

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company
ACCESS FLOORING SERVICES
(UK) LIMITED T/A AFS

Company number
02976321

In the
HIGH COURT OF JUSTICE

[full name of court]

Court case number
3725 of 2012

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

~~I/~~ We, (a) Jonathan James Beard and John Walters, both of Begbies Traynor Central (LLP),
2/3 Pavilion Buildings, Brighton, BN1 1EE

attach a copy of ~~my~~ our proposals in respect of the administration of the above company

* Delete as applicable

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

(b) 27 June 2012

(b) Insert date

Signed

Joint Administrator(s)

Dated

27/6/12

Contact Details:

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

Begbies Traynor

2/3 Pavilion Buildings, Brighton BN1 1EE

Tel 01273 322 960

Fax Number 01273 322 961

DX Number

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff



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29/06/2012

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COMPANIES HOUSE

FRIDAY

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability

ACCESS FLOORING SERVICES (UK) LIMITED – IN ADMINISTRATION

Statement of proposals for achieving the purpose of the administration pursuant to Paragraph 49 of Schedule B1 to the Insolvency Act 1986 and Rule 2.33 of the Insolvency Rules 1986

Important Notice

This statement of proposals has been produced for the sole purpose of advising creditors pursuant to the provisions of the Insolvency Act 1986. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever. Any estimated outcomes for creditors included in these proposals are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Contents

- ☐ Interpretation
- ☐ Statutory information
- ☐ Details of appointment of administrators
- ☐ Circumstances giving rise to our appointment
- ☐ Statement of affairs
- ☐ The administration period
- ☐ Estimated outcome for creditors
- ☐ Proposals for achieving the purpose of the administration
- ☐ Remuneration and disbursements
- ☐ Other information to assist creditors
- ☐ Conclusion
- ☐ Appendices
 - 1 Account of receipts and payments
 - 2 Director's statement of affairs
 - 3 Time costs and expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Access Flooring Services (UK) Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 of the Act on 4 May 2012
"the administrators", "we", "our", "us"	J J Beard and J Walters, both of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, BN1 1EE
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. STATUTORY INFORMATION

Name of Company	Access Flooring Services (UK) Limited
Trading names	Access Flooring Services AFS
Date of Incorporation	3 October 1994
Company registered number	02976321
Company registered office	2/3 Pavilion Buildings Brighton BN1 1EE

Former registered office	Unit 1 Greenwich Centre Business Park 53 Norman Road London SE10 9QF
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Trading addresses	Unit 1 Greenwich Centre Business Park 53 Norman Road London SE10 9QF
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Martingale House
Ridgeway Trading Estate
Iver
Bucks
SL0 9HQ

First Floor
15 Waterside Park
Livingstone Road
Hessle
HU13 0EG

Unit 8, 29 Montrose Avenue
Hillington Industrial Estate
Glasgow
G52 4LA

Principal business activities	Supply & fitting of raised flooring
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Directors and details of shares held in the Company

Name

Shareholding

Mark Marshall

33,000 ordinary

Company Secretary and details of the shares held in Company

Name

Shareholding

None

N/A

Auditors	Byrne Palmer & Co 14 Queens Road Hersham Walton on Thames Surrey, KT12 5LS
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Share capital	£97,400
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Shareholders	Name	Shareholding
	Mark Marshall	33,000 ordinary
	Hugh Foye	25,000 A ordinary
	Michael Apostolides	10,000 A ordinary
	Richard Burchell	4,000 A ordinary
	Michelle Rees	3,500 ordinary
	Catherine Ferguson	3,500 A ordinary
	Max Clark	2,400 ordinary

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Date of appointment	4 May 2012
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Date of resignation	N/A
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Court	High Court of Justice
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Court Case Number	3725 of 2012
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Person making appointment	HSBC Bank plc, 8 Canada Square, London, E14 5HQ
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Acts of the administrators	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
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EC Regulation on Insolvency Proceedings	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.
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STATUTORY PURPOSE OF ADMINISTRATION

Paragraph 3 of Schedule B1 to the Act provides as follows

- "3 (1) The administrator of a company must perform his functions with the objective of-
- (a) rescuing the company as a going concern, or
 - (b) achieving a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in administration), or
 - (c) realising property in order to make a distribution to one or more secured or preferential creditors
- (2) Subject to sub-paragraph (4), the administrator of a company must perform his functions in the interests of the company's creditors as a whole
- (3) The administrator must perform his functions with the objective specified in sub-paragraph (1)(a) unless he thinks either-
- (a) that it is not reasonably practicable to achieve that objective, or
 - (b) that the objective specified in sub-paragraph (1)(b) would achieve a better result for the company's creditors as a whole
- (4) The administrator may perform his functions with the objective specified in sub-paragraph (1)(c) only if-
- (a) he thinks that it is not reasonably practicable to achieve either of the objectives specified in sub-paragraph (1)(a) and (b), and
 - (b) he does not unnecessarily harm the interests of the creditors of the company as a whole "

4. CIRCUMSTANCES GIVING RISE TO OUR APPOINTMENT

The Company was established in 1995 by Mr M Marshall, the principal shareholder and now sole registered director ("the Director")

The principal activity of the Company was supplying and installing raised access flooring. The Company primarily acted as a subcontractor on large commercial contracts at various locations across the United Kingdom and had more recently expanded into Oman.

Audited financial statements prepared by the Company's accountants confirm that the Company operated successfully for a number of years. The Company's recent financial results from 2007 to 2010 can be summarised as follows:

Year (to 31 December)	Net Profit/(Loss)
2007	£575,542
2008	£53,345
2009	£(92,421)
2010	£24,624

The Company historically had four offices based in Greenwich, Hull, Glasgow and Oman. The head office was based in Greenwich, but was relocated to Iwer around March 2012 in an effort to cut rental costs. By the

date of our appointment the Company had also withdrawn from both the Glasgow and Hull offices. The current status of the Company's operations in Oman is not known.

We are advised that an offer to purchase the Company was received by the Director from four former employees in June 2009 and that by December 2009 a draft sale and purchase agreement had been agreed in principle and the purchasers were in the process of finalising funding to complete the sale. However, by June 2010 proof of funding had not been received and so the sale was aborted.

In December 2010 a further interested party approached the Director with an offer to purchase the Company. Negotiations reached an advanced stage and the potential purchaser appointed AMP Consultants, run by Alan Pither, to undertake due diligence on the Company. The Director has advised us that in mid April 2011 this sale was also aborted without explanation from the purchaser.

The Director states that he then immediately met with AMP Consultants who agreed to assume the day to day running of the Company in the UK, with the Oman side of the business (AFS Mena) continuing to be run by the Director.

Mr Pither was then appointed as a director of the Company. He then resigned as a registered director in February 2012 but remained involved in the management of the Company up to the date of the administration.

Management accounts for the financial year ended 31 December 2011 show a loss of £208k, which ultimately resulted in the Company suffering cash-flow issues and struggling to make payments to its creditors as they fell due. The Director has attributed this to more competitive pricing from companies within the same sector, contract start dates being deferred and interference in the operation of the Company by four former employees after a bid to purchase part of the business.

BTG Restructuring was engaged by HSBC Invoice Finance (UK) Limited ('HIF') and HSBC Bank plc ('HSBC') to undertake an independent business review of the Company in February 2012.

On 4 May 2012 HSBC appointed Jonathan James Beard and John Walters, both of Begbies Traynor (Central) LLP as joint administrators of the Company under the provisions of paragraph 14 of schedule B1 to the Insolvency Act 1986.

5. STATEMENT OF AFFAIRS

The Director has prepared a statement of affairs of the Company as at 4 May 2012 which is attached at Appendix 2. It makes no provision for the costs of the administration or any subsequent liquidation or voluntary arrangement. Creditors should also note that the 'statement of truth' verifying the statement of affairs has not been provided by the director.

