategies.
- 2.10 It was confirmed that the Company ceased trading prior to entering Liquidation.
- 2.11 SFP Property contacted the Landlord of each premises to discuss the Liquidators appointment and to identify if there were any arrears or outstanding matters in the name of the Company.

- 2.12** The Landlord of the Trading Premises confirmed that there were rent monies owed in the sum of £12,291.62 from The Company, which was to be collected and split equally between the two trusts.
- 2.13** It was agreed that The Company would need to have vacated and cleared the Trading Premises by 31 December 2020, with a view to the keys being returned to the Landlord demonstrating a surrender of the lease, at the beginning of 2021.
- 2.14** As of 5 January 2021, it was confirmed that the Trading Premises had been completely cleared and cleaned. SFP Property then instructed the Liquidation team to request keys be returned directly to the Landlord, thus concluding property matters in relation to the Company's occupation of the Trading Premises.
- 2.15** The storage unit had been occupied by the Company subject to a lease, SFP Property wrote to the agent of the Landlord to advise of the appointment, and to confirm that the lease held no economic value for the Liquidator as at the date of the appointment.
- 2.16** It was advised that the Liquidator would therefore have no further interest in (or use for) the Storage Unit, or liability either past, present or future. SFP Property have requested that the Landlord's agent confirms that this accords with their view of the position and concludes matters by way of informally surrendering the lease relating to the Storage Unit.
- 2.17** SFP Property await confirmation from the Landlord and will update the Liquidator in due course.

### **3. Statutory and General Administration**

- 3.1** The assignment was allocated to a case manager and investigator having the capacity, qualification and experience to deal with the assignment. Specific tasks such as the agreement of creditor claims, VAT and tax issues, cashiering and insurance have been allocated to different team members having specialised knowledge in the relevant areas.
- 3.2** Prior to the Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.
- 3.3** Throughout the Review Period, the Liquidator has carried out the following material tasks in this category:
- 3.3.1** statutory filing and advertising in relation to the Liquidator's appointment;
  - 3.3.2** issuing a report on the outcome of the creditors' decision on the appointment of a Liquidator;
  - 3.3.3** seeking creditors' decisions on the basis of the Liquidator's fees and certain expenses;
  - 3.3.4** consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
  - 3.3.5** consulting with staff, SFP Property and external agents to receive updates on their progress and to agree strategies;
  - 3.3.6** maintaining case files, which must include records to show and explain the administration of this liquidation and any decisions made by the Liquidator that materially affect the administration;
  - 3.3.7** conducting periodic case and bond reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;

- 
- 3.3.8** maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments; and
  - 3.3.9** completing periodic tax returns and settling any associated liabilities.

- 3.4** On the Liquidator's instructions, the Company's books and records were collected and inventoried and are now being stored by the Liquidator's independent agents.

#### **4. Investigation**

- 4.1** Investigations have been carried out into the Company's affairs prior to it being placed into Liquidation to examine whether there were any potential claims arising from transactions made by the Company prior to Liquidation that might give rise to an action for recovery.
- 4.2** In accordance with the Liquidator's duties, the requisite report has been submitted to the Insolvency Service. All information contained in the report is strictly confidential and the Liquidator is not permitted to divulge details of his report to the Insolvency Service.
- 4.3** Investigations are ongoing. Consequently, the Liquidator does not wish to divulge any further information at this stage, as this might have a negative impact on the prospects of any successful recovery for the insolvent estate in the future.
- 4.4** At present, it is not known whether this work will generate any financial benefit to creditors.

