

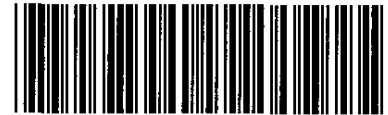
AM03

Notice of administrator's proposals



Companies House

FRIDAY



A11 *A786BS2A*
15/06/2018 #379
COMPANIES HOUSE

1 Company details

Company number 0 2 3 8 9 8 1 5

Company name in full Lower Thames and Medway Passenger Boat Company Limited

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

2 Administrator's name

Full forename(s) Isobel

Surname Brett

3 Administrator's address

Building name/number 21 Highfield Road

Street

Post town Dartford

County/Region Kent

Postcode D A 1 2 J S

Country

4 Administrator's name *

Full forename(s)

Surname

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

5 Administrator's address *

Building name/number

Street

Post town

County/Region

Postcode

Country

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

AM03

Notice of Administrator's Proposals

6

Statement of proposals



I attach a copy of the statement of proposals

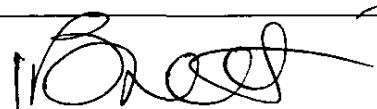
7

Sign and date

Administrator's
Signature

Signature

x



x

Signature date

^d 1 ^m 2 ^y 10 ^y 06 ^y 20 ^y 18

AM03

Notice of Administrator's Proposals



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.

Isobel Susan Brett

Bretts Business Recovery Limited

21 Highfield Road

Dartford

Kent

Postcode	D	A	1		2	J	S
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DX

01474 532862



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

**THE ADMINISTRATOR'S PROPOSALS OF
LOWER THAMES AND MEDWAY PASSENGER BOAT COMPANY LIMITED
IN ADMINISTRATION**

Lower Thames and Medway Passenger Boat Company Limited In Administration
Report to Creditors
12 June 2018

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- 15) Notice to Consumers

1. STATUTORY INFORMATION

A) Court Details

High Court of Justice
Number CR-2018-003290
Chancery Division
Companies Court

B) Registered Name, Address and Number

Company name:	Lower Thames and Medway Passenger Boat Company Limited (In Administration), ("the Company")
Other trading names	Princess Pocahontas & Duchess M
Previous Company Names	N/A
Registered Number:	02389815
Date of incorporation:	26 May 1989
Principal trading activity:	Inland passenger water transport
Current registered office:	21 Highfield Road Dartford, Kent, DA1 2JS
Former Registered Office:	Kings Lodge, London Road, West Kingsdown, Kent, TN15 6AR
Trading Address	16 Cornwallis Avenue, Tonbridge, Kent, TN10 4ES
Debenture Holder	None

C) Company Appointments and Shareholdings

Directors in the last 3 years	Mr John Robert Potter Appointed before : 26 May 1992 until present
Shareholding:	The nominal share capital of the Company is £3.00 issued as follows: Mr John Robert Potter : 3 Ordinary Shares of £1 each

2. ADMINISTRATION APPOINTMENT DETAILS

I Isobel Susan Brett of Bretts Business Recovery Ltd, 21 Highfield Road, Dartford, Kent, DA1 2JS was appointed Administrator of the Company on the 19 April 2018 by the director of the Company.

I consented to act as Administrator and confirm that I will exercise the functions and powers of an Administrator under the Insolvency Act 1986 and the Insolvency (Amendment) Rules 2016 and any other enactment.

It is intended that I will have the control of the Administration, but the day to day administration of the case shall be undertaken by my colleague Riji Gopinathan under my direct supervision.

3. BACKGROUND

(An Account of the circumstances giving rise to the appointment of Administrator)

The Company was incorporated on 26 May 1989 to provide inland passenger water transport, specifically for use of excursions along the Thames. The Company operated scheduled day trips from Gravesend to Greenwich, London and Southend between May and September each year. The service was also available for private charters for day sailings and evening events.

The current sole director Mr Potter purchased the business in 1998 and the Company has traded for many years on a profitable basis.

In 2004, the Company was permitted to take on the Gravesend to Tilbury ferry service with a subsidy granted, on a monthly basis, by Kent County Council ("KCC") and Thurrock Council. A boat and West Street Pier had subsequently been purchased by the Company to honour the contract.

In September 2016, the Maritime Coastguard Agency ("MCA") took proceedings against the Company for an engine fault identified on the Duchess M ferry boat. The ferry service contract was subsequently terminated in 2017 and prior to the contract being terminated, the Company spent approximately £80,000 on the ferry boat, in drydock, and for work required by the MCA. The termination of contract affected the business and the Company's cash flow. Also, the Company and the directors were fined under the proceedings issued by MCA.

In March 2018, the Company also faced issues as a result of bad weather identified as the Beast from the East and Storm Emma. The bad weather conditions caused a floatation pontoon, from the pier, to break loose. The pontoon damaged the pier at Gravesend and two nearby vessels before sinking. This incident has had significant financial repercussions for the Company in relation to pontoon salvage costs charged by the Port of London Authority ("PLA") and other associated repair costs for damage caused. The Company is unable to sustain the subsequent liabilities caused by the pontoon, due to a lack of immediate funds. The Company has endeavoured to claim such costs from its insurance Company however the claim has been rejected on the grounds that the pier was not inspected annually and the chains not lifted once a year.

The PLA threaten regulatory and legal proceedings against the Company and its assets. The potential claims for damages against the Company are being assessed by the relevant parties but the director believes that the Company would require substantial funding to settle any such claim.

These series of events impacted the director's ability to manage the affairs of the Company fully. The director considered the future of the Company and took insolvency advice in March 2018.

In April 2018, the PLA advised that they would be revoking the Company's licence and ordered the Pier to be removed by the end of July 2018. The Company, as a result, was unable to trade considering action by the PLA. The Company required immediate funding above the level available to it and neither the bank nor its shareholder were in a position to advance the necessary funding to settle the contingent liabilities. It appeared that the Company was neither in a position to propose a *Company Voluntary Arrangement (CVA)* nor to continue trading. Also the director was unable to find an immediate buyer for the business.

Other insolvency options such as creditor voluntary liquidation ("CVL") or a compulsory liquidation ("WUC") were also considered before placing the Company into Administration. It appeared that a creditor's voluntary liquidation would not serve to protect the vessel from being arrested and it is possible that some creditors may continue these legal action in creditor's voluntary liquidation. A Compulsory winding up would also not provide the asset protection required.

Accordingly, to protect and preserve the assets and to obtain a good value for the assets, the director decided to place the Company into Administration. Formal instruction was given to Isobel Brett of Brett Business Recovery Ltd on 16 April 2018 to assist the director in this process and she was appointed as the Administrator on 19 April 2018. The Administrator has been liaising with the director since then on all aspects of sale and the marketing of the assets of the Company and business.

