In accordance with Rule 3.60 of the Insolvency (England & Wales) Rules 2016 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986.

AM22

Notice of move from administration to creditors' voluntary liquidation

Companies House

FRIDAY WEDNESDAY

A72P9Y5U
A25 28/03/2018 #327
COMPANIES HOUSE

A71UFH03
A21 16/03/2018 #283
COMPANIES HOUSE

1 Company details

Company number	0 3 3 6 0 2 5 4
Company name in full	Cinram Logistics UK Limited

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

2 Court details

Court name	High Court of Justice, Companies Division
Court case number	0 0 5 8 9 0 2 0 1 7

3 Administrator's name

Full forename(s)	Steven Leslie
Surname	Smith

4 Administrator's address

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

1 4 18 92

AM22
Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ❶

Full forename(s)	Henry Nicholas
Surname	Page

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

6 Administrator's address ❷

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

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

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s)	JAMES ROBERT
Surname	BROOKS

8 Proposed liquidator's name

Full forename(s)	Steven Leslie
Surname	Smith
Insolvency practitioner number	6 4 2 4

9 Proposed liquidator's address

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

AM22
Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name ❶

Full forename(s)	Henry Nicholas
Surname	Page
Insolvency practitioner number	1 2 2 5 0

❶ Other liquidator
Use this section to tell us about another liquidator.

11 Proposed liquidator's address ❷

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

❷ Other liquidator
Use this section to tell us about another liquidator.

12 Period of progress report

From date	d1 d0 m0 m2 y2 y0 y1 y8
To date	d1 d5 m0 m3 y2 y0 y1 y8

13 Final progress report

☑ I have attached a copy of the final progress report.

14 Sign and date

Administrator's signature	Signature X X
Signature date	d1 d5 m0 m3 y2 y0 y1 y8

Continuation page
Name and address of insolvency practitioner

✓ What this form is for
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ❶
Use extra copies to tell us of additional insolvency practitioners.

✗ What this form is NOT for
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:
- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☑ Liquidator
- ☐ Provisional liquidator

❶ You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)	Christopher
Surname	Laughton

3 Insolvency practitioner's address

Building name/number	72 London Road
Street	St Albans
Post town	
County/Region	Hertfordshire
Postcode	A L 1 1 N S
Country	

AM22
Notice of move from administration to creditors' voluntary liquidation

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	Glyn Richards
Company name	Mercer & Hole
Address	72 London Road
	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	
DX	
Telephone	Tel: (020) 7236 2601

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

Important information

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

Where to send

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

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

Further information

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

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

Cinram Logistics UK Limited
(In Administration)
Joint Administrators' Trading Account

Statement of Affairs £		From 10/02/2018 To 15/03/2018 £	From 10/08/2017 To 15/03/2018 £
	POST APPOINTMENT SALES		
	Sales	NIL	1,972,518.18
	Agency Distribution Fees	NIL	588,653.43
		NIL	2,561,171.61
	CLIENT ASSETS		
	Sales Undisclosed Agency	NIL	6,298,215.95
	Sales Undisclosed Agency €	NIL	169,146.36
		NIL	6,467,362.31
	CLIENT PAYMENTS		
	Undisclosed Agency Payments	NIL	6,292,044.45
	Undisclosed Agency Payments €	NIL	169,146.36
		NIL	(6,461,190.81)
	PURCHASES		
	Consumables	NIL	322,600.50
		NIL	(322,600.50)
	TRADING EXPENDITURE		
	Salaries & NIC	NIL	613,473.84
	Temporary Labour	NIL	706,073.50
	Rents	NIL	144,307.51
	Rates	NIL	108,690.83
	Utilities	1,928.48	88,547.11
	Telephone	NIL	11,935.27
	Freight & Carriage	2,845.74	254,303.18
	Professional Fees	NIL	5,953.22
	Pension Contributions	NIL	61,832.61
	Lease/HP Payments	NIL	9,259.57
	Repairs & Maintenance	9.80	33,955.12
	Vehicle Running Costs	NIL	40.00
	Employee Benefits	NIL	10,997.85
	Stationery	NIL	5,952.37
	Postage	NIL	27,813.46
	Consultancy Fees	NIL	84,516.80
	Storage Costs	NIL	1,364.83
	Shipping	NIL	13,121.15
	IT Services	1,541.00	144,195.24
	Licences	NIL	2,990.08
	Security	13,838.96	52,688.54
	Insurance	NIL	49,681.41
		(20,163.98)	(2,431,693.49)
	TRADING SURPLUS/(DEFICIT)	**(20,163.98)**	**(186,950.88)**