The administrators' comments on the statement of affairs are as follows:

The Director has prepared the statement of affairs without any reference to us or our staff and, as such, we are unable to comment in detail on the basis of the estimated to realise figures shown for the Company's assets. It is also apparent that the Company's assets have been incorrectly categorised in the statement of affairs in terms of whether they are subject to a fixed or floating charge.

Again, we are unable to comment on the sum that the Director has shown for the Company's liabilities as we have not been provided with the basis for this figure. This figure has not been broken down to show the amounts due to the various classes of creditor.

The Director has not provided a full list of the Company's creditors along with their addresses and details of any security held.

In light of the above, to assist creditors, we have compiled a list of the Company's creditors which has been prepared from the records available to us and in line with correspondence received since our appointment. We have also summarised our estimates of the sums due to each class of creditor below, and categorised the relevant assets correctly in our estimated outcome statement

6. THE ADMINISTRATION PERIOD

Receipts and Payments

Attached at Appendix 1 is our account of receipts and payments from the commencement of administration, 4 May 2012 to date

Initial Actions

We attended the Company's various trading premises immediately upon appointment upon which it became clear that the Company had vacated all leased premises and was operating solely from the premises in Iver, which we were unable to gain access to. We therefore returned to the premises in Iver at the commencement of business on 8 May 2012, being the next business day, and met with Mr Pither. During the course of our meeting it became apparent that a new company, Access Flooring Services (Special Works) Limited (AFSSW) had effectively been continuing the business of the Company for some months. We were advised that there were no employees remaining as they had all been transferred to AFSSW or left the Company of their own accord prior to the administration.

We took immediate steps to secure the Company's paper and electronic records and obtained an up to date SAGE backup to ensure that all potential sources of data were safeguarded as far as possible.

Following our meeting with Mr Pither, the Director was expected to meet with us at the premises in Iver on 9 May 2012, but did not attend.

Specialist quantity surveyors, RPA Associates ("RPA"), were instructed to assist in rebuilding the contracts ledger to account for contracts effectively transferred and to estimate potential recoveries for contract debts on completed contracts. Considerable time was spent at the Iver premises with RPA and Mr Pither to produce a detailed contracts schedule.

Prior to our appointment a firm of quantity surveyors Ridett Limited ("Ridett") had been instructed by the Company to assist with the collection of certain contract debts. Due to their knowledge of those contracts they have been instructed to continue to assist with the collections for those matters, in conjunction with RPA.

Edward Symmons LLP ("Edward Symmons") were instructed to value the Company's tangible assets which are held at various sites around the country and mainly consist of stock, which appears to be subject to liens and retention of title claims.

Certain ongoing contracts had been effectively transferred to AFSSW prior to the administration and we are in the final stages of agreeing a sale to AFSSW for the future benefit of these contracts, along with the Company's Intellectual Property Rights and Stock.

7. ESTIMATED OUTCOME FOR CREDITORS

As detailed above, the Director's statement of affairs does not break down the sums owed to creditors at the date of our appointment. However, we have ascertained the following from the Company records, discussions with creditors and legal advice:

Secured creditors

HSBC is currently owed £123,614 and holds a debenture dated 20 August 2001 granting it fixed and floating charges over the assets of the Company

HIF is currently owed £542,754 and is subject to an agreement with the Company for the purchase of debts dated 4 April 2007. This agreement provides that all debts, whether existing or future, arising under contracts for sale with any customer in the UK have been purchased by HIF, and as such it will benefit from any realisations in that regard.

HIF also holds a fixed charge over the book debt/contract debts due to the Company dated 10 April 2007. As such, to the extent that any of those debts which are purported to have been sold to HIF under the 2007 agreement have not effectively and absolutely vested in HIF, they are specifically caught by the fixed charge.

HIF also holds a floating charge over the remaining assets of the Company dated 10 April 2007.

A deed of priorities dated 14 May 2007 exists between HSBC, HIF and the Company confirming that HIF has priority as regards any book debt/contract debt realisations under its fixed charge. It further provides that any floating charge realisations will be distributed under HSBC's floating charge and will then be shared *pari passu* with HIF.

Preferential creditors

Potential preferential claims of employees for arrears of wages, salary and holiday have been estimated at £12,602.15.

Unsecured creditors

Unsecured creditors' claims have been estimated at £1,544,829.15.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditor as follows:

Secured creditors

At this early stage, the estimated return to both HSBC and HIF is uncertain. However, it is considered likely that both secured creditors will suffer shortfalls in relation to their lending to the Company.

Preferential creditors

Any dividend to preferential creditors is dependent upon the level of realisations made in respect of assets subject to the floating charges. At this stage, it is not clear whether there will be sufficient funds to enable a dividend to be paid to preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the administrator must make a *prescribed part* of the Company's *net property* available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. *Net property* means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The floating charge holder may not participate in the distribution of the prescribed part of the Company's net property. The *prescribed part of the Company's net property* is calculated by reference to a sliding scale as follows:

- 20% of *net property* thereafter;
- Up to a maximum amount to be made available of £600,000

An administrator will not be required to set aside the *prescribed part of net property* if:

- the *net property* is less than £10,000 and the administrator thinks that the cost of distributing the *prescribed part* would be disproportionate to the benefit, (Section 176A(3)) or
- the administrator applies to the court for an order on the grounds that the cost of distributing the *prescribed part* would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5))

As detailed above, HIF has a floating charge registered after 15 September 2003, which would be subject to a prescribed part. However, HSBC has a floating charge registered prior to 15 September 2003 and it will receive any distribution made under the floating charge in priority to HIF. Consequently, to the best of our knowledge and belief, there will be no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property will be made available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is considered likely that there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

8. OUR PROPOSALS FOR ACHIEVING THE PURPOSE OF THE ADMINISTRATION

Purpose of the Administration

We are required to set out our proposals for achieving the purpose of the administration which in this context means one of the objectives specified in paragraph 3 of Schedule B1 to the Act as set out at section 3 of this report above.

For the reasons set out in this report, we presently consider that it is not reasonably practicable to achieve the objective specified in sub-paragraph 3(1)(a). This is principally due to the Company not having sought sufficient funding to continue trading. At this stage there does not appear to be any realistic prospect of such funding becoming available and consequently there is no prospect of rescuing the Company as a going concern.

It is possible that the administration of the Company has provided an opportunity to novate certain contracts which may not have been available if the Company had been wound up without first being in administration and consequently it may be considered that the objective specified in sub-paragraph 3(1)(b), namely 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) could be achieved. However, the quantum of the liabilities due to the secured creditors is such that a distribution to unsecured creditors is considered unlikely. Consequently, we consider that the administration is unlikely to achieve a better result for the Company's creditors as a whole than was likely if the Company were wound up without first being in administration.

As detailed above we believe it is unlikely that either of the objectives specified in sub-paragraph 3(1)(a) and 3(1)(b) can be achieved.

In the circumstances it is not reasonably practicable to achieve either of the objectives specified in sub-paragraph 3(1)(a) and 3(1)(b), and consequently the most appropriate objective to pursue in this case is that specified in sub-paragraph 3(1)(c), namely realising property in order to make a distribution to one or more secured or preferential creditors. Furthermore, we consider that pursuing this objective should not unnecessarily harm the interests of the creditors of the Company as a whole.

In order that the purpose of the administration may be fully achieved, we propose to remain in office as administrators in order to conclude the realisation of the Company's property. The principal matters to deal with in this respect are

- Finalising a sale of the Company's interest in remaining stock, intellectual property rights and ongoing contracts,
- Liaising with contractors, RPA and Ridett in relation to collecting the Company's debtor ledger, applications and retentions, and
- Reviewing payments/receipts prior to our appointment to ascertain whether there are funds due to the Company in relation to contracts effectively transferred prior to the administration

Following these events we propose to finalise distributions to the secured and, if appropriate, preferential creditors

Exit from Administration

Dissolution

On present information we consider that the Company will have insufficient property to enable a distribution to be made to unsecured creditors. Consequently, as soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, we propose to implement the provisions of Paragraph 84 of Schedule B1 to the Act. Under these provisions, on the registration of a notice sent by us to the Registrar of Companies, our appointment as administrators ceases to have effect, and at the end of three months the Company will automatically be dissolved.