Lower Thames and Medway Passenger Boat Company Limited In Administration
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4. FINANCIAL SUMMARY

For the Years Ended	Year Ended 31 May 2017	Year Ended 31 May 2016
Sales	223,955	243,681
Cost of Sales	(44,010)	(83,229)
Gross Profit/(Loss)	179,945	160,452
Administrative Expenses	(200,471)	(157,262)
	(20,526)	3,190
Other Operating Income	2,650	3,522
Operating profit/(loss)	(17,876)	6,712
Interest and other income	NIL	NIL
Interest payable and similar Charges	(616)	(115)
Profit/(loss) on Ordinary Activities before taxation	(18,492)	(6,597)
Tax on Profit/(loss) on Ordinary Activities	(12,257)	(2,280)
Profit/(loss) for the Financial Year	(30,749)	(8,877)
Extracts from Balance Sheet		
As at	Year Ended 31 May 2017 £	Year Ended 31 May 2016 £
Fixed Assets		
Tangible Assets	355,923	355,289
Investment	40,429	38,571
Current Assets		
Stock	3,001	2,550
Debtors	30,330	8,852
Cash at Bank and in Hand	10,980	70,057
Total Assets	440,663	475,319
Liabilities - Creditors – less than one year	(83,864)	(91,593)
Total Assets less Current Liabilities	356,799	383,726
Liabilities –Creditors –More than one year	(2,623)	(5,557)
Provision for Liabilities	(11,755)	(0)
Net Asset	342,421	378,169
Represented by		
Called up Share Capital	3	3
Revaluation Reserve	115,787	119,095
Profit and Loss Account	226,631	259,071
Shareholders' Funds	342,421	378,169

Lower Thames and Medway Passenger Boat Company Limited In Administration
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Trading Results (£)

<u>Period Ended</u>	<u>Turnover</u>	<u>Net Profit/ (Loss)</u>	<u>Directors' Remunera tion</u>	<u>Sharehold ers' Funds</u>	<u>Dividends Paid</u>	<u>Reserves c/f year end</u>
31 May 2017	£223,955	£(30,749)	£10,980	£342,421	£5,000	£226,631
31 May 2016	£243,681	£8,877	£8,550	£378,169	£17,422	£259,071

5. PURPOSE OF ADMINISTRATION

The primary function of an Administrator is to achieve at least one of below the objectives as set out in Schedule B1 Para 3 of the Insolvency Act 1986.

1. Rescuing the Company as a going concern, or
2. Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
3. Realising property in order to make a distribution to one or more secured or preferential creditors.

Consideration was given to trading the business within the Administration in order that a proposal for a Company Voluntary Arrangement might be put to creditors. However, it was considered that trading the business during the Administration was not feasible, as the Company had insufficient finance to do so and it was not clear that the seasonal business would trade profitably. Based on the current circumstances, the rescue of the Company following the Administration is not possible and as a result I am unable to achieve the first statutory objective.

The vessels of the Company were under the threat of being arrested by the PLA. The Company therefore, required an immediate moratorium to protect its assets from any precipitative action by the licencing/regulatory authorities. By placing the Company into Administration, the director protected its assets for the benefit of its creditors as a whole. The protection of the Company assets were not immediately available through other formal terminal insolvency procedures such as a CVL and a WUC.

As the Administrator, I am seeking to achieve the second objectives, being a better result for the Company's creditors as a whole than would be likely if the Company were wound up without first being in Administration, by selling the remaining assets of the Company.

Initial Introduction

The Director consulted the Company's accountant A4G, for advice on the Company's position and were referred to Brett's Business Recovery Ltd. A meeting between the Director and Brett's Business Recovery Ltd was held on 13th March 2018. Further consultation was held on 13th April 2018 and written advice was provided on 16th April 2018. I have assisted the director to place the Company into Administration and the relevant administrative work as regards this matter were carried out by Irwin Mitchell Solicitors.

Roles of the Insolvency Practitioners

Prior to commencement of the Administration, I acted as advisor to the Board of Directors in relation to the business rescue and insolvency options available for the Company. Insolvency practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. I observed the Code in all activities both prior to and after the appointment. At all times prior to Administration, the Board of Directors remained responsible for and in control of the Company's affairs.

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I reviewed the financial position of the Company and the following options were considered with the director:-

Non-statutory solutions

It appeared that the Company was unable to secure an informal agreement with creditors to postpone or re-structure debts and give the Company time to recover from the current position.

The Company also considered re-financing options but require some form of personal guarantee from the directors and/or the granting of specific security over one or more of the Company's assets, which were not available.

It appeared that non-statutory solutions appeared to be riskier for the Company and its directors alike.

Liquidation

As advised above, the possibility of placing the Company into Liquidation was considered however it was decided that this was not the best course of action as it would not serve to protect the vessels from being arrested.

Company Voluntary Arrangement ("CVA")

As advised above, the Company is not in a position to propose an arrangement that is likely to be approved by creditors.

Administration

The Company was under the threat of its trading licence being revoked by PLA following which the Company must remove its pier, pontoon, piling and anything above and below the water, with the exception of the vessels which shall be permitted in the river.

After considering the statutory and non-statutory options available to the Company, it was concluded that Administration is the best options for the Company to protect its assets immediately and achieve a better realisations for creditors if the Company be first placed into Administration.

It was considered that the Administrator shall be able to achieve Objective 2 of the statutory purpose.

Valuation, marketing and sale of the Business and Assets

As per the statement of affairs of the Company, the main assets of the Company are two vessels, a leasehold ticketing office, a pier and some chattel assets.

The director was asked to provide information on any parties that he was aware of, who would be interested in purchasing the assets of the Company and also to advice of any marketing conducted by the Company prior to the administration. I have been made aware that the director had placed an online advert at <https://www.apolloduck.com> to market and sell two vessels named MV Princess Pocahontas & Duchess M for a combined value of £300,000.00 prior to the administration.

Following the administration, I have liaised with a few interested parties but no firm offers have been received to date. Assistance for the marketing and sale of the vessels is being provided by the director. It is my intention to engage a specialist marketing/sales agent in the marine/shipping industry, to improve the coverage of the marketing as widely as possible including but not limited to marketing on the agent's websites, reaching to relevant Company creditors and targeting individuals/companies within the specific industry who are registered with the agent. A formal discussion has started with a few qualified specialist in this field but a formal appointment has not yet been agreed with any agents. Advice is being sought from the Passenger Boat Association. Agents shall be instructed to provide marketing advice and assist in identifying and securing a purchaser. Their costs shall be agreed on their standard charge out rates and will be paid as an expense of the administration.

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A strategy is being considered for the sale of the leasehold property either by selling it together with the two vessels or selling it separately. *If no value is attainable for the leasehold property, I may need to surrender it back to the landlord but subject to the recommendation of the valuer and the marketing agent.*

Other remaining chattel assets of the Company have only negligible value and it appears that the costs of removal and sale may outweigh any economic benefits achievable. Advice shall be sought from the specialist agents.

If I am successful in finding a buyer who is interested in the business and the remaining assets of the Company as a whole, the above assets may fetch higher value and a better recovery prospects for the creditors as a whole. On the contrary, selling the assets on piecemeal basis will achieve only a lesser value. The best course of action for the sale of the assets shall be undertaken by the Administrator as appropriate.

6. ADMINISTRATOR'S ACTIONS

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

Following my appointment I took over the responsibilities of managing the affairs, and the remaining assets of the Company as an agent of the Company without any personal liability.

I have completed statutory notification as regards to my appointment to relevant parties including Companies House, Court, Company, Bank and creditors and members.

I instructed Irwin Mitchell Solicitors to provide advice in relation to my appointment and in the management of the affairs of the Company during the Administration. Their costs have been agreed on the basis of time costs incurred plus disbursements.

I contacted the former insurance Company and arranged an open cover for the two vessels, , with effect from the date of the administration. Payment for the insurance has been arranged from the administrator's office account due to insufficient funds in the administration estate. On my order, the former insurance broker is holding an insurance refund of some £5,000.00, pending review of a request for refund made by the credit financing Company.

I have liaised with the Company accountant and the book keeper and complied some information as regards the financial affairs of the Company. This assisted me to recover a pre-appointment VAT Refund of £864.91. I have also recovered a DVLA Tax refund of £200.00. I have instructed the Company accountant to assist with a claim for terminal loss relief.

As advised above, I am liaising with the relevant parties are regards the marketing and sale of the remaining assets of the Company.

I am liaising with PLA and a third party as regards their damages claims as well. I have encouraged the third party to make their claim through the Company's insurance. Any uninsured claim shall rank as an unsecured claim in the administration.

One of the hire purchase companies has requested the return of their hire equipment. I have given them the opportunity to identify and propose a strategy to remove the items at their own costs with the assistance of the Company director. This matter is being progressed and the return of the items shall minimise the liability of the Company.

I have also secured some books and records of the Company and the accounting software back-up in order for me to undertake an initial investigation into the affairs of the Company and the conduct of the director.