Cinram Logistics UK Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 10/02/2018 To 15/03/2018 £	From 10/08/2017 To 15/03/2018 £
	CLIENT ASSETS		
	Undisclosed Agency Debtors	NIL	1,936,807.28
		NIL	1,936,807.28
	CLIENT PAYMENTS		
	Undisclosed Agency Payments	NIL	1,936,807.28
		NIL	(1,936,807.28)
	SECURED CREDITORS		
(1,181,946.00)	Secured Creditor	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Rates Refund	NIL	54,756.45
Uncertain	Plant & Equipment	NIL	500.00
	Motor Vehicles	NIL	166.50
24,772.00	Inventory	NIL	NIL
845,252.00	Book Debts	NIL	645,342.65
194,965.00	Book Debts - Distribution Fee	NIL	249,020.18
	Insurance Refund	NIL	34,921.94
453,062.00	Cash at Bank	NIL	443,185.08
	Refunds	NIL	6,067.86
	Rent Deposit Refund	NIL	8,248.64
	Bank Interest Gross	36.61	424.20
	Trading Surplus/(Deficit)	(20,163.98)	(186,950.88)
	Sale of Business	NIL	330,000.00
		(20,127.37)	1,585,682.62
	EXCEPTIONAL COSTS		
	Pre-Administration Employee Costs	NIL	114,579.13
	Duress Payments	NIL	133,525.45
		NIL	(248,104.58)
	COST OF REALISATIONS		
	Joint Administrators' pre-appointment	NIL	56,596.00
	Joint Administrators' Fees	235,866.00	628,136.00
	Joint Administrators' Expenses	1,290.78	10,716.67
	Legal fees	NIL	146,468.50
	Legal Disbursements - VAT	NIL	50.00
	Agents/Valuers Fees (pre)	NIL	5,884.60
	Agents/Valuers Fees (post)	NIL	4,868.20
	Pre-Appt Legal Fees	NIL	40,691.50
	Legal Disbursements - Non VAT	125.00	192.00
	Storage Costs	8,576.60	8,576.60
	Statutory Advertising	NIL	84.60
	Recoverable Rents	(90,000.00)	NIL
	Insurance of Assets	7,708.27	8,701.69
	Bank Charges	NIL	3,292.17
	Specific Bond	NIL	1,440.00
		(163,566.65)	(915,698.53)
	PREFERENTIAL CREDITORS		
(147,098.00)	Employee Arrears/Hol Pay	NIL	NIL

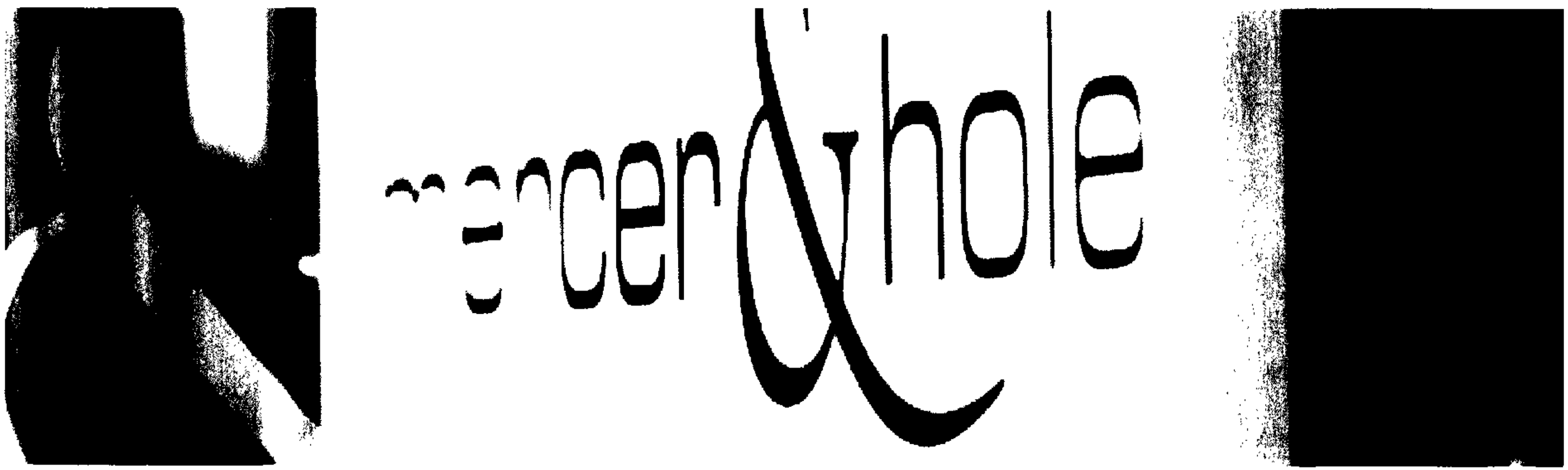
Cinram Logistics UK Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 10/02/2018 To 15/03/2018 £	From 10/08/2017 To 15/03/2018 £
		NIL	NIL
	UNSECURED CREDITORS		
(4,635,214.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
(4,446,207.00)		**(183,694.02)**	**421,879.51**
	REPRESENTED BY		
	Trade Debtors		68,320.46
	Vat Receivable		32,164.68
	Bank Current		231,474.43
	Bank Client Account (Novum)		10,713.79
	Bank Client Account 2		9,120.37
	Bank Client Account €		20.00
	Post Sale Client Account		(10,723.61)
	Trade Creditors		(87,649.77)
	Vat Payable		(9,895.88)
	Vat Control Account		178,335.04
			421,879.51

