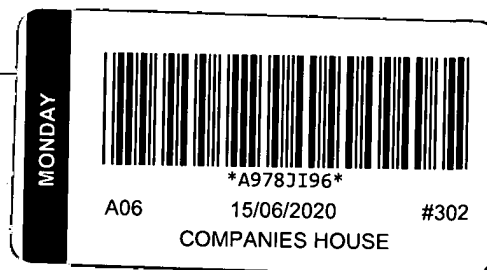


AM10

Notice of administrator's progress report



Companies House



1 Company details

Company number 0 2 7 7 7 5 6 0

Company name in full DDK Estates Limited

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

2 Administrator's name

Full forename(s) Gareth

Surname Harris

3 Administrator's address

Building name/number Central Square

Street 5th Floor

Post town 29 Wellington Street

County/Region Leeds

Postcode L S 1 4 D L

Country

4 Administrator's name ①

Full forename(s) Keith

Surname Marshall

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

5 Administrator's address ②

Building name/number Central Square

Street 5th Floor

Post town 29 Wellington Street

County/Region Leeds

Postcode L S 1 4 D L

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	7	m	1	m	1	y	2	y	0	y	1	y	9
To date	d	1	d	6	m	0	m	5	y	2	y	0	y	2	y	0

7 Progress report☒ I attach a copy of the progress report**8** Sign and dateAdministrator's
signature

Signature

X



X

Signature date

d	1	d	5	m	0	m	6	y	2	y	0	y	2	y	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

AM10

Notice of administrator's progress report

**Presenter information**

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

Contact name	James Woodhead
Company name	RSM Restructuring Advisory LLP
Address	Central Square, 5th Floor 29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	
DX	
Telephone	0113 285 5000

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

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

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

In the matter of

DDK Estates Limited - In Administration

('the Company')

In the High Court of Justice, Business and no 3117 of 2017

Joint Administrators' progress report

12 June 2020

Gareth Harris and Keith Marshall

Joint Administrators

**RSM Restructuring Advisory LLP
Central Square, 5th Floor
29 Wellington Street
Leeds
LS1 4DL
Tel: 0113 285 5000
Email: restructuring.leeds@rsmuk.com**

Sections

1. Progress of the Administration in the previous six months
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Administrators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory and other information
- B. Dividend prospects
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP Leeds current charge out and disbursement rates
- F. Statement of expenses incurred in the period from 17 November 2019 to 16 May 2020
- G. Joint Administrators' time cost analysis for the period from insert dates 17 November 2019 to 16 May 2020
- H. Estimate of the Joint Administrators' Fees
- I. Proof of debt form

This report has been prepared in accordance with insolvency legislation to provide creditors with information relating to the progress of the Administration in the period from 17 November 2019 to 16 May 2020. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the statutory requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Administrators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

1. Progress of the Administration in the previous six months

1.1 Realisation of assets

The Joint Administrators are obliged to realise the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to result in a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

1.1.1 Salterforth Mill

As advised previously the only asset remaining to be realised was the property at Salterforth Mill, with a sale expected imminently. Unfortunately, the purchaser withdrew their offer during the period covered by this report but has recently notified the marketing agent that they would still like to conclude the sale.

Specific details cannot be disclosed at this time whilst the sale is ongoing, however further details will be included in the Joint Administrators' report following completion.

1.1.2 Bank Interest Gross

Bank interest gross of £37 has been received within the period of this report.

1.2 Case specific matters

The Director's Statement of Affairs indicated that the Company was due a total of £1,470,236 from associated companies. The Joint Administrators have investigated the position and concluded that no recoveries will be made as these companies are dormant with no realisable assets.

1.3 Administration and planning

Certain aspects of the work that the Joint Administrators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Administrators are complying with both of their legislative and best practice responsibilities, and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy;
- Maintaining and updating computerised case management records;
- Dealing with routine correspondence not attributable to other categories of work;
- Ongoing consideration of ethical and anti-money laundering regulations;
- General taxation matters, including seeking tax clearance from HMRC;
- Preparation of receipts and payments accounts, maintenance of cashing records;
- General administrative matters in relation to closing the case;
- Pension schemes, liaising with PPF/Pensions Regulator/Trustees; and
- Consideration of Health and Safety and environmental regulations.

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

As detailed above in Section 1.1.1, the only asset remaining to be realised is the property situated at Salterforth Mill. It is expected that the property will be sold prior to the extension of the Administration as detailed below.

2.2 Extension of the administration

As advised in the previous progress report a further extension of the period of the Administration until 16 November 2020 was granted by the Court, with the consent of the Secured Creditor, on 25 October 2019. The extension is required to complete the sale of the remaining property at Salterforth Mill, as detailed in section 1.1.1 above.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors, where known, are detailed in Appendix B, including any amount under the prescribed part. Please note that these are indicative only and should

not be used as the sole or principal basis for any bad debt provision or other purposes. They may be subject to revision and additional costs.