Creditors will note that, although much of the work is anticipated to provide a financial benefit to creditors, the Administrator is required by law and by their regulatory body to conduct other work that might appear to have little or no financial benefit to creditors. In addition, there are other parts of the

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work about which the outcome, and consequently any financial benefit to creditors, is unclear at present. Creditors will receive updates on these matters in the Administrator's progress reports.

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

The Administrator will endeavour to sell the remaining assets of the Company at the earliest opportunity. Following the receipt of the sale proceeds, a first and final distribution will be made to the preferential and unsecured creditors of the Company with agreed claims. The costs will be met from the asset realisation, but subject to the approval of the creditors.

I will also examine the conduct of the Company director, prior to the Administration, with two main objectives:

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

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

In the event that questionable transactions are identified, it may be necessary to conduct further investigations and instruct solicitors to assist in deciding the Administrator's next steps in pursuing a recovery. If a potential recovery action is identified, it may be necessary to instruct professional agents in gathering evidence and in exploring further the existence and value of assets to target. The directors have a legal duty to co-operate with the Administrator under the provisions of the Insolvency Act 1986. If the Administrator encounters resistance in making a recovery, formal legal action may be considered.

In addition, if the Insolvency Service decides to proceed with a disqualification, the Administrator will be required to assist the Insolvency Service's investigators in their work, which may include providing the investigators with access to the Company's books and records and agreeing statements to be given in evidence of those proceedings. It is my intention to conclude my initial investigation as soon as possible.

If I am unable to sell the remaining assets that require protection, within the next 10 months, it is proposed that the Administrator be allowed to extend the administration for one more year.

If I am able to make a distribution to unsecured creditor before the anniversary of the liquidation, the Administration will end by placing the Company into Creditors' Voluntary Liquidation with Isobel Susan Brett to be appointed Liquidator.

If following my investigations it is possible to bring a successful action against the directors as regards to any identified antecedent transactions and that further funds could be recoverable for the creditors then it is intended that either the Administration be extended for another year or the Administration will end by placing the Company into Creditors' Voluntary Liquidation with Isobel Susan Brett to be appointed Liquidator.

8. STATEMENT OF AFFAIRS

The director of the Company was fully co-operative and assisted in identifying and locating the potential assets of the Company. I have assisted the director in preparing a draft statement of affairs of the Company which is attached at Appendix 1, together with details of all creditors.

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Note: -

- The Director's Statement of Affairs figures are subject to costs of realisation and Administration estate costs.
- The inclusion of any creditor at an incorrect figure within the Statement of Affairs does not prejudice their right of claim.

Comments on the Statement of Affairs

Vessels

Two vessels named MV Princess Pocahontas & Duchess M are being marketed for a combined value of £300,000.00. Although the online marketing has generated a few enquires, no firm offer has been received for these assets. A specialist marketing firm will be instructed soon to revalue the assets and widen the scope and sale of these assets.

Leasehold property

It appears that the leasehold ticketing office shall have only minimal or Nil value, if the Administrator is unable to find a buyer in the same trade, as it can be used only as a ticketing office. This property is accessed through locked gates which leads to the flood defence gate and the Company is obliged to operate this gate by the environment agency in the event of a flood warning.

The PLA, has shown some interested in the land situated next to the Pier but it is not known whether this land forms part of the leasehold property. Further enquires are being made as regards this matter. A recovery from the pier is very doubtful as the PLA has placed various restrictions and requirements for the removal of the pier.

As advised above a suitable strategy is being considered to sell the leasehold property. If the property appears to be onerous, I shall surrender the lease back to the landlord.

Equipment

A metal floatation tank has been salvaged by the PLA and is available for the Company. Recovery prospects for this asset is not known at this stage but I am liaising with the relevant parties.

Furniture and fittings

This includes mainly computers, leased equipment, furniture and fittings. As per the accounts, these assets have no book value as they all have been depreciated in full. The fittings shall have no realisable value, following its removal. The leased equipment shall be returned to the contractors. The other remaining assets will have no realisable value, after costs of recovery.

Pre-payments

As advised above the Company is entitled to receive an insurance refund of £6,665 but only £1,261 can be realised from this amount for the benefit of the creditors, as the finance Company who lend the money is entitled to this refund. My solicitors have reviewed and confirmed their entitlement.

Cash at Bank

The cash at bank is expected to be less than £1. I have contacted the bank to close the bank accounts and release the balance of funds if any held by the bank.

Tax refund

This relates to estimated terminal loss claim available to the Company of £12,995. However, HM Revenue and Custom is also owed money in the region of some £1,830. It is anticipated that the Company should be able to recover some £11,000 after the crown set off. The Administrator shall liaise with the Company accountant to prepare and submit relevant documentation for the tax refund.

Secured creditors

The Company has not granted a charge to any creditor.

I am not aware of any creditor who has a secured claim in this Administration.

Prescribed Part

The prescribed part only applies where the Company has granted a floating charge to a creditor after 15 September 2003. Where a floating charge over the Company's assets has been given a prescribed amount of the Company's net property after paying the preferential creditors must be made available to the unsecured creditors and the basis of this calculation is detailed below: -

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

The Company has not granted any floating charge and consequently there will be no prescribed part provision applicable in this administration

Preferential creditors

The Company's preferential creditors comprise principally of its employees for accrued unpaid holiday pay and outstanding wages up to £800.00 per employee.

Employees' claims are divided into preferential and non-preferential (unsecured) claims.

The remaining employees of the Company at the time of the Administration were the director and the Company secretary. Their contracts have been terminated following the administration of the Company. However, it appears that employees are owed preferential amount in respect of arrears of pay and accrued holiday pay but subject to statutory limit under the provision of the insolvency legislation. It is anticipated that they may also have claims for redundancy and notice pay, which will rank as unsecured claims in the liquidation.

I am liaising with the former employees, Company accountant, and the redundancy payment Services ("RPS") to process/adjudicate the employees' claims. Relevant documentation has been submitted to the RPS to advance payments to the employees from the National Insurance Funds. Help has also been given to employees to enable them to submit their claims through RPS's online portal. The RPS will have a subrogated claim in the Administration, for any payments advanced. It appears that some of the employees will have a shortfall in their preferential payments receivable from the RPS. I am obliged to calculate, adjudicate and agree the balance of preferential amounts owed to the employees by verifying it with the Company documentation and the RPS payment schedule etc, as applicable. Any further balance/shortfall owed to the employees above the preferential claim would rank as an unsecured claim in the liquidation.

Unsecured creditors

Based on the information available, the amount owed to unsecured creditors is £173,283. The Company shall also have contingent liabilities, in respect of potential damages claim.

The Company had taken some booking for excursions during the summer months. Although the majority of the deposits have been returned to customers, some customers have not received their deposit back. Those customers will now have a claim against the Company and shall be considered as an unsecured creditor of the Company.

The unsecured claims estimated/provided by the directors, may not necessarily agree with your own records. However, the amounts stated will not prejudice your claim as it will be agreed by the Administrator/Liquidator in due course. Those creditors who have not already submitted a claim are requested to send details to me at the above address. Formal notice to this effect is enclosed at

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Appendix-10 together with a claim form (Appendix-11), which should be completed and returned as soon as possible.

I would advise that a few claims have been received in this administration to date and I have not yet undertaken any claim agreement work. It is unlikely that I shall do so until I am certain that there shall be funds available for distribution to creditors. It is expected that unsecured creditors with agreed claim shall receive a small dividend out the insolvency estate.

If you contend that you have any form of security or reservation of title over goods supplied in respect of any amount owed to you by the Company please contact this office in writing immediately.

9. DIVIDEND PROSPECTS

Preferential creditors

Based on current information, preferential creditors will be paid in full.

Unsecured creditors

The expected contingent liability will have an impact on the dividend prospects to unsecured creditors with agreed claims. If the contingent liability is less than £100,000, it is anticipated that the Company should be able pay all of its creditors in full, but subject to change.

Based on current information, the quantum and timing of the distribution to unsecured creditor is not known.