Where an administrator sends such a notice of dissolution to the Registrar of Companies, he must also file a copy of the notice with the court and send a copy to each creditor of the Company, and on application by any interested party the court may suspend or disapply the automatic dissolution of the Company.

Extending the administration

However, it may transpire that it is not possible to finalise the administration as envisaged within one year of the date of our appointment. In particular, this situation will arise if we are not able to conclude the realisation of contract retentions falling due after the appointment anniversary. Yet Paragraph 76 of Schedule B1 to the Act provides that the appointment of an administrator shall cease to have effect at the end of the period of one year beginning with the date on which it takes effect. However, our term of office may be extended either by court order for a specified period or by consent of the creditors for a specified period not exceeding six months. It may therefore become necessary at some future time for us to seek creditor consent to extending the period of the administration for up to a further six months following the anniversary of our appointment in order to ensure that the objective of the administration can be fully achieved.

Contingency plan – unforeseen surplus funds

If (whether or not an extension to the period of administration actually becomes necessary) it ultimately transpires that there are indeed surplus funds enabling a distribution to the unsecured creditors, then I would confirm that we do not have a general power to make a distribution to unsecured creditors and may only do so if the court gives permission.

It is considered that the court will only grant such permission in exceptional circumstances where the normal course for making distributions to unsecured creditors in a voluntary liquidation is inappropriate. Additionally, there may be matters for enquiry concerning a company's affairs which are not within the scope of an administrator's powers and which can only be properly dealt with by a liquidator.

Consequently, in the event that there are unforeseen surplus funds, allowing a distribution to unsecured creditors, or it appears likely that this may be the case, as soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved,

we propose to implement the provisions of Paragraph 83 of Schedule B1 to the Act whereby on the registration of a notice sent to the Registrar of Companies, our appointment as administrators shall cease to have effect and the Company will automatically be placed into creditors' voluntary liquidation Paragraph 83(7) provides

The liquidators for the purpose of the winding up shall be-

- (a) a person nominated by the creditors of the company in the prescribed manner and within the prescribed period, or
- (b) if no person is nominated under paragraph (a), the administrator

We confirm that as part of our proposals we propose that we act as joint liquidators in the subsequent winding up of the Company Creditors may nominate a different person as the proposed liquidator provided that the nomination is made after the receipt of the proposals and before the proposals are approved The appointment of a person nominated as liquidator takes effect by the creditors approval, with or without modification, of our proposals

It is proposed that for the purpose of the winding up, any act required or authorised under any enactment to be done by the joint liquidators is to be done by all or any one or more of the persons for the time being holding office

9. REMUNERATION AND DISBURSEMENTS

Pre-administration costs

In the period before the Company entered administration, we carried out work consisting of preparing for site attendance at various Company premises on appointment ("the Work")

The Work was carried out before the Company entered administration to ensure that all Company premises were attended simultaneously on appointment to minimize the risk of assets being dissipated at the sites and to ensure that all sources of information were safeguarded For these reasons we consider that the Work has furthered the achievement of the objective of administration being pursued, namely realising property in order to make a distribution to one or more secured or preferential creditors

The Pre-administration costs are as follows

Our fees are in the total sum of £3,409 00 plus VAT and expenses incurred are as follows

Description of Expense	Amount £
Professional fees	3,409 00 plus VAT
Disbursements (Travel/Subsistence)	82 50 plus VAT

The Pre-administration costs detailed above are unpaid We are seeking that the costs be paid as an expense of the administration Pursuant to Rule 2 67A of the Insolvency Rules 1986, approval to pay such costs as an expense is required from each secured creditor of the Company and preferential creditors whose debts amount to more than 50% of the preferential debts of the Company (disregarding any creditor who does not respond to an invitation to give or withhold approval) Payment of the unpaid Pre-administration costs requires separate approval and is not part of our proposals subject to approval pursuant to Paragraph 53 of Schedule B1 to the Act

In order to provide sufficient information to enable approval of our fees, a Pre-administration Time Costs Summary appears at Appendix 3 This shows the number of hours spent by each grade of staff involved in the case and gives the average hourly rate charged for the Pre-administration costs It also provides an explanation of the work undertaken prior to our appointment

Please note that in addition to the costs of £3,491 50 plus VAT detailed above, pursuant to rule 2 67(1)(c) of the Insolvency Rules 1986, the joint administrators consider that the sum of £4,547 50 plus VAT is also properly recoverable in relation to work undertaken prior to their appointment consisting of determining whether it was reasonably likely that the purpose of administration would be achieved. This amount is further detailed in appendix 3. For the avoidance of doubt, this paragraph does not form part of the joint administrators' proposals.

Remuneration

We propose that the basis of our remuneration be fixed under Rule 2 106 of the Rules by reference to the time properly given by us (as administrators) and the various grades of our staff calculated at the prevailing hourly rates of Begbies Traynor (Central) LLP in attending to matters arising in the administration.

These proposals contain a statement by us, in accordance with paragraph 52(1)(b) of Schedule B1 to the Act, that we consider that the Company has insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of Section 176A(2)(a) of the Act (the 'prescribed part' for unsecured creditors referred to at section 7). In these circumstances, it is for each secured creditor and the preferential creditors of the Company to determine the basis of our remuneration under Rule 2 106 of the Rules. In the absence of an initial meeting of creditors (see section 11 Conclusion, below) and the establishment of a creditors' committee, our remuneration is fixed by the approval of the secured and preferential creditors in accordance with Rule 2 106 (5A).

Appendix 3 sets out our firm's hourly charge out rates and the time that we and our staff have spent in attending to matters arising in the administration since 4 May 2012.

Disbursements

We propose that disbursements, including disbursements for services provided by our firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9) be charged in accordance with our firm's policy, details of which are set out at Appendix 3. These disbursements will be identified by us and subject to the approval of those responsible for determining the basis of our remuneration.

10. OTHER INFORMATION TO ASSIST CREDITORS

Report on the conduct of directors

We have a statutory duty to investigate the conduct of the director and any person we consider to be or have been a shadow or de facto director during the period of three years before the date of our appointment, in relation to their management of the affairs of the Company and the causes of its failure. We are obliged to submit confidential reports to the Department for Business, Innovation and Skills.

As administrators of the Company we are required by best practice guidance to make enquiries of creditors as to whether they wish to raise any concerns regarding the way in which the Company's business was conducted prior to the commencement of the administration, or wish to bring to our attention any potential recoveries for the estate. If you would like to bring any such issues to our attention please do so in writing to the address detailed at Section 3 of this report. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Investigations carried out to date

We have undertaken an initial assessment of possible actions in relation to the manner in which the business was conducted prior to the administration of the Company and potential recoveries for the estate in this respect. As detailed above, we are continuing investigations into payments/receipts prior to our appointment.

to ascertain whether there are funds due to the Company in relation to contracts effectively transferred prior to administration

11. CONCLUSION

We presently consider that the Company has insufficient property to enable a distribution to be made to unsecured creditors (other than by virtue of Section 176A(2)(a))

In these circumstances the obligation to summon an initial meeting of the Company's creditors to consider our proposals is disapplied by paragraph 52(1). We are therefore not under a statutory obligation to summon such a meeting unless creditors, whose debts amount to at least 10% of the total debts of the Company, requisition such a meeting. Any such requisition must be in the prescribed manner in accordance with Rule 2.37 and be made within 8 business days of the date on which our statement of proposals is sent out. The expenses of summoning and holding a meeting at the request of a creditor shall be paid by that person, who shall deposit with us security for their payment. If no such meeting is requisitioned, then by Rule 2.33(5), our proposals are deemed to have been approved by the creditors. Where the proposals are deemed to have been approved, we will write to you to confirm that is the position.