The agreement of creditors' claims by the Joint Administrators (or any subsequently appointed Supervisor or Liquidator) is a separate matter and will be dealt with as appropriate in due course, initially by reference to the proofs of debt lodged in the proceedings by creditors themselves.

The Joint Administrators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid. These matters include:

- Preparation and issue of progress reports and associated documentation;
- Maintenance of schedules of preferential and unsecured creditors' claims;
- Dealing with correspondence and telephone calls;
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting and, if applicable, dividend purposes;
- Review of creditor claim supporting documentation; and
- Calculation and payment of dividend(s) to one or more classes of creditors.

4 Receipts and payments summary

Attached at Appendix C is a summary of the Joint Administrators receipts and payments for the period from 17 November 2019 to 16 May 2020, along with cumulative figures where applicable. Receipts and payments are shown net of VAT with any amount due to or from HM Revenue and Customs shown separately.

5 Joint Administrators' remuneration, expenses and disbursements

5.1 Authority for remuneration

The Joint Administrators' remuneration was approved by the secured creditor, N.M Rothschild & Sons Limited, on the following basis:

In accordance with the fee estimate provided to creditors on 11 January 2018, as attached to the Joint Administrators' proposals, the Joint Administrators shall be authorised to draw their remuneration (plus VAT) based upon time costs limited to the sum of £155,012 (plus VAT).

5.2 Remuneration and expenses incurred in the period from 17 November 2019 to 16 May 2020 and since appointment

Sums drawn in respect of remuneration in the period covered by this report are shown in the attached receipts and payments account.

The Joint Administrators are required to report remuneration 'charged' in the period. This reflects the time charged to the case for any category of work where remuneration has been approved on a time cost basis. The Joint Administrators can only draw remuneration based on time costs, that has been approved in accordance with the fee estimate, as set out above.

The Joint Administrators have incurred time costs of £7,361 in the current period. An analysis of time incurred in the period is attached at Appendix G

Since the date of appointment, the Joint Administrators have incurred time costs totalling £154,904. Of this, a total of £118,000 (plus VAT) has been paid and £36,904 remains outstanding.

Fees drawn are within the estimated amount approved by the relevant approving body.

5.3 Expenses and disbursements

Attached at Appendix D are the Joint Administrators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Administrators have incurred in the period of the report are also attached at Appendix F, along with cumulative figures.

The amount of the expenses incurred is higher than the estimate provided to creditors on 11 January 2018 due to the level of additional insurance cost on the property situated at Salterforth Mill whilst a sale is concluded and ongoing legal advice.

5.3.1 Other professional costs

Whilst professional costs are not subject to approval by the relevant approving body, all professional costs are subject to review before being paid.

Schofield Sweeney LLP, solicitors, have been retained as legal advisors in view of their expertise in these matters. They have provided advice on the sale of the Company's property assets and the validity of the Administrators' appointment. Their remuneration has been agreed based on their standard hourly charge-out rates, plus VAT and disbursements, and their agreed fees of £52,855 and disbursements of £1,535 plus VAT have been paid.

6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of the relevant legislation creditors have a right to request further information about remuneration or expenses (other than pre-administration costs) and to challenge such remuneration or expenses.

A request for further information must be made in writing within 21 days of receipt of this report.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the Administrators are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Administrators' Fees, which provides information for creditors in relation to the remuneration of an Administrator, can be accessed at <https://rsmuk.ips-docs.com/case/1096471/NM48kaTi> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries, please do not hesitate to contact me.



Gareth Harris
RSM Restructuring Advisory LLP
Joint Administrator

Gareth Harris is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Keith Marshall is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

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

Appendix A

Statutory and other information

Company Information	
Company name:	DDK Estates Limited
Company number:	02777560
Date of incorporation:	6 January 1993
Trading name:	DDK Estates Limited
Trading address	51 – 63 St Dunstons Road, Worthing, West Sussex, BN13 1AA
Principal activity:	Development and selling of real estate
Registered office:	RSM Restructuring Advisory LLP, Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL
Previous company names:	Broughton Estates Limited

Administration information		
Joint Administrators:	Gareth Harris and Keith Marshall	
Date of appointment:	17 November 2017	
Functions:	The Joint Administrators' appointment specified that they would have power to act jointly and severally. The Joint Administrators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment.	
Appointor:	N M Rothschild & Sons Limited, New Court, St Swithins Lane, London, EC4N 8AL	
Details of any extension:	12 Months to 16 November 2019 by the secured creditor Further 12 months to 16 November 2020 by the Court	
Proposed exit route:	Dissolution	
Correspondence address & contact details of case manager:	James Woodhead 0113 285 5000 RSM Restructuring Advisory LLP, Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL	
Name, address & contact details of Joint Administrators	Primary Office Holder Gareth Harris RSM Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 14412	Joint Office Holder: Keith Marshall RSM Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 9745