In the event that it may be possible to pay a dividend to unsecured creditors it is essential that you complete and return the proof of debt form attached with this report.

10. ADMINISTRATOR'S INVESTIGATIONS

Under the Company Directors' Disqualification Act 1986, it is the duty of the Administrator to investigate the conduct of the directors of the Company in the three years prior to the insolvency of the Company.

An appropriate report will be prepared and submitted to the Insolvency Service within 3 months of my appointment. The content of this report is confidential and cannot be disclosed to any third party.

I would invite creditors to provide information on any concerns regarding the way in which the Company's business has been conducted and on any potential recoveries for the estate. I should be grateful if you would complete and return to me the 'creditor questionnaire', which I have attached at Appendix- 12 with the report, at your earliest convenience

11. PRE-ADMINISTRATION COSTS

The members of the Company and/or board of the Company instructed us to assist them in placing the Company in administration on 16 April 2018. I agreed a fixed fee of £1,500 plus VAT and disbursements in respect of providing advice and assistance to place the Company into Administration.

I shall be seeking recovery of my costs and disbursements as an expense of the Administration but is subject to approval under Rule 3.52-3(b) of the insolvency Rules 2016. My pre-administration work has been categorised into the following task headings

- **Administration and Planning** includes such tasks as case planning and set-up, appointment notification, maintenance of case files, compliance, cashiering, reviewing financial records, considering insolvency options and other administrative functions such as filing, phone calls, emails etc.

Lower Thames and Medway Passenger Boat Company Limited In Administration
Report to Creditors
12 June 2018

- **Realisation of Assets** includes such tasks as identifying, securing, dealing with the sale of the business, transition of contracts, review offers received, negotiating with the prospective buyers, liaising with debenture holders, reviewing debtor's position, review sale agreement etc.
- **Investigation** – No investigation work has been carried out in the pre-appointment period.
- **Creditors** include such tasks as creditor set up, corresponding with secured creditors and other key suppliers/creditors, reviewing and obtaining advice in relation to security granted to charge holders, review position regarding possible redundancies, employee issues etc

Solicitors who specialise in insolvency were instructed, based on their standard costs to provide legal advice on all aspects of the administration and in preparing the documents necessary to make the appointment. I will be seeking to agree and pay the solicitors pre- administration costs of £3,500 plus VAT and disbursement as an expense of the administration.

The pre-administration costs and disbursements are as follows:-

Description(excluding VAT)	Paid pre-appointment	To be paid
Insolvency Practitioner's remuneration		1,500.00
Legal fees		3,500.00
Court Fees		50.00
Total		5,050.00

12. BASIS OF REMUNERATION AND DISBURSEMENTS FOR ADMINISTRATOR

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. The senior member of staff with adequate experience is dealing with the day to day administration of the case. Where the issues are complex and litigious, the work will be closely supervised or undertaken by the senior manager and or the partner

The Administrator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration, which ensures that the Administrator and their staff carry out their work to high professional standards.

It is expected that significant time costs will be incurred in adjudicating/agreeing creditors' claims. I have made sufficient provision for such time costs. Sufficient provision for time costs has been made for initial investigation matters and for asset realisation.

A description of the routine work undertaken in this administration is summaries below:

1. Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment.
- Statutory notifications and advertising.
- Preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details on case management software.
- Case bordereau.
- Case planning and administration.
- Preparing reports to members and creditors.
- Statutory filing

2. Cashiering

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- Maintaining and managing the administrator's cashbook and bank account.
 - Ensuring statutory lodgements and tax lodgement obligations are met.
3. Creditors
- Dealing with creditor correspondence and telephone conversations.
 - Preparing reports to creditors.
 - Maintaining creditor information on case management software.
 - Reviewing and recording the proofs of debt received from the creditors.
4. Realisation of Assets
- Liaising with the Company's bank regarding the closure of the account.
 - Liaising with the director as regards the realisation of the remaining assets.
 - Liaise with the agent and prospective buyers.

The detail and result of the specific work undertaken is described in this report.

A copy of the firm's charge-out rates is detailed at Appendix 8.

"A Creditors' Guide to Administrators' Fees" is available for download at:
<http://www.brettsbr.co.uk/cgaf/>

Should you require a paper copy, please contact my office and this will be provided to you at no cost.

Information on this insolvency process may be found on the R3 website here
<http://www.creditorinsolvencyguide.co.uk/>.

Fees and expenses estimates

I shall be seeking creditors' approval that my fees as Administrator be fixed by reference to the time properly given by me and my staff in attending to matters as set out in the fees estimate.

In summary, I estimate that I and my staff may spend time totalling £49,834.55 for 196.45 hours at an average hourly rate of £253.68 in conducting the tasks described.

The Fees and Expenses Estimates have been compiled on the assumptions set out below. Please note that these are assumptions only for the purposes of preparing the estimates in accordance with the statutory provisions:

- the investigations will not reveal any matters that require further investigation with a view to pursuing a recovery for the insolvent estate;
- no exceptional work will need to be conducted in order to realise the known assets of the Company;
- there will be some funds to pay a distribution to unsecured creditors; and
- the Administration will be concluded in approximately in one years' time.

On the basis of these assumptions, I do not anticipate that it will be necessary to seek additional approval from the relevant creditors for fees in excess of the estimate.

In the event that I incur time costs in excess of the Fees Estimate, I will only revert to creditors for approval if I propose to draw any additional fees from the insolvent estate.

Summary of time costs incurred

The Administrator's time costs for the period from 19 April 2018 to 31 May 2018 totals £11,492.00 representing 46.40 hours at an average hourly rate of £247.67. The time costs are detailed at Appendix 3.

Administrator's Disbursements

My disbursements are divided into two categories.

Category 1 expenses are costs that can be specifically identified as relating to the administration of the case. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums and properly reimbursed expenses. Legislation provides that Administrator may discharge Category 1 expenses from the funds held in the insolvent estate without approval from the creditors.

Category 2 expenses are costs that are also directly referable to the appointment in question but not to a payment to an independent third party. Payments may only be made in relation to Category 2 expenses *after the creditors have approved the bases of their calculation*. The Category 2 expenses that I propose to recover from the insolvent estate, such as the stationery and photocopying costs relating to the issuing of reports to creditors.

The Appendix 6 Estimated Expenses detail both the Category 1 & 2 expenses I anticipate during my time in office as Administrator. Approval is also being sought for category 2 disbursements from the secured creditors.

Other professional Costs

Following my appointment as administrator, I have engaged the following agents/professional advisors in this assignment.

The choice of professionals was based on my perception of their experience and ability to perform the type of work, the complexity and nature of the assignment. Approval of fees will be subject to my review that they are reasonable in the circumstances of the case. Their fees are treated as an expense in the Administration estate.

Solicitors

I have instructed Irwin Mitchell, to provide legal advice on all aspects of the administration. The solicitors' costs have been agreed on the basis of their standard hourly rates plus VAT and disbursements. Their fees will be met from the administration funds as an expense of the administration, subject to funds being available.

13. CREDITORS COMMITTEE

It's a requirement under the insolvency legislation that, when a decision is sought from the creditors, a creditor be given with the opportunity to form a creditors committee. If a creditors committee is not constituted, it is up to the general body of creditor to agree/approve the decision sought where necessary.

A creditors Committee must have at least three members but no more than five. If there are no requisite nominations, no committee can be constituted. Attached at Appendix 9 is a Notice of Invitation to Form a Liquidation Committee, together with a Nomination form. You need to complete this form only if you wish to be in a creditors committee.

14. PROPOSED DECISIONS

The Administrator is seeking creditors' approval of the proposed decisions by means of a vote by correspondence.

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Attached at Appendix 4 is a Notice of Decision Procedure, which sets out the decisions sought by the Administrator by way of approval of administrator's proposals, remuneration, pre-administration fees and disbursements:

In the event that no creditors committee is established, general body of creditors are invited to vote on certain decisions as detailed in the voting form by completing and returning the voting form (attached at Appendix 5) together with a proof of debt form (attached at Appendix 11, if one has not already been submitted). The Administrator must receive completed forms by no later than 23.59 on 27 June 2018 to enable the vote to be counted.