Note:

Cinram Logistics UK Limited – In Administration
High Court of Justice, Chancery Division Companies Court No. CR-2017-005890

Joint Administrators' Final Progress Report
Steven Leslie Smith, Christopher Laughton, and Henry Nicholas Page
10 February 2018 to 15 March 2018



mercer & hole
chartered accountants

Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
Tel: 01727 869141
Fax: 01727 869149

Contents

Appendices

1. Joint Administrators' Final Progress Report

This is the joint administrators' final report on the progress of the administration.

The purpose of this report is to provide creditors with information about the progress of the administration from 10 February 2018 to 15 March 2018.

This report should be read in conjunction with the joint administrators' proposals dated 22 September 2017 and the first progress report covering the period 10 August 2017 to 9 February 2018. The proposals provided full details on the background to the joint administrators' appointment and the actions taken in the period to 22 September 2017.

Having achieved the purpose of administration the joint administrators have filed the Notice of move from administration to creditors' voluntary liquidation ("CVL") at Companies House.

2. Background

2.1 The Company

Full details of the company are set out at Appendix 1. A summary of the trading history and events leading to administration, including the relationship between Cinram Logistics UK Limited ("Cinram") and Mercer & Hole, was set out in the joint administrators' proposals.

2.2 The Appointment of the Joint Administrators

Details of the joint administrators' appointment are set out in Appendix 1, along with details of the Court and Court reference number, the approval of the administrators' proposals, and a statement on the application of the EU Regulation.

2.3 The Purpose of Administration

The proposals confirmed the purpose of the administration, being that set out at Objective 3(1)(b) of Schedule B1 of IA86:

- 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).

The joint administrators were of the opinion that the objective would be achieved for the following reasons:

- the ability to continue trading, following commencement of administration, has meant that Cinram's book debts are likely to be realised and claims in relation to breach of contract or damages should be avoided, which would otherwise arise in liquidation;
- continuing to trade the business has also preserved the enterprise value of the business and has allowed the administrators to continue to pursue a sale of the business;
- the ability to execute a sale of the business will transfer the remaining employees to the purchaser and minimise the employee claims in the administration estate; and
- the preferred purchaser will continue to trade from the premises, reducing any claim from the landlord in the estate.

2.4 Achieving the purpose of administration

Following the sale of the business on 1 December 2017 the joint administrators formed the view that the purpose of the administration had been achieved. The joint administrators can confirm that in accordance with the sale agreement, the lease was assigned to the purchaser on 7 March 2018.

Following the assignment of the lease the joint administrators have filed the Notice of move from administration to creditors' voluntary liquidation ("CVL") in accordance with the administration proposals.

The move to CVL will allow the joint liquidators to progress with the adjudication and admission of creditor claims for distribution purposes.

3. Conduct of the Administration

3.1 Achieving the purpose of administration.

Following the sale of the business and assignment of the lease the joint administrators have concluded that the purpose of administration has been achieved for the reasons set out at 2.3 above.