Appendix B

Dividend prospects

	Owed*	Paid to date	Estimated future prospects
Secured creditor: N M Rothschild & Sons Limited	£8,381,753	£5,448,247	Potential shortfall
Preferential creditors	Nil	N/A	N/A
Unsecured creditors	£605,964	Nil	Potential dividend under the Prescribed Part
Estimated net property	£229,076 based on the Director's statement of affairs (and before costs)		
Estimated prescribed part available for unsecured creditors	*Between Nil and £48,815 based on the Director's statement of affairs (and before costs)		
Whether and why the Administrators intend to apply to court under S176(A)(5) IA86	N/A		

* As taken from the Director's Statement of Affairs

Any estimated outcome for creditors is illustrative and may be subject to change.

Appendix C

Summary of receipts and payments for the period 17 November 2019 to 16 May 2020

DDK Estates Limited In Administration Joint Administrators' Trading Account

Statement of Affairs £	From 17/11/2019 To 16/05/2020 £	From 17/11/2017 To 16/05/2020 £
POST APPOINTMENT SALES		
Rent	-	102,517.66
Insurance and Repairs contribution	-	5,137.36
	-	107,655.02
TRADING EXPENDITURE		
Insurance	-	2,796.77
Landlord Service Charges	-	8,032.31
Maintenance & Heating	-	1,642.12
Maintenance & Heating Repairs	-	2,599.74
Marketing	-	2,066.00
Other Repairs	-	1,730.00
Rates	-	4,777.21
Expenditure Refund	-	(1,760.23)
	-	(21,883.92)
TRADING SURPLUS/(DEFICIT)	-	85,771.10

DDK Estates Limited In Administration
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 17/11/2019 To 16/05/2020 £	From 17/11/2017 To 16/05/2020 £
	SECURED ASSETS	
5,460,000.00	Freehold Land and Property	5,390,496.66
	Monies held by lawyers	22,756.80
	Option agreement	50,000.00
	Proceeds of Negligence Claim	155,000.00
	Rent held by Agents	42,023.04
		<u>5,660,276.50</u>
	COSTS OF REALISATION	
	Clearance and Decomm of Utilities	2,250.00
	Derby House - Agents' fees - HDAK	10,500.00
	Derby House - Agent's fees - GVA	15,500.00
	Derby House - Agent's disbs - GVA	979.86
	Insurance	51,987.15
	Joint Administrators' Disbs	54.40
	Joint Administrators' Fees	59,000.00
	Legal Disbursements	494.00
	Legal Fees	52,584.50
	Property Advertisements - Derby House	197.20
	Locksmith Services - Salterforth Mill	80.00
	Utilities - Salterforth Mill	80.00
		<u>3,070.65</u>
		(196,697.76)
	SECURED CREDITORS	
(8,381,753.00)	N. M. Rothschild & Sons Limited	5,448,246.66
		<u>(5,448,246.66)</u>
	ASSET REALISATIONS	
	Bank Interest Gross	509.98
	Bank Interest Net of Tax	71.14
	Cash at Bank on Appointment	10,274.15
1,470,236.00	Debtors (Pre-Appointment)	-
63,802.00	Pre appointment insurance refund	936.06
	TRADING SURPLUS	<u>85,771.10</u>
		97,562.43
	COST OF REALISATIONS	
	Bank Charges	16.00
	Joint Administrators' Disbursements	93.00
	Joint Administrators' Fees	59,000.00
	Joint Administrators' Pre Appointment	14,159.00
	Legal Disbursements	1,040.50
	Legal Fees	2,286.00
	Pre Appointment Legal Fees	3,500.00
	Statutory Advertising	84.60
		<u>(80,179.10)</u>
	UNSECURED CREDITORS	
(606,164.33)	Trade & Expense Creditors	-
		<u>-</u>
<u>(1,993,879.33)</u>	<u>(1,419.03)</u>	<u>32,715.41</u>
	REPRESENTED BY	
	Current Account - RBS	20,355.99
	VAT Receivable / (Payable)	12,359.42
		<u>32,715.41</u>

Appendix D

RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Leeds are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Leeds was sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Leeds current charge out and category 2 disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	480	525
Directors / Associate Directors	330 – 385	305 – 405
Manager	245 – 290	260 – 285
Assistant Managers	245	220
Administrators	155 – 220	175 – 235
Support staff	60 - 135	70 – 130

Category 2 disbursement rates	
Internal room hire	£165
Subsistence	£25 per night
Travel (car)	42.5p per mile
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 17 November 2019 to 16 May 2020