#### **5. The Liquidator's Remuneration**

- 5.1** Creditors agreed that the Liquidator's remuneration be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up.
- 5.2** A breakdown of the time costs between the grades of staff allocated to the administration of this matter is detailed in **Appendix IV**. The charge out rates of the Liquidator and his staff are detailed in **Appendix V**. During the Review Period, time costs totalling £34,364.50 have been incurred.
- 5.3** The attached breakdown shows that a significant proportion of the time costs incurred relate to the statutory and general administration of the liquidation. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the liquidation, which has ensured that the Liquidator and his staff have carried out their work to high professional standards.
- 5.4** The remuneration anticipated to be charged by the Liquidator (i.e. the total time costs anticipated to be incurred by the Liquidator and his staff to conclusion of the liquidation) is likely to exceed the fees estimate. The main reason for this is that the time in relation to investigations and statutory and general administration work are higher than initially anticipated. In view of the limited realisations, the Liquidator does not propose to draw fees in excess of the estimate.
- 5.5** Creditors may access a Guide to Liquidators' Fees at <http://panel.sfpgroup.com> or a hard copy will be provided on request.

#### **6. The Liquidator's Expenses**

- 6.1** Creditors will note that details of expenses paid and incurred during the Review Period are provided in the Liquidator's Receipts and Payments Account attached at **Appendix III**.



- 6.2** When instructing third parties to provide specialist advice and services, the Liquidator must ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. SFP maintains an approved supplier list and reviews these annually to ensure best value. Before instructing specialists on an assignment, the Liquidator assesses whether the instruction is warranted and which approved supplier is appropriate. If the Liquidator prefers to use a specialist that is not on the approved supplier list, that specialist undergoes an assessment process to ensure that best value and service is anticipated. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to the insolvency appointment. Periodically throughout the liquidation, the performance and fees of the specialists are reviewed to assess the value and service provided. The processes were formalised after the current Insolvency Code of Ethics came into force on 1 May 2020.
- 6.3** SFP Property has shareholders in common with SFP. SFP Property has been established to perform functions that either the Liquidator or outside agencies could undertake. It is considered that by virtue of SFP Property's specialist nature, it achieves better results than the Liquidator or his team would be able to accomplish. In addition, in view of SFP Property's proximity to SFP, including the sharing of resources such as office space and finance and compliance staff, it is considered that SFP Property provides better value than any outside agencies. Although, of course, this arrangement benefits the common shareholders, it should be remembered that in the event that realisations are limited, SFP Property will not receive full payment for its time costs incurred.
- 6.4** At the commencement of the liquidation, creditors authorised the Liquidator to draw, from the funds held in the insolvent estate, his firm's expenses calculated on the bases described in **Appendix V**. Creditors also agreed that the fees and costs of SFP Property, as described also in **Appendix V**, may be paid from the funds held in the insolvent estate.
- 6.5** **Appendix VI** contains a breakdown of the time that has been incurred by SFP Property during the Review Period together with the fees paid.
- 6.6** The following expenses are likely to exceed the details given to creditors along with the Liquidator's fee proposal dated 17 June 2021:

Party / description	Current estimate (total to conclusion of liquidation)	Explanation
Category 1 Disbursements	£653.19	The need for a mail re-direction was not anticipated in the fee proposal.
Storage & Destruction Costs	£398.26	There were more books and records than anticipated.

- 6.7** In view of the uncertainties regarding future realisations, it is unclear at present whether these expenses will be paid in full from the liquidation estate.

## **7. Creditors**

- 7.1** During the Review Period, the following main tasks in this category have been carried out:

- 7.1.1** assisting the employees to receive payments from the RPO;

**Just Sport Limited (in Liquidation)**  
**Progress Report to Members and Creditors**  
**For the Review Period to 30 November 2021**

- 
- 7.1.2** responding to creditors' queries and logging their claims and supporting information; and
    - 7.1.3** maintaining the database as regards creditors' contact details and claims.
  - 7.2** Significant time has been spent in dealing with creditors' claims and particularly in assisting the employees with their claims, which has enabled them to benefit from payments from the RPO.
  - 7.3** Current indications are that a distribution to ordinary preferential creditors appears unlikely.
  - 7.4** On present information, it looks unlikely that there will be sufficient funds to pay a dividend to non-preferential unsecured creditors.