In the absence of an initial creditors' meeting we will report on progress again approximately six months after the commencement of the administration, or at the conclusion of the administration, whichever is the sooner.



J J BEARD

Joint administrator of
Access Flooring Services (UK) Limited

Date 27 June 2012

APPENDIX 1

JOINT ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS, INCORPORATING ESTIMATED OUTCOME FOR CREDITORS

Period 4 May 2012 to 27 June 2012

Estimated to realise per Statement of Affairs £		Receipts & Payments to date £	Anticipated Receipts & Payments (worst case) £	Projected Outcome (worst case) £
	ASSETS SPECIFICALLY PLEDGED			
	HSBC Bank plc			
-	Goodwill/MPR	-	uncertain	uncertain
		-	uncertain	uncertain
	Realisation Expenses			
	Administrators' fees		uncertain	uncertain
	Agent's costs/other disbursements		uncertain	uncertain
	Legal fees		uncertain	uncertain
	Available for fixed charge holder	-	uncertain	uncertain
	Fixed charge holder - HSBC Bank plc	-	(123 614)	(123 614)
	Shortfall as regards HSBC Bank plc	-	(123 614)	(123 614)
	HSBC Invoice Finance (UK) Ltd			
250 000	Book Debts subject to invoice finance facility	1 803	uncertain	1 803
		1 803	uncertain	1 803
	Realisation Expenses			
	Administrators' fees	-	uncertain	uncertain
	Agent's costs/other disbursements	-	uncertain	uncertain
	QS/Collection fees	-	uncertain	uncertain
	Legal fees	-	uncertain	uncertain
	Available for fixed charge holder	1 803	uncertain	uncertain
	Fixed charge holder - HSBC Invoice Finance (UK) Ltd		(543 754)	(543 754)
	Shortfall as regards HSBC Invoice Finance (UK) Ltd	1 803	(543 754)	(541 951)
	ASSETS NOT SPECIFICALLY PLEDGED			
10 000	Contract Novations	-	uncertain	uncertain
10,000	Stock	-	uncertain	uncertain
-	Refunds	60	uncertain	uncertain
270 000		60	uncertain	uncertain
	Payments			
	Administrators' disbursements	-	uncertain	uncertain
	Administrators' fees	-	uncertain	uncertain
	Agent's fees & expenses	-	uncertain	uncertain
	Bank charges & Sundry	-	uncertain	uncertain
	Bordereau (statutory bond)	-	uncertain	uncertain
	Insurance	-	uncertain	uncertain
	Legal fees	-	uncertain	uncertain
	Statutory advertising	-	uncertain	uncertain
	Available for preferential creditors	60	uncertain	uncertain
	Arrears of wages and holiday pay	-	uncertain	uncertain
	Shortfall as regards preferential creditors	60	uncertain	uncertain
	Prescribed part of net property set aside for unsecured creditors	n/a	n/a	n/a
	Available for floating charge holders	60	uncertain	uncertain
	Summary of balances held			
	Fixed charge	1 803		
	Floating charge	60		
		1 863		
	Held as			
	HSBC Bank plc	60		
	VAT	-		
		60		
	Summary of outcome for unsecured creditors			
	Fixed charge			
	Prescribed part of net property set aside for unsecured creditors			n/a
	Less costs associated with prescribed part			n/a
	Floating charge			

**DIRECTOR'S STATEMENT OF AFFAIRS AS AT 4
MAY 2012**

A – Summary of Assets

Assets

Assets subject to fixed charge:

Plant and machinery

Furniture and fixtures

Research and development

Stock and work in progress

Other debtors & prepayments

Investment in MENA

" " Other

UK	330,253
ME	150,000
WIP	340,000

Assets subject to floating charge:

Trade debtors

Uncharged assets:

Estimated total assets available for preferential creditors

Signature

Date _____

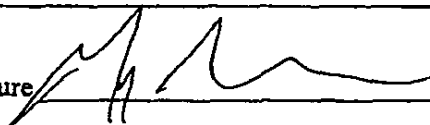
25 June, 2012

Book Value £	Estimated to Realise £
4,778	—
4,689	—
85,000	—
820,253	20,000
72,649	—
188,014	—
121	
594,622	250,000
	270,000

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£ 270,000
Liabilities	
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£ 471,940
Estimated prescribed part of net property where applicable (to carry forward)	£ (201,940)
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£ NIL
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)	£
Shortfall to floating charge holders (brought down)	£
Estimated deficiency/surplus as regards creditors	£ (201,940)
Issued and called up capital	£ 77,400
Estimated total deficiency/surplus as regards members	£ (279,340)

Signature



Date

25 June, 2012

COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held
Mark Marshall	See company records	33,000	£1	
Max Clark	— " —	2,400	"	Non-voting
Richard Burchell	— " —	4,000	"	
Michael Apostolides	— " —	10,000	"	
Hugh Foye	— " —	25,000	"	non-voting
Michelle Lees	— " —	3,500	"	— " —
TOTALS		77,900		

Signature _____

Date _____

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Signature 

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
A M Doughty	1 Towergate Close, Uxbridge, Middx, UB8 1PF	150 00	-
A&B Installations	Units 2&3 Langfield Business Park, Norland Road, Sowerby Bridge, West Yorkshire, HX6 2DF	16,902 81	-
Access Flooring Supplies Ltd	Unit 5, Pearsons Ind Estate, Whitting Valley Road, Chesterfield,, Derbyshire, S41 9EY	1,706 64	-
Ace Ceiling Products Ltd	Arley Industrial Estate, Springhill, Arley, Coventry, CV7 8HN	2,392 20	-
Acro Limited	PO Box 21, Head Office, Waverley Street, Hull, HU21 2SJ	-	773 47
ADT Fire and Secury plc	PO Box 352, Manchester, M16 9XY	504 40	-
AJ Holmes Consultancy Ltd	Units 2&3 Langfield Business Park, Norland Road, Sowerby Bridge, West Yorkshire, HX6 3DF	3,870 00	-
AJ Sutton AJ Flooring	7 Bernina Avenue, Waterlooville, Hants, PO7 6XQ	4,680 00	-
AK House Repairs Ltd	22 Windmill Terrace, Walton Bridge Road, Shepperton, TW17 8ND	11,683 96	-
Allgood PLC	63-83 Brearly Street, Birmingham, B19 3NT	5,311 63	5,311 63
Amy Rodway	33 Tabor Court, High Street, Cheam, Surrey, SM3 8RT	-	-
Amy Rodway - Expense Account	Address Unknown	68 00	-
Anton Atanason	82 Starks Road, Bermondsey, London, SE16 4DP	275 60	-
Arc Construction Limited	12-14 Lower Green Road, Rusthall, Tunbridge Wells, Kent, TN4 8TE	44 07	-
ARC MC Mission Critical	140-142 St John Street, London, EC1V 4UB	2,336 40	-
AS Transport	359a Staines Road, Hounslow, Middlesex, TW4 5AP	384 00	-
Avantifix (Fixing Solutions) Ltd	Bridge Works, Wood Lane, Rothwell, Leeds, LS26 0RS	4,939 25	-
AVAYA Financial Services	CIT Group Finance, CIT House Carysfort Avenue, Blackrock Business Park, Blackrock Co Dublin, IRELAND	106 80	-
Aztec London Supplies Ltd	Rose Hill Farm, Creep hedge Lane, East Hanningfield, CM3 8BP	1,552 66	-
Bathgate Flooring Ltd	1 Fir Tree Lane, Rotherwas, Hereford, HR2 6LA	69 60	1,347 60
Beaumont Forest Products Ltd	Riverside Sawmill, Geddings Road, Hoddesdon, Hertfordshire, EN11 0NT	417 22	-
Benfleet Forwarding Company	Unit 1, Apollo Business Park, Paycocke Road, Basildon - Essex, SS14 3DR	59,479 16	-
Best Floors Ltd	11 Callum Drive, Highfield Lea, South Shields, Tyne & Wear, NE34 6TZ	2,448 00	-
Bestwood Carpentry Ltd	1st Floor, 78 Ilford Lane, Ilford, Essex, IG1 2LA	6,000 00	-
BMTRADA Certification Ltd	Stocking Lane, Hughenden Valley, High Wycombe, Buckinghamshire, HP14 4NR	869 96	869 96