3.2 Trading

Trading ceased on 1 December 2017, on completion of the sale of the business. Full details of the actions taken during the period of trading were included in the joint administrators' first progress report covering the period 10 August 2017 to 9 February 2018.

During the period covered by this final progress report the joint administrators have incurred costs associated with the conclusion of the trading period, settlement of the final trading expenses, reconciling the final trading accounts with suppliers, and receipt of funds into the company's former client accounts.

3.3 Sale of the business

The sale agreement provided for the premises to be occupied by the purchaser under licence and subject to the payment of the licence fee (an amount equivalent to the ongoing lease expense). The licence to occupy ran for a period of three months from completion of the sale, with a long stop date for assignment of 1 March 2018.

During the period the second and third licence fees were received, although there was a slight delay in payment, as set out in the prior progress report. In addition, and partly as a result of the adverse weather conditions encountered during the period 28 February 2018 to 5 March 2018, the assignment of the lease was delayed until 7 March 2018. An additional licence fee of £10,161 has been agreed with the purchaser to cover the extended period of occupation after the longstop date.

The additional licence fee will be paid during the course of the liquidation in accordance with the apportioments section of the sale agreement.

The purchaser has submitted a revised consideration schedule, with supporting financial information. The payment of the deferred consideration, consumables, apportionments for pre-paid expenses, and the return of the rent deposit continue to be scheduled for payment within 12 months of the sale of the business, however the initial payment of the monthly consideration has been delayed.

The joint administrators have accepted the revised payment schedule in accordance with the sale agreement. The joint administrators have retained the right to pursue the purchaser's parent, as guarantor, should any of the conditions of the sale be forfeited by the purchaser.

It is currently not expected that there will be any need to take enforcement action against the purchaser or guarantor.

The joint administrators continue to be of the opinion that the revised consideration of £825k, of which £330k has been received, will be paid in full.

The sale of the business has achieved the following additional benefits in respect of the administration estate:

- the transfer of employment
- the assignment of the lease
- novation of client contracts
- enhanced collection of book debts

Full details of the additional benefits are set out in the joint administrators' first progress report.

3.4 Book debts

During the period the joint administrators have agreed a settlement with the final disputed debtor. The settlement of the £80k debt has been agreed at £70k to be paid between 15 March 2018 and 15 August 2018. The joint administrators have retained the right to issue a winding petition against the debtor should the terms of the settlement be breached.

The joint administrators have also attended on further telephone discussions with both Cinram's relevant former employees and UPI in relation to the outstanding final debt to be paid by UPI. The joint administrators continue to be of the opinion that the debt remains due and payable. It is anticipated that the debt will be realised during the liquidation.

Summary of the Book Debt position:

[redacted]				
Agency Distribution Fees	195	195	0	0
Non-Agency Clients	551	551	0	0
UPI	229	42	8	179
Non-Continuing Clients	126	32	24	70
Total	**1,101**	**820**	**32**	**249**

3.5 Investigation

The joint administrators have a statutory obligation to complete an investigation into the business and affairs of Cinram and the conduct of the directors for the purpose of completing a report to the Department for Business, Energy and Industrial Strategy, under the Insolvent Companies (Reports on Conduct of Directors) (England and Wales) Rules 1996. The joint administrators completed their investigation and submitted the return during the period of the first progress report.

3.6 Statutory compliance and administration

The joint administrators have discharged their statutory duties and administrative functions during the course of the administration. This has included, but is not limited to, the maintenance of the statutory insurance bond, completing bank reconciliations, maintaining their own and the company's records, completing and submitting VAT, Corporation tax and PAYE returns, and all other statutory compliance requirements arising during the course of the administration.

3.7 First Progress Report

During the period the joint administrators drafted and circulated to creditors a copy of their first progress report covering the period 10 August 2017 to 9 February 2018. The joint administrators have also drafted the final progress report covering the period up to the filing of the Notice of move from administration to CVL.

3.8 Estimated outcome statement

Attached at Appendix 3 is the joint administrators current Expected Outcome Statement.

The EOS shows current the expectation that creditors may receive a distribution of up to 27p in the £ depending on the realisation of the deferred and contingent consideration, the realisation of the outstanding debts and the eventual level of creditor claims received.