## **8. Conclusion**

- 8.1** At present, the main activities remaining to be done are:
  - 8.1.1** progression of claims against third parties, as explained in this report;
  - 8.1.2** conclusion of investigations into the affairs of the Company and of any claims identified as worthy of pursuit;
  - 8.1.3** pursuit of clearance from the relevant government departments and the submission of a final account to members, creditors and the Registrar of Companies.
- 8.2** The Liquidator will issue a further progress report, which will provide an update on all matters described above that are yet to be concluded, shortly after the next anniversary of the appointment, or when he is in a position to conclude the winding up, if that is sooner.
- 8.3** Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Max Edmonds, on 020 7538 2222 or by email on [enquiries@sfpgroup.com](mailto:enquiries@sfpgroup.com).

**Dated 10 January 2021**



**Richard Hunt**  
**Liquidator**

**Progress Report to Members and Creditors**

**APPENDIX I**

- **Definitions & the Agents' Explanation of the Sale Process**

## DEFINITIONS

### Parties instructed to assist with the Liquidation

MBV	Middleton Barton Asset Valuation Limited
PDT	Trethowans LLP
SFP Property	SFP Property Limited

### Other Parties

The Company	Just Sport Limited
The Liquidator	Richard Hunt
The Bank	The Co-Operative Bank plc
The Trading Premises	6 Clayton Street West, Newcastle Upon Tyne, NE1 5DZ
Storage Unit	Arch 16 Forth Banks Business Estate, off Forth Street Newcastle Upon Tyne NE1 3PG
RPO	Redundancy Payments Office
HMRC	HM Revenue & Customs

### References to Statutory and other Regulatory Provisions

The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986 or the Insolvency (England & Wales) Rules 2016 (dependent on the date of the event)
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
CVL	Creditors' Voluntary Liquidation
The Statement of Affairs	Estimated Statement of Affairs as at the date that the Company was placed into Liquidation
The Last Report	The Liquidator's last progress report
Review Period	Period covered by the Liquidator's progress report

## THE AGENTS' EXPLANATION OF THE SALE PROCESS (MARKETING UNDERTAKEN)

Just Sport Limited (In Liquidation) ("the Company")	
Describe any marketing previously undertaken by the Company or by any party instructed by the Company.	We understand no marketing had previously been carried out on behalf of the Company prior to MBV's involvement. MBV was instructed to commence marketing the business and assets of the Company by the directors on 12 <sup>th</sup> October 2020.
If this marketing by the Company was considered sufficiently adequate and independent to avoid (or reduce the extent of) further marketing, explain the reasons why.	Marketing continued up to 23 <sup>rd</sup> October 2020 and was considered adequate and independent. We would not believe that any further marketing would illicit additional offers.
Describe the marketing strategy undertaken and the reasons why this strategy was followed.	<p>With the above in mind, our marketing strategy focused on a timely exit in order to mitigate the risks of trading the business and the knowledge that the business had limited cashflow which would restrict trading for any extended period going forward. A marketing strategy was therefore considered in line with a sale and exit within a restricted timeframe, this excluded any trade publication marketing due to deadlines.</p> <p>However, an online marketing campaign was possible.</p> <p>Our marketing included a mailshot which went out on 12th October 2020 to 4,978 parties from MBV's own mailing list of business buyers and investors and details were published on our website on the same day.</p> <p>The business was marketed via direct contact and on MBV's corporate website for a period of 11 days, up to a deadline for offers at 12 noon on 23rd October 2020. A sale notification was placed on MBV's website at <a href="http://www.mbvaluation.com">www.mbvaluation.com</a> notifying users of the business offered for sale. The business sale notification went live on 12th October 2020.</p>
In what other main ways could a sale of the business/assets have been pursued and why were these options not chosen?	We considered marketing the business in the trade press and broadsheet press, however this marketing is extremely costly and, in our experience, requires a number of weeks preparation for placement. Considering the nature of the sale and the time scales available it was not possible to place adverts of this type.
What exposure was given to the proposed sale on the internet?	The business and assets were publicized on our website "Business for Sale" section ( <a href="https://mbvaluation.com/businesses-for-sale/">https://mbvaluation.com/businesses-for-sale/</a> ). The business sale notification went live on 12 <sup>th</sup> October 2021.
How many parties: (i) expressed an initial interest in the business/assets; (ii) completed	We received two expressions of interest in the business, NDA's were issued, executed and further information was released to these unconnected third parties. Both of these unconnected parties reviewed the information provided and decided not to pursue the matter further,