Whilst a vote by correspondence is being sought, creditors who meet a statutory threshold as set out in the Notice attached at Appendix 4 can require that a physical meeting of creditors be convened. Such a request must be made to the Administrator within 5 business days of the date on which this report was delivered.

15. ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT (R&P)

I attach a copy of my R&P with this report.

I have recently recovered tax refunds totalling £1,064.91 in respect of the pre-appointment VAT Refunds and DVLA tax refunds. These recoveries are shown in the attached R&P.

The administrator's uncharged disbursements are not shown in the R&P, but pending to be recovered from the insolvency estate following the approval and when the funds permit.

16. MEETING OF CREDITORS AND DECISION BY CORRESPONDENCE

There are certain matters which require the specific approval of creditors. I therefore, propose to deal with those matters by correspondence rather than by calling a meeting of the Company's creditors.

However, if the requisite creditors request for a physical meeting as detailed in the notice of decision procedure, a physical meeting will be held as applicable.

This report is uploaded onto our website and it will be treated as being delivered to the creditors on the second business day, after the day of the posting by first class.

17. ADMINISTRATOR'S PROPOSALS

The following forms the basis of my proposals

- (a) The Administrator continues to manage the Company's business and realise assets in accordance with objective 2 of the statutory purpose of the Administration, being a better result for creditors compared with liquidation.
- (b) The Administrator shall use the sale proceeds received for the purpose of achieving the objective 2.
- (c) The Administrator shall sell the Company's assets at such time(s) on such terms as she considers appropriate;
- (d) The Administrator shall investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company; and
- (e) The Administrator shall do all such things and generally exercise all her powers as Administrator as she in her discretion considers desirable or expedient in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals.

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- (f) If there are insufficient funds to pay a dividend to unsecured creditors and if the Administrator, in her absolute discretion, considers that there are no investigations existing that a Administrator could pursue, it is proposed that the Administration will end by the Company being dissolved.
- (g) However, if a distribution is available to the unsecured creditors or there are investigation matters that may or may not yield sufficient funds to enable a distribution to creditors or the Administrator considers it appropriate, the Administration will end by moving into Creditors' Voluntary Liquidation with Isobel Susan Brett to be appointed Liquidator.

NB. Creditors may nominate a different person as Liquidator in accordance with paragraph 83(7) (a) of Schedule B1 of the insolvency Act 1986 and Rule 3.60(6)(b) of the Insolvency Rules 2016, but in the absence of such nomination the above named would become the liquidator. Any alternative nomination for proposed Administrator will need to be received before the decision date on 27 June 2018.

- (h) In the absence of a creditors committee,
 - That the Administrator's estimated time costs of £47,152.00 be approved by reference to the time properly given by the Administrator and her staff, in attending to matters arising in this administration at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, and such remuneration be paid out of the assets of the company and which may be drawn on account as and when funds permit
 - That the Administrator be authorised to draw their Category 2 disbursements from the Administration estate as and when funds allow.
 - The Administrator shall be authorised to discharge the outstanding pre-appointment fees and expenses as set out in the proposals in the sum of £5,050.00, to be paid out of the assets of the Company as and when funds permit
- (i) If the affairs of the Company in Administration are not fully completed within one year, the Administration may be extended for one year. This does not restrict the Administrator to make an application in the court for a longer extension, as appropriate.
- (j) That the Administrator will be discharged from liability under the Administration, immediately upon the Administrator filing her final report to creditors.

These proposals may be revised by the Administrator should the creditors so wish.

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. More details about these matters and general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

18. NEXT REPORT

The Administrator is required to provide a progress report within one month of the completion of the first six months of the Administration. My next report will be issued to creditors on or before 19 November 2018.

19. CONCLUSION

It is proposed that I will continue to manage the affairs of the Company in order to achieve the objectives of the Administration.

I confirm that the Company's centre of main interest is in the UK. Accordingly EC Regulations on insolvency proceedings will apply. These proceedings will be main proceedings as defined in Article 3 of the EC Regulation.

Lower Thames and Medway Passenger Boat Company Limited In Administration
Report to Creditors
12 June 2018

I confirm that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. More details about these matters and general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

Finally, to comply with the Provision of Services Regulations, some general information about Bretts Business Recovery Limited can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

The General Data Protection Regulation requires that individuals whose data is being held be provided with information about their rights. A privacy notice is available at <http://www.brettsbr.co.uk/client-pages/client-privacy-notice-for-data-subjects/>

If creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available on-line, they should contact Riji Gopinathan on 01474532862, or by email at rijimon@brettsbr.co.uk.



.....
Isobel Susan Brett
Administrator

The affairs, business and property of the Company are being managed by the Administrator who acts as agent for the Company without personal liability

A – Summary of Assets

Assets

Book Value**Estimated to Realise****Assets Specifically Pledged**

None

Assets not Specifically Pledged

Leasehold Land & Property	20,729	0
Plant & Machinery	0	5,000
Inter-Company Debt	49,129	0
Tax Refund	0	12,955
Insurance Refund	6,665	1,261
Vessels (Ships)	205,090	300,000
Estimated total assets available for preferential creditors	281,613	319,216

Signature_____

Date_____

A1 – Summary of liabilities

	Estimated to Realise
Estimated total assets available for preferential creditors (carried from page A)	319,216
Preferential creditors:	
Employees' Claims	5,724
Total Preferential Claim	<u>(5,724)</u>
Estimated deficiency / surplus as regards preferential creditors:	313,492
Estimated total assets available for floating charge holders	313,492
Debts secured by floating charges	NIL
Estimated deficiency/surplus of assets after floating charges	<u>313,492</u>
Total assets available to unsecured creditors	313,492
Director's Loan Account	55,604
Employees' Claims	16,406
HM Revenue & Customs	1,830
Trade Creditors	100,277
Contingent Liabilities	<u>Not known</u>
	<u>(174,117)</u>
Estimated surplus / deficiency as regards non-preferential creditors (excluding any shortfall to floating charge holders)	139,375
Issued and called up capital	
Ordinary Share Capital	<u>(3)</u>
Estimated total deficiency / surplus as regards members	139,372

Signature_____

Date_____

B COMPANY CREDITORS

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

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
A4G LLP	Kings Lodge, London Road, West Kingsdown, TN15 6AR	£1,009.00	None		0
HM Revenue & Customs	Insolvency Claims Handling Unit, Benton Park View, Longbenton, Newcastle upon Tyne, NE98 1ZZ	£1,830.00	None		0
Jetstream Tours	Unit 12 Innovation Studios, Canal Road, Strood,, Kent, ME2 4DT	£1.00	None		0
John Potter	16 Cornwallis Avenue, Tonbridge, TN10 4ES	£55,604.00	None		0
LGSA	Parade Imperial Business Park, The White House Clifton Marine, Gravesend, DA11 0DY	£746.52	None		0
London River Services	1st Floor, P O Box 45279, 14 Pier Walk, London, SE10 1AP	£2,176.00	None		0
Maritime & Coastguard Agency	Spring Place, 105 Commercial Road, Southampton, SO15 1EG	£13,187.13	None		0
Mrs Patricia Dingle	N/A	£100.00	None		0
Port of London Authority	London River House, Royal Pier Road, Gravesend, DA12 2BG	£49,179.68	None		0
Survitec Services & Distribution Ltd	Kiln Lane, Worldwide Lane, Stallingborough, Grimsby, DN14 8DY	£1,584.00	Hire Purchase Agreement		0
Thames Shiprepair Service	Wharf Road, Denton, Gravesend, Kent, DA12 2RU	£28,628.32	None		0
Thurrock Council	Civic Office, New Road, Grays, Essex, RM17 6SL	£3,564.00	None		0