The expected return is significantly in excess of what might have been achieved in CVL, without having been in administration first, which has allowed the joint administrators to form the opinion that the purpose of administration has been achieved.

4. Joint Administrators' Proposals

A report on the joint administrators' proposals was circulated to creditors on 22 September 2017. The joint administrators sought a decision on the approval or otherwise of the proposals, with a decision date of 23:59 on 16 October 2017.

The joint administrators' specific proposals included that:

i. the joint administrators do all things and exercise any of their powers as administrators contained in Schedule 1 of the Insolvency Act 1986 that they in their discretion consider desirable or expedient in accordance with the Statement of the Joint Administrators' Proposals dated 22 September 2017 in order to achieve the purpose of the administration, or to protect and preserve the assets of the company or maximise the realisation of those assets, or for any purpose incidental to the proposals;

   the joint administrators, at their sole discretion and at a time they see fit, may do any of the following:

ii.
   - make the necessary application to Court to terminate the administration pursuant to Paragraph 79 of Schedule B1 of the Insolvency Act 1986 if the joint administrators otherwise think that the purpose of administration has been sufficiently achieved in relation to the Company;
   - file the necessary notice at Court and with the Registrar of Companies to place the Company into Creditors' Voluntary Liquidation pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 so that Steven Leslie Smith, Christopher Laughton and Henry Nicholas Page of Mercer & Hole (the joint administrators) be appointed joint liquidators unless any other person(s) be nominated liquidators(s) of the Company in accordance with Paragraph 83(7) of the Insolvency Act 1986;
   - make an application to Court to end the administration pursuant to paragraph 79 of Schedule B1 of the Insolvency Act 1986, with a view to the Company being compulsorily wound up and Steven Leslie Smith, Christopher Laughton and Henry Nicholas Page of Mercer & Hole (the joint administrators) being appointed joint liquidators, if they so desire;
   - file the necessary notice at Court and with the Registrar of Companies to dissolve the Company pursuant to Paragraph 84 of Schedule B1 of the Insolvency Act 1986; and

iii each administrator be discharged from liability under Paragraph 98 of Schedule B1 of the Insolvency Act 1986, immediately upon his ceasing to be an administrator.

The proposals were approved by the creditors.

The joint administrators have formed the opinion that the purpose of administration has been achieved.

The joint administrators have filed the Notice of move from administration to creditors' voluntary liquidation, in accordance with Paragraph 83 of Schedule B1 of the Insolvency Act 1986.

On registration of the notice referred to above the joint administrators will have their release.

In accordance with the joint administrators proposals, as approved by creditors, the joint administrators where they are Steven Leslie Smith, Christopher Laughton and Henry Nicholas Page, will be appointed joint liquidators.

5. Receipts and Payments Account

A summary of the receipts and payments account covering the period from 10 February 2018 to 12 March 2018 is attached at Appendix 2.

As the company was registered for VAT we are required to submit relevant VAT returns to account for VAT payable and receivable.

The funds in hand at the end of the administration will be transferred to a liquidation account.

6. Dividend Prospects for Creditors

6.1 Preferential creditors'

Preferential claims most commonly arise in relation to employee arrears of wages and accrued holiday pay, subject to certain limits. As set out in the joint administrators' first progress report, no preferential claims were expected and no claims have been received during the period.

6.2 Secured creditors

As set out in the joint administrators' proposals, the sole outstanding charge registered at Companies House was in favour of Cinram Operations UK Limited ("Operations"). Legal advice in respect of the validity of this charge has confirmed that the charge is not valid. Operations' claim will rank as an unsecured claim in the liquidation. Operations has accepted the adjudication of its claim.

6.3 Value of the prescribed part

Where on or after 15 September 2003 a company has granted a floating charge to a creditor, a proportion of the net property of the company, known as the prescribed part, must be made available purely for the unsecured creditors.

The prescribed part is calculated as 50% of the first £10,000 of Net Assets, and 20% of Net Assets thereafter, subject to a maximum value of £600,000.

As set out at 6.2 above, the charge in favour of Operations, registered at Companies House dated 20 August 2012, is not valid and therefore there will be no prescribed part.

6.4 Unsecured creditors

As at the date of this report total unsecured creditor claims received are £4,004k, it is anticipated that further unsecured claims will be received during the course of the liquidation. However, following the period of trading and the sale of the business a number of claims are anticipated to have been reduced since the commenecement of the administration, including business rates and various lease committmenets, as well as intercompany claims subject to offset. Prior to adjudication and for the purposes of the EOS only, the claims expected to participate in the future distribution are likely to be £3,965k. The creditors list attached at Appendix 3 is prior to any adjudication or offset.