non-disclosure agreements; and (iii) engaged in negotiations?	therefore no formal offers were received for the business assets to date from unconnected third parties.
Describe briefly how interest was progressed and how this led to the final offer(s) being made.	The only parties to enter negotiations were associates of current management, competitive negotiations were undertaken and concluded to maximize the price achieved.
If more than one offer was received, how was the final purchaser decided upon?	N/A.
In conclusion, describe how, in your view, the marketing strategy pursued was the most appropriate in all the circumstances.	The business was openly marketed within the restricted timescale provided, no party was guided in making their offer and to our knowledge all interested parties acted independently. The extensive negotiations ensured the best price for the business was achieved
Completed by:	Neil Duckworth MA MRICS, on behalf of Middleton Barton Valuation Limited
Professional qualification(s):	MA Land Economy & Valuation University of Cambridge MRICS Registered Valuer
Date completed:	25 <sup>th</sup> May 2021

Note: the Liquidator intends including your answers above in his next report to creditors. Therefore it will also be filed at Companies House and thus it will be in the public domain in due course. Please explain whether you would recommend that any information provided above should avoid disclosure in this manner.

**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX II**

- **Statutory Information**

## **STATUTORY INFORMATION**

### **Just Sport Limited (In Liquidation)**

**Company Number:** 01279104

**Registered Office:** 9 Ensign House  
Admirals Way  
Marsh Wall  
Docklands  
London  
E14 9XQ

**Date of Appointment:** 01 December 2020

**Liquidator:** Richard Hunt  
SFP  
9 Ensign House  
Admirals Way  
Marsh Wall  
London  
E14 9XQ

#### **Creditors' Rights to Further Information and Challenge:**

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by either a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors, or with the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.



**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX III**

- **Liquidator's Receipts and Payments Account**

**Just Sport Limited**  
(In Liquidation)

**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01/12/2020 TO 30/11/2021**

	Notes	Statement of Affairs	From 01/12/2020 to 30/11/2021
		£	£
<b>RECEIPTS</b>			
Stock		15,000	23,000.00
Bank Interest Gross			1.35
TOTAL RECEIPTS		<u>15,000.00</u>	<u>23,001.35</u>
		<b>Fees and Expenses Estimates</b>	<b>Expenses incurred (whether or not paid) from 01/12/2020 to 30/11/2021</b>
		£	£
<b>PAYMENTS / EXPENSES</b>			<b>Payments made from 01/12/2020 to 30/11/2021</b>
			£
Liquidator's Fees		39,000	34,364.50
Liquidator's Other Category 1 Expenses		613	653.91
SFP Property Fees		1,000	980.00
Agents' Fees		3,000	1,080.00
Legal Fees		3,000	1,856.00
Statutory Advertising		284	189.00
Storage & Destruction costs		300	398.26
TOTAL PAYMENTS / EXPENSES		<u>47,197.00</u>	<u>39,521.67</u>
<b>BALANCE IN HAND</b>			<u>19,478.09</u>
<b>REPRESENTED BY</b>			
VAT Receivable			488.65
Floating Current A/c			23,373.44
VAT Payable			- 4,600.00
VAT Control Account			216.00
<b>BALANCE IN HAND</b>			<u>19,478.09</u>

**Notes**

**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX IV**

- **Breakdown of SFP's Time Costs**



JUST SPORT LIMITED (IN LIQUIDATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 01 DECEMBER 2020 TO 30 NOVEMBER 2021