B
COMPANY CREDITORS

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

Name of creditor or claimant	Address (with postcode)	Amount of debt	Details of any security held by creditor	Date security given	Value of security £
Trips Out Limited	Lamorna, Station Road, Pluckley, Kent, TN27 0RP	£100.00	None		0
Vodafone	Vodafone House, The Connection,, Newbury, Berkshire R, G14 2FN	£1.00	None		0
Potter, Mr John	N/A	£11,013.16	None		
Roberts, Ms Janet	N/A	£11,117.04	None		
Totals		£179,840.85			0

Signature _____ Date _____

C

COMPANY MEMBERS

Name of shareholder or member	Address (with postcode)	Type of Share	No. of Shares	Nominal Value
John Potter	N/A	Ordinary	3	£3.00

Signature _____ Date _____

**Lower Thames and Medway Passenger Boat Company Limited T/A MV Princess Pocahontas & Duchess M - In
Administration**

Administrator's Abstract of Receipts & Payments

From 19 April 2018 to 12 June 2018

S of A £		£
	RECEIPTS	
5,000	Plant & Machinery	NIL
12,955	Tax Refund	1,064.91
1,261	Prepayments	NIL
300,000	Vessels	NIL
<u>319,216</u>		<u>1,064.91</u>
	PAYMENTS	
NIL		NIL
<u>0</u>		<u>(NIL)</u>
<u>319,216</u>	CASH IN HAND	<u>1,064.91</u>

Appendix-3

**Administrator's Remuneration Schedule
Lower Thames and Medway Passenger Boat Company Limited
Between 19 April 2018 and 31 May 2018**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2.20	0.00	20.90	0.30	23.40	5,621.00	240.21
Investigations	0.00	0.00	1.50	0.00	1.50	352.50	235.00
Realisation of Assets	4.10	0.00	11.50	0.00	15.60	4,117.00	263.91
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	0.00	5.60	0.00	5.90	1,401.50	237.54
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	6.60	0.00	39.50	0.30	46.40		
Time costs	2,277.00	0.00	9,179.00	36.00		11,492.00	
Average hourly rate	345.00	0.00	232.38	120.00			247.67

Summary of Fees

Time spent in administering the Assignment	46.40 Hours
Total value of time spent to 31 May 2018	11,492.00
Total Administrator's fees charged to 31 May 2018	Nil

Disbursements

Description	Total Incurred £	Total Recovered £
Advertising	87.17	0.00
Postage *	11.40	0.00
Stationery *	17.10	0.00
Computer Licence Fees	230.00	0.00
Bond	562.50	0.00
Totals	908.17	0.00

- * Category-2 disbursements

NOTICE OF DECISION PROCEDURE

Company Name: Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration ("the Company")

Company Number: 02389815

In the High Court of Justice no. CR2018 003290

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Administrator of the Company, Bretts Business Recovery Limited, of 21 Highfield Road, Dartford, Kent, DA1 2JS, (telephone number 01474532862), who was Appointed by the Director.

Creditors are invited to vote by correspondence on the following (for the full wording of proposed decisions, see overleaf):

1. The approval of the Administrator's Statement of Proposals
2. The establishing of a Creditors' Committee, if sufficient nominations are received by 27 June 2018 and those nominated are willing to be members of a Committee¹
3. The basis of the Administrator's fees and the approval of the fee estimates
4. The approval of the Administrator's Category 2 disbursements
5. The approval of the pre-Administration costs
6. The timing of the Administrator's discharge

Overleaf is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Administrator's by one of the methods set out below:

By post to: 21 Highfield Road, Dartford, Kent, DA1 2JS

By fax to: 01474532863

By email to: rjimon@brettsbr.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the Decision Date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

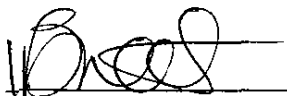
All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 on 27 June 2018.

If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the Decision Date.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.


Isobel Susan Brett
Administrator

Dated: 12 June 2018

¹ Please see the Notice Inviting Creditors to Form a Committee for further instructions.

VOTE BY CORRESPONDENCE

Company Name: Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration ("the Company")

Company Number: 02389815

In the High Court of Justice no. CR2018 003290

Name of Creditor: _____

Address: _____

Decisions:

1. That the Administrator's Statement of Proposals be approved.	*For / Against
2. That a Creditors' Committee be established if sufficient nominations are received by 27 June 2018 and those nominated are willing to be members of a Committee. ²	*For / Against
In the event that no creditors committee be established, creditors are requested to vote on the following decisions	
3. That the Administrator's estimated time costs of £47,152.00 be approved by reference to the time properly given by the Administrator and her staff, in attending to matters arising in this administration at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, and such remuneration be paid out of the assets of the company and which may be drawn on account as and when funds permit	*For / Against
4. That the Administrator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Bretts Business Recovery Limited's summary.	*For / Against
5. That the unpaid pre-Administration costs set out in the Administrator's Proposal be approved.	*For / Against
6. That the Administrator be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule B1 of the Act, such discharge to take effect when the appointment of Administrator ceases to have effect, as defined by the Act, unless the court specifies a time.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)?

☐ Yes / ☐ No

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 27 June 2018, by:

Post: 21 Highfield Road, Dartford, Kent, DA1 2JS

Fax: 01474532863

Email: please scan in a signed copy of this form and attach it as a pdf to rijimon@brettsbr.co.uk

² Please see the Notice Inviting Creditors to Form a Committee for further instructions. Please note that, in the event that a Creditors' Committee is formed, authority to approve decisions 3, 4, 5 and 6 proposed above may be exercised by the Committee.

Fees Estimate for Lower Thames and Medway Passenger Boat Company Ltd - in Administration

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £49,834.55 for 196.45 hours at an average hourly rate of £253.68

Approval for the remuneration sought is based on an estimate of the work necessary for the completion of the administration of the case. Should additional work be necessary beyond what is contemplated, further approval may be sought from the creditors

Category of work	Description of the tasks	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
ADMINISTRATION & PLANNING, STATUTORY AND COMPLIANCE		35.57	243.64	13,659.04
Case Planning & Strategy	Setting up physical/electronic case files (as applicable). Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Preparation of case management/strategy document Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
General Administration	Time Sheets- Review and update Receipts and Payments - Review and update Invoicing - Review of time costs and Disbursements - Reconciliation Obtaining a specific penalty bond.			
Document maintenance /file review/checklist	Filing of documents Overseeing and controlling the work done by case administrators. Periodic file reviews-Month one, three, six and twelve strategy reviews. Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Statutory	Filing returns at Companies House -Appointment Documentation/ Annual Report, Final Report Etc. Statutory Advertisement Preparing and filing VAT/CT returns			
Creditors' decisions Procedures	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For virtual/Physical meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing result of decision process			
Creditors Meeting & Reports	Disclosure of sales to connected parties Fee/Disbursements Approval - Calculate Fee estimates Preparing, reviewing and issuing annual progress reports/Final Reports to creditors and members (as applicable). Communication with Creditors -reports/ Annual Report/ Final account /Fee Approval /reports to creditors committee			
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments Receipts and Payments - Requisitions Reviewing the adequacy of the specific penalty bond on a quarterly basis.			
Closure	Review case to ensure all matters have been finalised Proposed final account Issuing draft final account/final account to creditors and members Obtain clearance to close case from HMRC together with submitting final tax return File documents with Registrar of Companies			
INVESTIGATIONS		44.63	245.72	10,765.02
Books and records / storage	Recovering the books and records for the case. Listing the books and records recovered. Dealing with records in storage Sending job files to storage			
SIP 2 Review	Reviewing questionnaires submitted by creditors and directors Reviewing company's books and records Preparation of deficiency statement Bank Statement Analysis			
	Review of book and records and completion of SIP-2 Investigation Check List Review of specific transactions and liaising with directors regarding certain transactions Discussing the outcome of the initial investigation with the the liquidator/ Administrator Liaising with the committee/creditors or major creditors about further action to be taken			
Antecedent Transactions	Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, including but not limited to bank, accountant, solicitors, etc. Reconstruction of financial affairs of the company			