As set out in the EOS it is anticipated that, based on current claims expectation, the final unsecured creditor distribution will be up to 27p in the £. The final rate of distribution will depend on receipt of the deferred and contingent consideration arising as a result of the sale of the business, as well as realisation of the amounts due from UPI and in accordance with settlement reached with the disputed debtor.

The exercise of adjudicating and agreeing the unsecured claims will be undertaken by the joint liquidators. This will include corresponding with those creditors where queries arise in relation to their claims. Any creditors who have not yet submitted a claim but wish to do so should complete and return the proof of debt attached at Appendix 6.

A list of the unsecured creditors is attached at Appendix 3 in support of the EOS.

7. Assets remaing to be dealt with by the joint liquidators

7.1 Book debts

As set out at 3.4 above, two further debts are outstanding at the date of this report.

UPI:
A further call with UPI will be held shortly after the date of the final progress report, following which it is anticipated that the debt will be settled. The joint liquidators will be in attendance on the call. It is expected that the balance of the debt will be realised.

Disputed debt:
A settlement has been reached which will see payment of £70k by way of regular instalments, with the final instalment to be paid on 15 August 2018.

7.2 Deferred and contingent consideration

The joint administrators sold the business and certain assets for total consideration of £825k plus contingent consideration of a further £100k dependent on the profit achieved by the purchaser over the 12 months following the sale.

The consideration was to be paid by way of an immediate payment of £330k and twelve monthly instalments of £41,250, with the final payment expected on 1 December 2018. The instalments covering the consideration have since been rescheduled within the period for payment through to 1 December 2018. The joint liquidators will continue to monitor the receipt of the deferred consideration. In addition to the deferred payments, consumable stock on site at the date of completion was purchased for £90k, and pre-payments subject to an apportionments clause are expected to realise a further £41k (inclusive of the further licence fee as set out 3.3 above).

Furthermore, by 21 December 2018 the purchaser shall provide the joint liquidators with management accounts for the 12 months immediately following the completion date. Where the operating profit is in excess of £1.1m the contingent consideration will start to fall due. The contingent consideration will accrue at the rate of £12.5k for every £100k of operating profit up to a maximum of £100k.

Should it become necessary to do so, the joint liquidators will pursue the guarantor for the balance of any consideration which is not paid by the purchaser.

7.3 Other assets

The joint administrators are not aware of any other assets, however any other assets coming to the attention of the joint liquidators during the course of the liquidation will be pursued by the liquidators. This may include, but is not limited to, insurance and other refunds, further business rate recoveries, any unknown outstanding debts or intercompany claims and any recoveries which may be pursued through litigation.

While not currently anticipated, should any potential claims under the Insolvency Act 1986 arise as part of the liquidators' investigations, the joint liquidators will revert to the creditors in relation to the pursuit of such claims.

8. Joint administrators' remuneration and disbursements

8.1 Joint administrators' remuneration

The creditors have approved that the office holders remuneration be fixed on the following basis:

1. A fixed fee for the work during the period 10 August 2017 to 22 September 2017 of £200,000.

2. That the joint administrators' remuneration for the period from 23 September 2017 to the exit from administration be based on time costs properly incurred by them and their staff in attending to matters arising in the administration, subject to approval of a fees estimate.

3. That the joint administrators' remuneration for the period from 23 September 2017 to the exit from administration be subject to a fees estimate of £192k as approved by the creditors on 16 October 2017.

4. That the joint administrators be authorised to draw further fees of £171k plus VAT in respect of the additional unexpected work carried out by them and their staff for the period 23 September 2017 to 14 January 2018, as detailed in the RFE dated 23 January 2018.

5. That the joint administrators be authorised to draw fees of £65k plus VAT for the additional unexpected work anticipated to be undertaken in the period 15 January 2018 to the exit from administration to CVL as detailed in the RFE dated 23 January 2018.

6. That the joint liquidators' remuneration be calculated with reference to time costs properly incurred by them and their staff in attending to matters arising in the administration, subject to the approval of a fees estimate.

7. That the joint liquidators' remuneration be subject to a fees estimate of £126k as approved by the creditors on 16 October 2017.