	Time spent over the period under review 01 DECEMBER 2020 TO 30 NOVEMBER 2021						Total Time spent 01 DECEMBER 2020 TO 30 NOVEMBER 2021			
CLASSIFICATION OF WORK FUNCTION	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	Total per fees estimate £
Statutory and General Administration	3.30	1.00	54.80	8.80	67.90	15,841.50	67.90	233.31	15,841.50	16000.00
Investigations	3.20	10.90	0.00	0.00	14.10	4,757.50	14.10	337.41	4,757.50	6000.00
Realisation of assets	1.90	0.00	22.50	0.00	24.40	6,583.00	24.40	269.80	6,583.00	7000.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	0.00	2.70	29.80	2.00	34.50	7,182.50	34.50	208.19	7,182.50	10000.00
Total	8.40	14.60	107.10	10.80	140.90	34,364.50	140.90	243.89	34,364.50	39,000.00
Average rate per fees estimate (£/hour)										260.00

Fees drawn on account 0.00

See Appendix for Summary Charge Out Rates for staff

**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX V**

- **SFP's Charge-out Rates and Bases of Expenses**

## **Charge-out rates for office holders and their staff and bases of calculation of associated expenses**

Time costs of office holders and their staff are recorded in 6-minute units at the charge-out rates shown. Office holders may be assisted by self-employed individuals engaged to fill temporary or infrequent gaps in the firm's permanent staff resources. Such individuals operate in a manner similar to other members of staff and their time spent on case administration is recorded at whichever rate shown here is appropriate to the role they perform.

These rates are reviewed periodically and are subject to inflationary or other adjustments. Up-to-date schedules of charge-out rates will be provided in all future reports.

For further information regarding fees, please download the relevant Guide at <http://panel.sfpgroup.com/> or a hard copy will be provided on request.

Further information regarding insolvency processes in general is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk)

<b><u>Grade</u></b>	<b><u>Rate £/hr</u></b>
Director 2	550
Director 1	500
Associate Director	450
Senior Manager 2	375
Senior Manager 1	350
Manager 2	325
Manager 1	300
Assistant Manager	275
Senior Administrator 2	260
Senior Administrator 1	240
Administrator 2	200
Administrator 1	175
Assistant	125
Data Administrator	20

SIP9 provides definitions of Category 1 and 2 expenses. They are always directly attributable to the estate to which they are charged. In general terms, office holders may discharge Category 1 expenses from the funds held in the insolvent estate, whereas the relevant authorising body must approve the basis of any Category 2 expenses before they may be charged to the estate. The relevant authorising body is whoever has the statutory right to approve the basis of the office holders' fees. This is usually the general body of creditors or a class of them. Please note that reports or fee-related documents issued by the office holder before 1 April 2021 may have described the office holders' expenses in a different manner to reflect the version of SIP9 that was effective at the time. If you require information on the policies applicable to earlier periods, please contact this office.

### **Category 1 Expenses**

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder.

### **Category 2 Expenses**

Category 2 expenses are payments to associates or which have an element of shared costs. Set out below are the bases of the office holders' expenses in this category. The report accompanying this appendix may detail other Category 2 expenses specific to the appointment in question.

### **SFP Property Limited**

SFP Property is a surveying practice, which provides property valuation and sales services. SFP Property has shareholders in common with SFP. Although the office holders and their staff could undertake some of the work carried out by SFP Property, e.g. liaising with landlords, tenants and interested parties, it is considered more effective and efficient to arrange for SFP Property to deal with all matters relating to properties. In addition, in view of SFP Property's proximity to SFP, including the sharing of resources such as office space and finance staff, it is considered that SFP Property provides better value than any outside agencies. Although, of course, this arrangement benefits the common shareholders, it should be remembered that in the event that realisations are limited, SFP Property will not receive full payment for its time costs incurred.

SFP Property's fees are charged on the basis of the time costs incurred at the following rates:

<b><u>Grade</u></b>	<b><u>Rate £/hr</u></b>	<b><u>Grade</u></b>	<b><u>Rate £/hr</u></b>
Director	350	Senior Administrator 2	175
Senior Manager 1	275	Senior Administrator 1	155
Senior Manager 2	250	Administrator 2	135
Manager 2	225	Administrator 1	115
Manager 1	200	Assistant	100

SFP Property may also incur direct expenses, such as Land Registry fees, which will be charged to the insolvent estate at cost.