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
Boal UK Ltd	Ashby Road East, Shepshed, Loughborough, Leicestershire, LE12 9BS	1,193 51	-
Boen UK Ltd	Elgar House, Green Street, Kidderminster, Worcestershire, DY10 1JF	781 77	-
Britannic Travel Limited	1/a CORPORATE TRAVELLER, 15 Waterside Park, Livingstone Road, Hessle, HULL, HU13 0EG	2,157 90	-
British Gas Business	Payment Area 60, Camberley, GU95 1AW	136 81	-
Building Confidence (ACHILLES)	Achilles Information Ltd, 30 Park Gate, Milton Park, Abingdon, OXON, OX14 4SH	846 00	-
Building Testing Limited	Unit 12 Wintonlea Industrial Estate, Monument Way West, Woking, SURREY, GU21 5EN	3,678 00	3,678 00
Burgess Architectural Products Ltd	Brookfield Road, Hinkley, Leicestershire, LE10 2LL	2,198 09	-
Byrne Palmer & Company	14 Queens Road, Hersham, Walton-on-Thames, KT12 5LS	1,458 00	-
Capital Coated Steel Ltd	East Tyndall Street, Cardiff, CF24 5DA	2,402 28	-
Capital Engineering Personnel Ltd	Worple House, 22-24 Worple Road, Wimbledon, SW19 4DD	9,177 86	-
Chamberhill Ltd	17 Garick Close, Walton on thames, Surrey, KT12 5NY	15,535 50	-
Chemique Adhesives & Sealants Ltd	21 Empire Close, Off Brickyard Rd, Aldridge, West Midlands, WS9 8UR	7,294 80	7,294 80
CITB Construction Skills	Levy & Grant Department, Bircham Newton, King's Lynn, Norfolk, PE31 6RH	35,305 00	35,305 00
CitySprint (UK) Ltd	2nd Floor, TDK House, 5 - 7 Queensway, Redhill, Surrey, RH1 1YB	814 45	-
Clark James	c/o RBS Invoice Finance Ltd, Smith House PO Box 50, Elmwood Avenue, Feltham, Middlesex, TW13 7QD	132,667 26	144,780 31
CMS Danskin Southern	Unit 8 Harding Way, St Ives, Cambridgeshire, PE27 3WR	2,974 80	-
Cobus Limited	Empire House, 22 Strickland Street, Kingston upon Hull, East Yorkshire, HU3 4AQ	347 62	-
Coface UK & Ireland	Egale 1, 80 St Albans Road, Watford, Hertfordshire, WD17 1RP	-	10,511 24
Coles Electroacoustics Limited	Pindar Road, Hoddesdon, HERTS, EN11 0BZ	2,568 00	-
Core InterSpace	Iver, Buckinghamshire, SL0 9JQ	43,500 00	-
County Construction Chemicals	Unit 4 Chingford Ind Estate, Hall Lane, London, E4 8DJ	-	213 36
Crossways Recycling Limited	55-65 Bolina Road, Bermondsey, London, SE16 2ST	-	1,069 65
D & P Haulage Ltd	Tower House Lane, Saltend, Hull, HU12 8EE	6,554 40	-
D3 Office Group Limited	Stratsource House, Malmo Road, Sutton Fields Industrial Estate, Kingston Upon Hull, HU7 0YF	151 05	-
David Finn	281 Witherby Road, Hull, HU5 5HP	-	-

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
David Reeves	5 Pertwee Drive, Chelmsford, Essex, CM2 8DY	-	-
DDP Hull Ltd	Tower House Lane, Saltend, Hull, HU12 8EE	16,800 00	-
DeltaLeigh Ltd	Old Coach Buildings, Elland Road, Ripponden, Sowerby Bridge, West Yorkshire, HX6 4DB	345 60	-
Digital Nerve	Unit 42, IO Centre, The Royal Arsenal, Armstrong Road, Woolwich, London, SE18 6RS	4,568 10	-
DO NOT USE THIS ACCOUNT	Exchange House, 494 Midsummer Boulevard, Central Milton Keynes, Bucks, MK9 2EA	222 00	-
Dubarry (Porcelain de France)	7 Mereworth Close, Hayesford Park Estate, Bromley, Kent, BR2 9DF	15,847 72	-
E E C Harling & Partners	Connaught House, Broomhill Road, Woodford Green, IG8 0XR	4,936 56	-
EasyCrane Limited	Unit 23, The IO Centre, Armstrong Road, Royal Arsenal, London, SE18 6RS	126 33	-
Easy-Print	C/o Zink Ltd, 2 Fielden Farm Court, Lower Gravenhurst, Bedfordshire, MK45 4NL	3,726 33	-
Eden Springs UK Ltd	Unit B 3 Livingstone Boulevard, Hamilton Int Technology Park, Blantyre, G72 0BP	144 82	-
EDF Energy	FREEPOST 3814, London, WC1V 6AJ	1,315 88	-
Empire Tapes Plc	Denaby Lane Industrial Estate, Denaby Main, Doncaster, DN12 4LH	566 11	-
Encon Insulation Ltd	Brunswick House, 1 Deighton Close, Wetherby, West Yorkshire, LS22 7GZ	13,356 53	-
Euler Hermes Guarantee plc	3rd Floor, 40 Queen Street, London, EC4R 1DD	418 85	-
Evolution Glass Ltd	Unit 7 Copthorne Business Park, Downlands Lane, Copthorne, Sussex, RH10 3HX	5,063 76	-
F P Herting & Son plc	Frederick House, 25 Armstrong Way, Great Western Industrial Park, Southall, Middlesex, UB2 4SD	-	1,012 48
Flowstrip Limited	Markham House, Atkinsons Way, Foxhills Industrial Park, Scunthorpe, North Lincolnshire, DN15 8QJ	3,154 16	-
FP Herting & Son PLC	Fredrick House, 25 Armstrong Way, Great Western Ind Park, Southall, Middlesex, UB2 4SD	1,012 08	1,319 20
FR Shadbolt & Sons Ltd	C/O Barclays Corporate Banking, Trade & Working Capital, Churchill Plaza, Churchill Way, Basingstoke, RG31 7GP	10,594 34	10,594 34
Fred Balls (Fastenings & Couplings) Ltd	Unit 3 Bontoft Avenue, National Avenue, Hull, HU5 4HF	460 51	460 51
Gabriel Fallon	79 Shaldon Drive, Morden, Surrey, SM4 4BQ	1,270 00	-
Greenham Russell Ltd	Greenham House, 671 London Road, Isleworth, TW7 4EX	85 56	85 56
Harns (Steels) Ltd	PO Box 29, Coombs Road, Haleowen, West Midlands, B62 8AF	1,155 55	1,155 55
Hatchers Solicitors	25 Castle Street, Shrewbury, Shropshire, SY1 1DA	14,340 50	-
Hilti (Gt Britain) Limited	1 Trafford Wharf Road, Trafford Park, MANCHESTER, M17 1BY	1,179 40	-