Category of work	Description of the tasks	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Review of specific transactions and liaising with directors regarding certain transactions			
Examinations	Preparing brief to Solicitors Liaising with Solicitor(s) regarding examinations Attendance at examinations Reviewing examination transcripts Liaising with Solicitor(s) regarding outcome of examinations and further actions available			
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers			
Statutory reporting on conduct of director(s)	Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act and Online submission Liaising with Insolvency Service Assisting the Insolvency Service with its investigations			
REALISATION OF ASSETS		43.10	253.93	11,500.95
General Matters	Reviewing asset listings Arranging suitable insurance over assets. Correspondence with directors Regularly monitoring the suitability and appropriateness of the insurance cover in place.			
Office Equipment, computers, etc....	Liaising with valuers, auctioneers and interested parties Reviewing with assets listings Collecting sales consideration			
Sale of Vessels	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Consideration of offers Collecting sales consideration			
Directors Loan Account	Reviewing and assessing Directors Loan Account Collecting/Reviewing supporting documentation Liaising with Accountant Correspondence with director			
Cash at Bank	Liaising with the bank regarding the closure of the account. Realise Cash at Bank			
Inter-Company/Group Debts	Collecting supporting documentation Reviewing the recovery prospects of group investments/Debts Reviewing and assessing relevant ledgers Monitoring and recovering debts from the liquidation estate of group companies Reviewing and recovering dividends from the liquidation estates			
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Agreeing assignment, surrender or disclaiming property Collecting sales consideration			
Other assets:	Possible Asset tracing Review and recovers Intangible assets/ intellectual property etc Reviewing and recovering of deposits and over payments Pursuing credit insurance claims VAT/corporation tax refunds, Insurance claims Review the recovery prospects of group investments DVLA Refunds Sale of personalised name plates Examining company records to support tax refunds			
CREDITORS		43.15	271.64	11,807.54
Employee Matters	Obtaining information from the case records about employee claims. Completing documentation for submission to the Redundancy Payments Office. Corresponding with employees regarding their claims. Liaising with the Redundancy Payments Office regarding employee claims.			
Retention of Title Claims	Receive initial notification of creditor's intention to claim Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes			
Creditor Communication	Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with Pensions Regulator Assisting employees to pursue claims via the RPO Preparation of correspondence to potential creditors inviting submission of POD Maintaining up to date creditor information on the case management system.			
Dealing with proofs of debt	Reviewing proofs of debt received from creditors, updating on insolv Receipting and filing POD when not related to a dividend			
Processing proofs of debt (POD)	Requesting additional information from creditors in support of their proofs of debt Agreeing Preferential Creditors Claims Agreeing creditors Claims Preparation of correspondence to claimant advising outcome of adjudication (Including Rejection if any)			

Category of work	Description of the tasks	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Paying tax to HMRC deducted from the dividends paid to employees and submitting information on PAYE/NIC deductions from employees distributions. Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Dealing with unclaimed dividends			
GRAND TOTAL FOR ALL CATEGORIES OF WORK		198.45	231.68	48,834.55

Lower Thames and Medway Passenger Boat Company Ltd
in Administration

SUMMARY OF ESTIMATED TIME COST ANALYSIS

	Insolvency Practitioner/Partners	Senior Manager	Manager	Senior Administrator (Grade1)	Senior Administrator (Grade 2)	Junior Administrator	Support Staff	Total hours	Total time costs	Average PH (£)
Admin & Planning	11.36	0.00	0.00	38.48	0.00	0.00	5.73	55.57	13,650.04	245.64
Investigations	8.16	0.00	0.00	31.28	0.00	0.00	5.19	44.63	10,788.02	241.72
Realisation of Assets	11.36	0.00	0.00	40.53	0.00	0.00	1.21	53.10	13,588.95	255.91
Trading										
Creditors	15.54	0.00	0.00	27.24	0.00	0.00	0.37	43.15	11,807.54	273.64
Other Insolvency										
Total Hours	46.42	0.00	0.00	137.52	0.00	0.00	12.50	196.45	49,834.55	253.68
Time Costs	16,016.28	-	-	32,317.91	-	-	1,500.36			

Expenses Estimate for Lower Thames and Medway Passenger Boat Company Ltd

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

My estimate for my category 1 expenses for the period of the case is £18,245.50

My estimate for my category 2 expenses for the period of the case is £280.00

Expenses Category 1		Basis	Estimate of total £	Note
Advertising			£353.00	Statutory Advertising at London Gazette
Bonding			£562.50	Statutory Bonding for the insolvency Practitioner
Storage costs of Company Books and Records			£100.00	External storage costs
Insolvency Software Licence Fees		Standard Cost	£230.00	
Legal Fees		Time cost	£10,000.00	Dealing with all aspects of Administration and the sale of assets
Agency Costs		Standard costs/Percentage	£7,000.00	Marketing and sale of assets
Total			£18,245.50	

Expenses Category 2		Basis	Estimate of total	Note
Anti-Money Laundering Check		£5 per Director	£10.00	
Traveling		45p per 100 miles	£45.00	
Stationery / fax / postage / telephone		average cost of £10 for 20 creditors	£200.00	
Files and indices			£25.00	
Total			£280.00	

I am seeking a resolution for approval of the above Category 2 expenses.

Disbursements & Charge-out Rates

Introduction

This statement has been prepared in accordance with the guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3). The following information applies to all appointments of partners or staff of Bretts Business Recovery Ltd to act as any of the following:

- Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or LLP
- Trustee in Bankruptcy
- Supervisor of an Individual, Company or Partnership Voluntary Arrangement
- Administrator under the Insolvent Estates Order

Staff Charge-Out Rates

Unless they are otherwise fixed in accordance with the Insolvency Act 1986, an Offices Holders fees are charged by reference to time costs, as incurred, charged at the firms usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of Bretts Business Recovery Ltd and such changes will be notified in retrospect with each report to Creditors. Staff time is charged in units of six minutes and as from 1st January 2017 the maximum rates applicable are:

GRADE	HOURLY RATE FROM 1ST JANUARY 2017
	£
Partner	345
Senior Manager	295
Manager	265
Senior Administrator (Grade 1)	235
Senior Administrator (Grade 2)	200
Administrator (Grade 1)	190
Administrator (Grade 2)	150
Administrator (Grade 3)	120

Expenses and Disbursements

Category 1 - expenses and disbursements relate to specific expenditure to an independent third party for which an invoice will normally be payable. Examples of such include company searches, postage, storage costs, advertising, courier costs, external room hire etc. Category 1 expenses and disbursements are recoverable in full without the need for creditor approval.

Category 2 - expenses and disbursements for which there will be no third party invoice may include shared or allocated costs. Examples of these include stationery, photocopying, faxes, room hire etc. Category 2 expenses and disbursements are recoverable in full with the approval of creditors subject to the basis of the charges being disclosed. The basis of these charges is set out below:

Photocopying	10p per sheet
Facsimile	10p per facsimile
BBR Meeting Room Hire	£100
Travel / Mileage	45p per mile

NOTICE OF INVITATION TO FORM A CREDITORS' COMMITTEE

Company Name: Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration ("the Company")

Company Number: 02389815

In the High Court of Justice no. CR2018 003290

This Notice is given under Rule 3.39 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Administrator of the Company, Bretts Business Recovery Limited, of 21 Highfield Road, Dartford, Kent, DA1 2JS, (telephone number 01474532862), who was Appointed by Company/Directors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Administrator by one of the following methods:

By post to: 21 Highfield Road, Dartford, Kent, DA1 2JS

By fax to: 01474532863

By email to: rjimon@brettsbr.co.uk

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 11.59 pm on 27 June 2018

Nominations can only be accepted if the Administrator is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to: www.brettsbr.co.uk/ccg



Isobel Susan Brett
Administrator

Dated: 12 June 2018

NOMINATIONS FOR MEMBERS OF A CREDITORS' COMMITTEE

Company Name: Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration

Company Number: 02389815

In the High Court of Justice no. CR2018 003290

On behalf of (name of Creditor): _____

at (address of Creditor): _____

I nominate the following creditor(s) to be member(s) of a Creditors' Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No

Need to complete this form only if you wish to be in the creditors' committee

NOTICE OF INTENDED DIVIDEND

Company Name: Lower Thames and Medway Passenger Boat Company Limited
Company Number: 02389815
Former Company Name(s):
Trading Name: MV Princess Pocahontas & Duchess M
Registered Office: 21 Highfield, Dartford, Kent, DA1 2JS
Principal Trading Address: 16 Cornwalis Avenue, Tonbridge, Kent, TN10 4ES

I, Isobel Susan Brett of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS, give notice that I was appointed Administrator of the above named company on 19 April 2018.