Category 2 Expenses (continued)	
<p align="center"><b>Charges for mileage</b></p> <p>SFP pays its employees (including directors) for using their own vehicles in travelling to/from locations (other than SFP's offices) as required for the administration of cases. At present, employees are paid at the following rates and consequently the charge made to the estate will be at these rates, although these may change in future especially to reflect any changes to HMRC's approved mileage rates.</p>	
Use of personal car: 45p per mile	Additional cost for each passenger: 5p per mile

Sub-contractors
<p>Office holders may sub-contract other work that could otherwise be carried out by them or their staff. The following explains what typically is sub-contracted out and why. Please refer to the accompanying documents for information on the specific circumstances of the case and on how much this work will, or has, cost.</p>
<p><u>Pension Specialists</u></p> <p>Where a pension scheme exists, pension specialists are instructed to conclude all pension scheme matters, which can involve winding up schemes and applying to the Redundancy Payment Service for payment of pension contribution arrears. Although these matters could be carried out by the office holders or their staff, it is appropriate to draw on the substantial knowledge and expertise of the pension specialists, who are also able to operate in a cost-effective manner.</p>
<p><u>Debt Collection Agents</u></p> <p>In some cases, office holders will engage other parties to pursue payment of outstanding sales invoices. Sometimes specialist debt collection agents, who have knowledge and experience in collecting the debts of a particular industry will be instructed. In other cases, the office holders may engage individuals (whether in their personal capacity or by engaging with the individuals' new employer or company) who were previously employed by the insolvent entity to do this work. In both these circumstances, because of the debt collectors' specialist knowledge and often their relationships with the debtors, they are likely to be achieve better results than the office holders or their staff. In some cases, office holders may decide to instruct a debt collection agent on the basis that it will be cheaper than the staff to carry out the work at their standard charge-out rates.</p>
<p><u>Storage Agents</u></p> <p>On older appointments (i.e. before c.May 2021), the office holders usually instructed independent agents to box up the insolvent entity's relevant books and records, create an inventory of those records, transport them to their storage facilities and store the records until such time as they can be destroyed. In most new appointments, the office holders now instruct independent storage agents to transport the insolvent entity's relevant books and records to the office holders' offices so that they can be scanned for electronic filing purposes and then the storage agents destroy the hard copy records. Holding the records in electronic form is far more useful to the office holders for their investigation purposes and it saves on the ongoing expense of storing the hard copy records with independent agents often for several years.</p>
<p><u>Advertising Agents</u></p> <p>In all cases, legislation requires office holders to have statutory notices published in the London or Edinburgh Gazette. Although it is possible for the office holder to submit such requests directly to the Gazette, they use specialist advertising agents. For a small additional fee, the advertising agents check the submissions for obvious errors and omissions and can ensure that notices requiring urgent attention are dealt with swiftly.</p>
<p><u>Press Agents</u></p> <p>In a few cases, it is valuable to the administration of the case for press agents to be engaged to assist in publicising the insolvency. For example, publicising may assist in bringing the insolvency event to the attention of unknown creditors or parties who may be interested in purchasing the business or assets. Press agents have the knowledge and expertise to determine how best to publicise matters and are more effective than the office holders or their staff would be.</p>

**Just Sport Limited (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX VI**

- **Breakdown of Time Costs for SFP Property Limited**





JUST SPORT LIMITED (IN LIQUIDATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 01 DECEMBER 2020 TO 30 NOVEMBER 2021

	Time spent over the period under review 01 DECEMBER 2020 TO 30 NOVEMBER 2021						Total Time spent 01 DECEMBER 2020 TO 30 NOVEMBER 2021			
CLASSIFICATION OF WORK FUNCTION	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	Total per fees estimate £
Statutory and General Administration	0.30	0.00	0.00	0.00	0.30	105.00	0.30	350.00	105.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	2.30	0.00	0.00	0.70	3.00	875.00	3.00	291.67	875.00	1000.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.60	0.00	0.00	0.70	3.30	980.00	3.30	296.97	980.00	1,000.00
Average rate per fees estimate (£/hour)										0.00

Fees drawn on account 0.00

See Appendix for Summary Charge Out Rates for staff