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
HM Revenue & Customs (PAYE ONLY)	Durrington Bridge House, Durrington Road, Worthing, BN11 4SE	286,318 70	286,318 70
HM Revenue & Customs (VAT ONLY)	Insolvency Operations, Queens Dock, Liverpool, L74 4AF	137,898 15	137,898 15
Hobby Homes Limited	Units 3 & 4, Thomas Road Industrial Estate, Thomas Road, London, E14 7BN	645 54	-
HSBC Bank Plc	FAO Ron J Bridge, First Floor, Altus House, One North Forth Street, Milton Keynes, MK9 1NE	123,614 00	-
HSBC Invoice Finance (UK) Ltd	FAO David Gregory, 21 Farncombe Road, Worthing, West Sussex, BN11 2BW	543,754 00	-
HSS Hire Service Group PLC	25 Willow Lane, Mitcham, Surrey, CR4 4TS	4,959 11	-
Industrial Floor Treatments Ltd	10 Lithgow Place, College Milton, East Kilbride, G74 1PW	5,634 29	-
ING	c/o RSM Tenon Recovery, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	-	3,744 37
Initial Washroom Solutions	PO Box 4975, Dudley, DY1 9FA	289 51	-
Investec	c/o RSM Tenon Recovery, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	-	806 96
Iron Mountain (UK) Ltd	Whitelaw House, Macmillan Road, Livingston, Scotland, EH54 7DF	1,038 23	-
Isaac H Grainger & Son Limited	Century Works, 8 Gawne Lane, Cradley Heath, West Midlands, B64 5QY	61,966 55	-
Jewson Ltd	National Credit Management Centre, 99 Harmony Row, Govan, Glasgow, G51 3LH	-	18,460 39
John Rae Floors	23 Dodds Lane, Maghull, Liverpool, L31 0AN	1,312 50	-
Johnsons Insulations Ltd	16 Victoria Way, Burgess Hill, West Sussex, RH15 9NF	7,468 51	-
JS Flooring (London) Ltd	27 Westrow Gardens, Seven Kings, Bungalow Estate, Ilford, ESSEX, IG3 9NE	3,528 50	-
JVP S a S di Carlo Valerio & C	Via Valletta 3, Z I Cantarana, 30010 Cona (Venice), ITALY	136,995 52	-
K2 Flooring Ltd	1 Greenfield Crescent, Cheadle, Stoke on Trent, Staffordshire, ST10 1JX	156 00	-
Kingston Cleaning Services (Hull) Ltd	Newington House, 33 Boothferry Road, Hull, East Yorkshire, HU3 6UA	112 32	-
Kingston Communications	37 Carr Lane, Kingston Upon Hull, HULL, HU1 RE	63 56	-
Kingston Reprographics Ltd	The Courtyard, Ferndale Avenue, Willerby, East Yorkshire, HU10 6AF	157 10	-
Krasimir Kostov	42 Winlaton Road, Bromley, BR1 5PL	516 60	-
Krowmark Ltd	Unit 4, Durban Park, Bognor Regis, West Sussex, PO22 9RJ	187 74	-
Kvadrat Ltd	10 Shepherdess Walk, London, NW1 2HD	3,146 47	-
Lewis Day Transport PLC	The Lewis Day Building, 76 East Road, London, N1 6AB	264 36	-

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
Lloyds TSB	Commercial Finance Limited, No 1 Brookhill Way, Banbury, Oxon, OX16 3EL	-	-
Logical Personnel Solutions Ltd	Tower North Central, Mernon Way, Leeds, LS2 8PA	83,150 40	-
Lombard	PO Box 520, Rotherham, South Yorkshire, S63 3BR	1,433 10	-
M&M Access Ltd	5 Quarry Park Close, Moulton Park Industrial Estate, Northampton, NN3 6QB	114 24	-
Macfarlane Group UK Ltd	Unit 5, Delta Park, Mill Marsh Lane, Brimsdown, Enfield, LONDON, EN3 7QJ	152 93	-
Malcolm Cragg	52 Great Gannett, Welwyn Garden City, AL7 3DE	-	-
Mark Goodall	Rise House, Rise Road, Sunningdale, SL5 0AT	736 07	5,236 07
Mark Marshall - Expense Account	Address Unknown	6,596 70	-
Mark Winter	37 Grosvenor Road, Swindon, Wilts, SN1 4LT	2,800 00	-
Martin Garrett Expense Account	Address Unknown	100 00	-
Martingale Profiles	Martingale House, The Ridgeway, Iver, Buckinghamshire, SL0 9JQ	15,547 00	-
Martyn Garrett	1 Clandon Road, Lordswood, KENT, ME5 8UN	-	-
Max Clark	99 Hookstone Drive, Harrogate, HG2 8PH	-	-
Max Clark - Expenses Account	Address Unknown	870 07	-
MECsafe Limited	5 Delta Court, Sky Business Park, Robin Hood Airport, Doncaster, DN9 3GB	192 00	-
Mercado T/A Alvin Morris	Tornes Farm Way, Thornes Farm Business Park, Leeds, West Yorkshire, LS9 0PS	0 30	-
Meyer Timber Ltd	Medway House, Norman Close, Strood, Rochester, Kent, ME2 2NF	4,071 20	4,489 40
Michael Apostotides	5 Purwell Walk, Leighton Buzzard, Bedfordshire, LU7 3BZ	-	-
Michelle Rees	2 Roberts Road, Belvedere, KENT, DA17 6NP	-	-
Minster	12-16 Courtney Street, Mount Pleasant, Hull, East Riding of Yorks, HU8 7QF	17,756 18	-
Mobile Applications Ltd	14 Chemical Lane, Longbridge Hayes Industrial Estate, Longport, Stoke-On-Trent, ST6 4PB	124 20	124 20
Network Waste Solutions Ltd	Nelson House, Bergen Way, North Lynn Ind Estate, Kings Lynn, Norfolk, PE30 2JG	10,791 36	-
Nu-Swift International Limited	Elland, West Yorkshire, HX5 9DS	222 88	-
Optimise Limited	Studio 32, The Joiners' Shop, The Historic Dockyard, Chatham Maritime, Kent, ME4 4TZ	253 60	-
Pakt Manufacturing in Rubber and Foam	168 Blackfen Road, Hawthorn Terrace, Sidcup, Kent, DA1 8PT	57 00	-

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
Partition Graphics	9 Chilton Court, Asheridge Road, Chesham, Bucks, HP5 2PX	2,136 00	-
Paul O'Neil	59 Heron Way, Wallington, Surrey, SM6 9DX	1,375 00	-
PGR Innovations Limited	46 Manor Road, Preston, Hull, East Yorkshire, HU12 8SQ	26,749 62	-
Phoenix Surveying Equipment Ltd	Bristol Office & Accounts, Unit 4, Armstrong Court, Armstrong Way, Yate, Bristol, BS37 5NG	317 40	-
PHS WasteTech Ltd	The Quadrant, Marlborough Road, Lancing, West Sussex, BN15 8UW	585 54	-
PM Cooperation Ltd	27 Woods Road, London, SE15 2SS	1,860 00	-
Polish - Mariana Hristova	10 Messent Road, London, SE9 6AG	154 00	-
PPH Commercial	The Hesslewood Estate, Fernby Road, Hessle, Hull, East Yorkshire, HU13 0LG	9,218 24	-
PR Flooring Supplies Ltd	344 Polmadie Road, Glasgow, SCOTLAND, G42 0PH	0 70	-
R&B Star	Unit 24, Greenwich Centre Business Park, Norman Road, London, SE10 9QF	7 21	-
Ramsay Rubber & Plastics Ltd	Vulcan Road, Bilston, WEST MIDLANDS, WV14 7HT	144 00	-
RDT (Southern) Limited	Unit 1a Crown Yard, Bedgebury Road, Goudhurst, Cranbrook, Kent, TN17 2QZ	10 22	-
Richard Burchell	44 Craydon Close, Chatham, KENT, ME5 8RT	-	-
Richard Burchell - Expense Account	Address Unknown	274 20	-
Richard Hampton	85 Main Road, Hockley, Essex, SS5 4RG	-	-
Richard Hampton - Expense Account	Address Unknown	49 28	-
Ridett	Kennet Court, Charles Street, Reading, Berks, RG1 7DB	20,217 40	20,217 40
Riley Metal Works Limited	23 Yorkshire Road, LONDON, E14 7LR	1,617 20	-
RTS Waste Management Ltd	55-65 Bolina Road, Bermondsey, London, SE16 2ST	1,339 68	-
Safety Signs UK Ltd	12 Cutlers Road, South Woodham Ferrers, Chelmsford, Essex, CM3 5XJ	6,595 65	-
Sage (UK) Limited	North Park, Newcastle Upon Tyne, NE13 9AA	2,144 40	-
SAS Direct Ltd	33 Suttons Business Park, London Road, Reading, Berkshire, RG6 1AZ	4,699 72	-
SAS International Ltd	Office No 1, Sun and Sands Building, Dubai Investment Park 2, Dubai, PO Box 450575, UAE	1,299 81	-
Sidense Insulation Ltd	Forge Industrial Estate, Maetag, Bridgend, South Wales, CF34 0AZ	3,519 72	-
Siemens	Sefton Park, Bells Hill Stokes Poge, Buckinghamshire, SL2 4JS	-	1,077 55