Notice is hereby given that I intend to declare a dividend to non-preferential creditors within a period of two months from the last date of proving.

The distribution will be an interim distribution.

The last date for receiving proofs is 18 September 2018. If you do not prove your debt and submit your claim together with supporting documentation by the last date for proving, you will be excluded from receiving the dividend.

Proofs must be delivered by one of the methods set out below:

By post to: 21 Highfield Road, Dartford, Kent, DA1 2JS
By fax to: 01474532863
By email to: rijimon@brettsbr.co.uk

Please note that, if you are sending forms by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below. An email is treated as delivered at 9am on the next business day after it was sent.

Please see the attached list of creditors which are to be treated as small debts.

The office-holder will treat the debt which is stated in the notice and list below, being for £1,000 or less, as proved for the purposes of paying a dividend unless the creditor advises the office-holder that the amount of the debt is incorrect or that no debt is owed;

The creditor is required to notify the office-holder by the last date for proving if the amount of the debt is incorrect or if no debt is owed.

Where the creditor advises the office-holder that the amount of the debt is incorrect the creditor must also submit a proof in order to receive a dividend.

Names of Insolvency Practitioners:	Isobel Susan Brett
Nature of Appointment:	Administrator
Date of Appointment:	19 April 2018
Address of Insolvency Practitioners:	21 Highfield Road, Dartford, Kent, DA1 2JS
IP Numbers	9643
Contact Name	Rijimon Gopinathan
Email Address	rijimon@brettsbr.co.uk
Telephone Number	01474532862

12 June 2018



Signed

Isobel Susan Brett
Administrator

List of creditors of small debts to be treated as proved at 13 June 2018.

Name of Creditor	SOA Amount £
Jetstream Tours	1
LGSA	747
Mrs Patricia Dingole	100
Trips Out Limited	100
Vodafone	1

PROOF OF DEBT - GENERAL FORM

Company Name: Lower Thames and Medway Passenger Boat Company Limited (Trading As Princess Pocahontas & Duchess M) - In Administration ("the Company")

Date of Administration: 19 April 2018

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

ENQUIRY INTO COMPANY'S INSOLVENCY

Company	Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration
Former trading address(es)	16 Cornwallis Avenue, Tonbridge, Kent, TN10 4ES
Creditor's name	
Address	
Contact Name	
Telephone	
Fax	
Estimated claim	
What was the authorised credit limit?	
If the estimated claim exceeds the credit limit, on what basis or terms was the credit increased?	
Please provide details of comfort, security or assurance given to you to allow continuance of credit.	
When were you first aware that there were difficulties in getting payment and what was the evidence of this?	
Please provide copies of any correspondence between yourself and the company in relation to the outstanding debt.	
Please provide details of any verbal promises regarding your outstanding debt, indicating when they were made and by whom.	
Were any further goods / services supplied as a result of a promise to pay the outstanding debt?	

Please provide details, including dates of any writs, summons, decrees or other legal action you took to recover your debt.	
---	--

Please provide details of any cheques that were dishonoured, including dates and amounts.	
---	--

Are there any particular matters you feel should be reviewed / investigated? If so, please provide brief details.	
---	--

Signature

Date

Name

Position

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Administrator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Administration unless:

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

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Administrator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Administrator (details below).

Contact details

The Administrator's contact details are as follows:

Names of Administrator(s)	Isobel Susan Brett
Address of Administrator(s)	21 Highfield Road, Dartford, Kent, DA1 2JS
Date of Appointment	19 April 2018
IP Number(s)	9643
Contact Name	Rijimon Gopinathan
Email Address	rijimon@brettsbr.co.uk
Telephone Number	01474532862

NOTICE OF GENERAL USE OF WEBSITE

Company Name: Lower Thames and Medway Passenger Boat Company Limited
Company Number: 02389815
Former Company Name(s):
Trading Name: Princess Pocahontas & Duchess M
Registered Office: 21 Highfield, Dartford, Kent, DA1 2JS
Principal Trading Address: 16 Cornwallis Avenue, Tonbridge, Kent, TN10 4ES
Court: High Court of Justice
Court Ref: CR2018 003290

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by Isobel Susan Brett the Administrator of the Company, of 21 Highfield Road, Dartford, Kent, DA1 2JS (telephone number 01474532862), who was appointed by the directors of the Company

Accessing documents

The Administrator has chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: www.brettsbr.co.uk/clientpage
Username: Z2791
Password: LTMPBC1904

Documents will be uploaded to this website without further notice to members and creditors and the Administrator will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, contact Rijimon Gopinathan one of the following methods:

Telephone: 01474532862
Email: rijimon@brettsbr.co.uk
By post: 21 Highfield Road, Dartford, Kent, DA1 2JS

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Documents that are likely to be uploaded to the website

In Administration, the following reports and notices are generally issued:

Document	Approximate timescale (from commencement of Administration)
Notice of Appointment	1 week
Statement of Proposals	8 weeks
Notice of Creditors' Decision or of Deemed Approval of the Proposals	11 weeks
Progress Report	7 months
Request for an Extension to the Administration (where necessary)	11 months
Notice of Extension of Period of Administration (where granted)	12 months
Final Progress Report (where no extension has been granted)	12 months
Progress Reports (where an extension has been granted)	13 and 19 months
Final Progress Report (unless a further extension is granted by the court)	24 months

**STANDARD NOTICE FOR CONSUMERS
(SOURCE: DEAR IP 77, JUNE 2017)**

NOTE: if the company has received payments from consumers where the goods or services are not expected to be, or may not be, delivered, consider publicising one of the following notices on the company's website, on social media sites maintained by the company, in the company's shop windows, on the IP's website or by correspondence to the consumers:

A) *Where goods or services may not be delivered:*

Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration

Notice to customers regarding credit and debit cards

Isobel Susan Brett of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS, was appointed Administrator of the Company on 19 April 2018.

At present, it is uncertain that goods and services ordered before the Company entered Administration will be supplied. If you have made a deposit for or paid for goods or services by credit or debit card (including charge and pre-paid cards) and the goods or services are not going to be received by the due date, you may be able to get your money back by claiming a refund from your card issuer.

Please contact your card issuer as soon as you can if this may apply to you (there is no need to wait until the due date before contacting your card issuer). Further information including on time limits that apply is available from the UK Cards Association [Credit and debit cards: A consumer guide](#).

B) *Where goods or services will not be delivered:*

Lower Thames and Medway Passenger Boat Company Limited (Trading As MV Princess Pocahontas & Duchess M) - In Administration

Notice to customers regarding credit and debit cards

Isobel Susan Brett of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS, was appointed Administrator of the Company on 19 April 2018.

If you have made a deposit for or paid for goods or services by credit or debit card and the goods or services are **not** going to be received by the due date, you may be able to get your money back by claiming a refund from your card issuer. Please contact your card issuer as soon as you can if this may apply to you. Further information including on time limits that apply is available from the UK Cards Association [Credit and debit cards: A consumer guide](#).