Expenses (excluding category 2 disbursements) Type and purpose	£				
	Original estimate	Incurred to date		Paid to date	Unpaid to date
		Prior periods	Current period		
Joint Administrators' Disbursements:					
Bond	85	85	-	85	-
Website fee	8	8	-	8	-
Total	93	93	-	93	-
Joint Administrators' Expenses:					
Legal Fees (Schofield Sweeney)	20,873	62,508	2,500	52,855	12,153
Legal Fees (Langleys LLP)	-	286	-	286	-
Legal Disbursements (Schofield Sweeney)	352	648	887	1,535	-
Agents' Fees (GVA)	Uncertain	15,500	-	15,500	-
Agents' Fees (HDAK)	Uncertain	10,500	-	10,500	-
Agents' Fees (Pettys)	Uncertain	-	-	-	-
Property Agent Disbursements	Nil	980	-	980	-
Statutory Advertising	250	85	-	85	-
Mail Redirection	204	-	-	-	-
Storage Agent	500	-	-	-	-
Insurance	35,000	65,602	13,000	51,987	26,615
Contingency (clearance, security, utilities)	5,000	3,558	989	4,047	500
Property Advertisements	-	197	-	197	-
Bank Charges	-	16	-	16	-
Total	62,179	159,880	17,376	137,988	39,268
Sub Total	62,272	159,973	17,376	138,081	39,268

Category 2 disbursements					
Recipient, type and purpose					
RSM Restructuring Advisory LLP - Mileage	-	-	-	-	-
RSM Restructuring Advisory LLP - Tracker search	-	-	-	-	-
Sub Total	-	-	-	-	-
Total	62,272	159,973	17,376	138,081	39,268

NOTE: This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Administrators' time cost analysis for the period from 17 November 2019 to 16 May 2020

Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
Administration and Planning									
Case Management	0.0	0.0	5.3	0.0	2.8	0.4	8.5	£ 1,978.50	232.76
Post-appointment - general	0.0	0.0	0.0	0.0	0.8	0.0	0.8	£ 140.00	175.00
Receipts and Payments	0.0	0.1	0.2	0.0	4.7	0.0	5.0	£ 1,108.00	221.60
Tax Matters	0.0	0.0	0.3	0.0	3.1	0.0	3.4	£ 691.00	203.24
Total	0.0	0.1	5.8	0.0	11.4	0.4	17.7	£ 3,917.50	221.33
Realisation of Assets									
Debtors & sales finance	0.2	0.0	0.0	0.0	0.0	0.0	0.2	£ 105.00	525.00
Land and Property	0.0	0.0	0.7	0.0	3.1	0.0	3.8	£ 731.50	192.50
Total	0.2	0.0	0.7	0.0	3.1	0.0	4.0	£ 836.50	209.13
Creditors									
Other Creditor Meetings and Reports	0.0	0.0	6.5	0.0	2.3	0.0	8.8	£ 2,175.50	247.22
Secured Creditors	0.0	0.0	1.0	0.0	0.0	0.0	1.0	£ 270.00	270.00
Unsecured Creditors	0.1	0.0	0.0	0.0	0.0	0.0	0.1	£ 52.50	525.00
Total	0.1	0.0	7.5	0.0	2.3	0.0	9.9	£ 2,498.00	252.32
Case Specific Matters - Legal Matters									
Legal Matters	0.0	0.0	0.2	0.0	0.4	0.0	0.6	£ 109.00	181.67
Total	0.0	0.0	0.2	0.0	0.4	0.0	0.6	£ 109.00	181.67
Total Hours	0.3	0.1	14.2	0.0	17.2	0.4	32.2	£ 7,361.00	228.60
Total Time Cost	£ 157.50	£ 57.50	£ 3,834.00	£ 0.00	£ 3,265.00	£ 47.00	£ 7,361.00		
Average Rates	525.00	575.00	270.00	0.00	189.83	117.50	228.60		

Estimate of the Joint Administrators' fees

[illegible]

Appendix I**Rule 14.4. of the Insolvency (England and Wales) Rules 2016****PROOF OF DEBT**

In the High Court of Justice, Business and No 3117 of 2017 DDK Estates Limited In Administration Company No: 02777560 Gareth Harris and Keith Marshall appointed as Joint Administrators to the above company on 17 November 2017	
Relevant date for creditors' claims: 17 November 2017	
1	Name of creditor If a company please also give company registration number
2	Address of creditor for correspondence.
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the relevant date. Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation
4	Details of any documents by reference to which the debt can be substantiated.
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.
6	Particulars of how and when debt incurred If you need more space append a continuation sheet to this form
7	Particulars of any security held, the value of the security, and the date it was given.
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.
	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Date
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)

Notes:

1. This form can be authenticated for submission by email, to restructuring.leeds@rsmuk.com, by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.