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
Southern Electric Gas	P O BOX 6009, Basingstoke, RG21 8ZD	329 05	-
Speedy Asset Services Ltd	Chase House, 16 The Parks, Newton Le Willows, WA12 0JQ	202 08	249 72
Spitfire Network Services	6 - 7 SBBC, Ponton Road, London, SW8 5BL	3,957 05	-
St John Ambulance	Shared Accounting Centre, 5 Broadfield Close, Sheffield, S8 0XN	407 00	222 00
Staples Direct	PO Box 732, Doncaster, DN3 1WR	24 40	-
Star Uretech Ltd	c/o RBS Invoice Finance Limited, Smith House, PO Box 50, Elmwood Avenue, Feltham, Middlesex, TW13 7QD	3,791 40	3,791 40
Steve Spall	Address Unknown	2,102 27	-
Stone & Ceramic Ltd	Unit 3 Kingside, Ruston Road, Woolwich, London, SE18 5BX	13,097 36	17,464 85
Sub-It co uk	Bishco (London) Ltd, T/A Sub-It co uk, Electroline House, 15 Lion Road, Twickenham, Middx, TW1 4JH	78 00	-
Summit Health & Safety Management Ltd	2 Hickmans Lane, Lindfield, Sussex, RH16 2BH	2,920 00	-
SuperCleaning Services Ltd	Unit 8, Greenwich Centre Business Park, 53 Norman Road, Greenwich, London, SE10 9QF	325 13	975 39
Sydenham Ceilings Ltd	11 Lodge Close, Orpington, Kent, BR6 0QQ	5,665 71	-
T&K Flooring Services Ltd	33 Mount Road, Wickford, ESSEX, SS11 8JH	31,016 40	-
Telecommunications Management Limited	1 Clayton Manor, Victoria Gardens, Burgess Hill, West Sussex, RH15 9NB	1,052 22	-
Toucan Tool Co Ltd	Toucan House, 373-375 Church Road, Leyton, LONDON, E10 7JG	124 80	-
Toulouse Plant Hire Ltd Skip Container	Service, 55 Norman Road, Greenwich, London, SE10 9QZ	180 00	-
Tremco Ilbruck Limited	Bentall Business Park, Glover District 11, Washington, Tyne & Wear, NE37 3JD	5,932 32	-
Uniflair Europe S p A	Via Della Tecnica, 2, 35026, Conselve (PD), ITALY	46,281 02	-
Universal Wood Products Ltd	Oak House, Eastern Avenue West, Romford, Essex, RM7 7AY	433 49	-
Veolia Water	Address Unknown	12 26	-
Viking Direct Limited	P O Box 279, LEICESTER, LE3 1YU	455 55	-
Vindor Waste Management Ltd	Pelican House, Pelican Reach, Rochester, Kent, ME2 4QP	34 10	-
Virtual Networking Limited	Unit 4, Louis Pearlman Centre, Goulton Street, Hull, HU3 4DL	1,860 00	-
Vladimir Borisove	54 Clarence Road, Manor Park, London, E12 5BB	1,200 00	-
Volante Ltd	46-76 Summerstown, London, SW17 0BH	770 80	-

LIST OF THE COMPANY'S CREDITORS PREPARED BY THE JOINT ADMINISTRATORS

Creditor Name	Creditor Address	Balance per Company Records	Claim Received
Walls & Ceilings International Ltd	Tything Road, Arden Forest Industrial Estate, Alcester, Warwickshire, B49 6EP	37,628 29	-
Wolf Comprehensive LLC	Way No 66, Al Omrane Street, Ghala Industrial Area, Muscat, SULTANATE OF OMAN	123 25	-
Worldwide Pallet Logistics	Unit C, 205 Manor Road, Erith, Kent, DA8 2AD	450 24	-
Wright Hassall LLP	Olympus Avenue, Leamington Spa, Warwickshire, CV34 6BF	952 80	952 80
Wrobel (UK) Ltd	George House 1st Floor, 36 North Hanover Street, Glasgow, G1 2AD	1,000 00	-
Zapryan M Shkodrov	9 Barkham Road, Wood Green, London, N17 8JR	1,852 52	-

TIME COSTS AND EXPENSES

Remuneration drawn will be notified to any creditors' committee appointed under paragraph 57 of Schedule B1 to the Act. In the absence of a creditors' committee, details of time incurred and disbursements drawn will be reported to creditors in accordance with *Statement of Insolvency Practice 9* issued by the Joint Insolvency Committee on behalf of our licensing bodies.

Total time spent to date on this assignment amounts to 244.2 hours at an average composite rate of £211.91 per hour resulting in total time costs to date of £51,749.50.

To assist creditors in determining this matter, the following further information on time costs and expenses are set out:

- ☐ Begbies Traynor (Central) LLP's policy for re-charging expenses
- ☐ Begbies Traynor (Central) LLP's charge-out rates
- ☐ Pre-administration Time Costs Summary
- ☐ Narrative summary of time costs incurred
- ☐ Table of time spent and charge-out value

In addition, a copy of *A Creditors' Guide to Administrators' Fees* is available on request. Alternatively, the guide can be downloaded from our website www.begbies-traynor.com via the "Corporate Recovery and Insolvency" link in the "Quick Links" box on the left hand side of the homepage. From there please follow the "Creditor" link which will take you to the appropriate page where the Guide (2010 version) can be found at the end.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance² requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting,
- Car mileage is charged at the rate of 45 pence per mile,
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates,

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

- Displaying properties for sale on the 'Accelerated Property Sales from Begbies Traynor' section of the Begbies Traynor website is charged at the rate of £75 00 per property,
- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*
- Telephone and facsimile
 - Printing and photocopying
 - Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the office as at the date of this report are as follows

	Standard 1 May 2011 – until further notice Regional
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units

PRE ADMINISTRATION TIME COSTS SUMMARY

CASE NAME ACCESS FLOORING SERVICES (UK) LIMITED
CASE TYPE ADMINISTRATION
OFFICE HOLDERS. J J BEARD & J WALTERS
DATE OF APPOINTMENT 4 MAY 2012

CASE OVERVIEW

This overview is intended to provide sufficient information to enable the body responsible for the approval of pre-administration costs to consider the level of those costs in the context of the case

Time costs information

Details of the time spent by each grade of staff prior to the appointment of the administrators and the overall average hourly charge out rate for the pre-administration work are set out in the attached

Full details of the work undertaken by the administrators and their staff prior to appointment are set out in their Statement of Proposals

Category 2 Disbursements

The following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements are proposed to be charged in relation to the period prior to appointment

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount
Mileage (travel to/from various sites)	45p per mile

Staffing and management

Arrangements were made with Begbies Traynor Group offices in the proximity of the various Company premises for suitably experienced staff to attend those premises. This was managed by a suitably experienced member of staff from the Brighton office of Begbies Traynor (Central) LLP

CASE NAME: OFFICE HOLDER: FIRM: ADDRESS: TELEPHONE: TYPE OF APPOINTMENT: DATE OF APPOINTMENT:			Access Flooring Services (UK) Limited J J Beard & J Walters Begbies Traynor 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE 01273 322960 Administration 4 May 2012				
	Hours						
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average hourly rate (£)
Administration and planning	0 0	0 0	2 8	18 2	21 0	3,409 00	162 33
Investigations	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Realisation of assets	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Case specific matters (Specify)	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Total Hours	0 0	0 0	2 8	18 2	21 0	-	-
Total Time Costs (£)	0 00	0 00	574 00	2,835 00	-	3,409 00	162 33
Office Holder Chargeout Rates (£ per hour)							
	1 May 2011 until further notice						
Partner	395						
Director	345						
Senior Manager	310						
Manager	265						
Asst Manager	205						
Senior Administrator	175						
Administrator	135						
Junior Administrator	110						
Cashier	110						
Secretarial	110						

SUMMARY OF OFFICE HOLDERS' TIME COSTS

CASE NAME ACCESS FLOORING SERVICES (UK) LIMITED
CASE TYPE ADMINISTRATION
OFFICE HOLDERS J J BEARD & J WALTERS
DATE OF APPOINTMENT 4 MAY 2012

1 CASE OVERVIEW

- 1.1 This overview and the time costs analysis attached is intended to provide sufficient information to enable the body responsible for the approval of the office holders' fees to consider the level of those fees in the context of the case

1.2 Complexity of the case

The assets of the Company include a contracts ledger that had effectively been split between two companies. In conjunction with RPA Associates (RPA) this has been consolidated to one ledger from the records available.

There are a number of accounting issues that need to be considered in relation to funds due from contracts that had effectively transferred prior to our appointment.

1.3 Exceptional responsibilities

Our appointment was uninvited and, as such, additional time has been required in terms of obtaining information and the co-operation of the director and former employees. The Company also had multiple sites which required a presence simultaneously on the date of our appointment.

1.4 The office holders' effectiveness

We arranged for the various Company premises (with the exception of the offices in Oman) to be attended on the date of our appointment to ensure that all potential sources of information were secured and to protect the value of the contracts ledger, being the Company's main asset. Recoveries are ongoing.

1.5 Nature and value of property dealt with by the office holders'

<u>Category of asset</u>	<u>Estimated to realise (£)</u>
Stock	Uncertain
Intellectual Property Rights	Uncertain
Ongoing Contracts	Uncertain
Trade Debtors	Uncertain
Sundry Receipts	Uncertain
Deposit interest	Uncertain

1.6 Anticipated return to creditors

The anticipated return to creditors is detailed in our initial report and statement of proposals.

1.7 Time costs analysis

An analysis of time costs incurred from 4 May 2012 to date, prepared in accordance with Statement of Insolvency Practice 9, is attached showing the number of hours spent by each grade of staff on the different types of work involved in the case, and giving the average hourly rate charged for each work type.

The time costs analysis provides details of work undertaken by the office holders and their staff following their appointment only

In addition to the post appointment time costs detailed in the time costs analysis, pursuant to rule 2 67(1)(c) of the Insolvency Rules 1986, the office holders' consider that the sum of £4,547 50 plus VAT is also properly recoverable in relation to work undertaken prior to their appointment consisting of determining whether it was reasonably likely that the purpose of administration would be achieved and completing the required statements of the proposed administrators. The sum is calculated as follows

	Partner(s)	Senior Manager(s)	Administrator(s)	Total Hours	Time Cost	Average Hourly Rate
Hourly Rate	£395	£310	£135			
Pre-appointment Time	11 hours	-	1 5 hours	12 5 hours	£4,547 50	£363 80

We have also obtained the separate approval of pre-administration fees, in addition to those detailed above, relating to reviewing the Company's financial position and considering a sale of the business. These additional fees are more specifically detailed within the body of the attached progress report

1 8 The views of the creditors

Creditors were advised of the appointment of joint administrators as soon as reasonably practicable and we have liaised with the Company's major creditors to ascertain their views on matters affecting the administration

1 9 Approval of fees

The joint administrators' remuneration and pre-appointment costs will be fixed by the separate approval of the secured and preferential creditors

1 10 Approval of Expenses and Disbursements

The joint administrators' disbursements and expenses will be fixed by the approval of the secured and preferential creditors

1 11 Category 2 Disbursements

In accordance with the resolution obtained in relation to expenses and disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case since the date of my appointment

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Mileage – Travel to/from Company Premises	411 30

1 12 Other professionals employed & their costs

Independent agents and valuers Edward Symmons LLP have been instructed to value the Company's assets and provide advice on the same. Their fees are to be calculated on a time-cost basis

Independent quantity surveyors RPA Associates have been instructed to assist in rebuilding the contracts ledger of the Company and to assist with the collection of contract debts. Their fees will be fixed in relation to their initial report and are then to be calculated at a percentage of realisations in relation to contract debts.

Independent quantity surveyors Ridett Limited have been instructed to assist with the collection of certain contract debts. Their fees will be calculated at a percentage of realisations in relation to those contract debts.

Solicitors Addleshaw Goddard LLP have been instructed to assist with our appointment, with general matters relating to the administration and with the sale of the Company's assets. Their fees will be calculated on a time-cost basis.

1 13 Staffing and management

Arrangements were made with Begbies Traynor Group offices in the proximity of the various Company premises for suitably experienced staff to attend those premises. This was managed by a suitably experienced member of staff from the Brighton office of Begbies Traynor (Central) LLP.

3. SUMMARY OF WORK CARRIED OUT SINCE OUR LAST REPORT

Since the date of our appointment, the following work has been carried out:

- Liaising with our agents regarding interested parties and suppliers claiming Retention of Title,
- Attending site and meeting with Mr Pither and other key former employees to obtain and safeguard information,
- Dealing with creditors' correspondence and claims,
- Dealing with employees' queries,
- Liaising with the Redundancy Payments Office to assist with the processing of claims from the Company's former employees,
- Negotiating with interested parties in relation to the assets of the Company,
- Liaising with the Landlords of the various sites,
- Liaising with Ridett, RPA and former employees as regards the contract debt collections
- Preparing detailed reports for the secured creditor
- Dealing with the statutory duties of the administrator, including preparing this report and proposals

CASE NAME:			Access Flooring Services (UK) Limited				
OFFICE HOLDER:			J J Beard & J Walters				
FIRM:			Begbies Traynor				
ADDRESS:			2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE				
TELEPHONE:			01273 322960				
TYPE OF APPOINTMENT:			Administration				
DATE OF APPOINTMENT:			4 May 2012				
	Hours						
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average hourly rate (£)
Administration and planning	20 3	0 0	1 8	98 2	120 3	13,967 00	116 10
Investigations	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Realisation of assets	32 9	0 0	0 0	59 2	92 1	13,586 00	147 51
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	18 7	0 0	0 0	13 1	31 8	5,975 50	187 91
Case specific matters (Specify)	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Total Hours	71 9	0 0	1 8	170 5	244 2	-	-
Total Time Costs (£)	28,400 50	0 00	369 00	22,980 00	-	51,749 50	211 91
Office Holder Chargeout Rates (£ per hour)							
	1 May 2011 until further notice						
Partner	395						
Director	345						
Senior Manager	310						
Manager	265						
Asst Manager	205						
Senior Administrator	175						
Administrator	135						
Junior Administrator	110						
Cashier	110						
Secretarial	110						