A copy of Mercer & Hole's statement on policy on fees and disbursements in insolvency proceedings is attached at Appendix 10. Creditors' should note that the revised statement includes a further Category 2 disbursement relating to a subsistence allowance of £25 per day paid to Mercer & Hole staff where those staff are required to stay away from home overnight. The joint administrators' are seeking the approval of the Category 2 disbursement set out in the table at 8.2 below in relation to staff subsistence during the period of trading in the administration.

By way of summary, the total costs incurred by the joint administrators and their staff in undertaking the work required in the administration during the period from 10 February 2018 to 11 March 2018 is set out in the table below:

Summary of work done in the period 10 February 2018 to 11 March 2018:

Activity	No. of hours	Average hourly rate £	Total fees £
Trading	43.35	160.76	6,969
Realisation of Assets	62.25	236.06	14,695
Creditors	39.00	256.83	10,016
Investigations	0.40	170.00	68
Administration	50.25	182.89	9,190
TOTAL	195.25	209.67	40,938

As at 11 March 2018 joint administrators' costs, in excess of the previously approved fee estimate, of £29,347 remain unpaid. It is anticipated that further costs of £9,805 will be incurred during the week ending 18 March 2018, prior to the registration of the Notice of move from administration to CVL.

The joint administrators have therefore attached at Appendix 4 a Notice of decision by correspondence requesting the approval of a set amount of £39,000 in respect of the unapproved costs. The Voting form in respect of the decision is attached at Appendix 5 and a Narrative explanation in support of the joint administrators' remuneration is set out at Appendix 8.

Should creditors approve the decision in accordance with the Insolvency (England and Wales) Rules 2016 ("the Rules") Rule 18.24, the unpaid joint administrators costs will be paid from the funds transferred to the liquidation estate.

8.2 Joint administrators' disbursements

Joint administrators' disbursements incurred and paid during the period are disclosed in the receipts and payments attached at Appendix 2.

Disbursements incurred but which have not yet been paid include:

Legal costs	21.0k
Agents costs	Nil
IT Contractor Costs	Nil
Staff subsistence, travel and accommodation	1.3k

As set out at 8.1 and detailed in the table above, the joint administrators are seeking the approval of Category 2 disbursements of £1,325 in relation to staff subsistence allowance in accordance with the revised statement of policy on fees and disbursements attached at Appendix 10.

8.3 Information and rights of creditors

A copy of R3's creditors' insolvency guide and creditors' guide to Administrators' Fees may be downloaded from the Corporate Advisory Services section on our website at http://www.mercerhole.co.uk/creditor-insolvency-guidance. Alternatively, should you require a hard copy, please telephone Glyn Richards at this office and one will be sent to you.

Creditors have rights to request information about remuneration and expenses in accordance with Rule 18.9 of the Rules and to challenge the joint administrators' remuneration and expenses if they believe they are excessive in accordance with Rule 18.34 of the Rules. Further information can be found in the link referred to in paragraph above.

9. Ending administration

In accordance with their proposals, the joint administrators have filed form AM22, notice of move from administration to creditors' voluntary liquidation, with Companies House.

As such, the company will enter into liquidation upon registration of the notice. A copy of AM22 is attached at Appendix 9.

The joint administrators will be deemed to have received their release as administrators on the same day as the notice is registered.

In accordance with the proposals, the joint administrators will be appointed as joint liquidators.

Steven Leslie Smith
Joint Administrator
15 March 2018

APPENDICES

1 Statutory Information:

- Company details
- The joint administrators' appointment and contact details
- Court and Court reference number
- Approval of the proposals
- EU Regulation

2 The joint administrators' receipts and payments account

3 Estimate Outcome Statement:
- 15 March 2018
- Notes to the EOS
- Creditor listing

4 Notice of decision by correspondence

5 Voting form

6 Proof of Debt

7 Nomination to act as a members of a creditors' committee

8 Narrative explanation in support of the joint administrators' remuneration

9 Form AM 22 Notice of move from administration to creditors' voluntary liquidation

10 Mercer & Hole's Statement on Policy on Fees and Disbursements in Insolvency Proceedings

APPENDIX 1

STATUTORY INFORMATION

- Company details
- The joint administrators' appointment and contact details
- Court and Court reference number
- Approval of the proposals
- EC Regulation

1.1 Company Details

Company Name:	Cinram Logistics UK Limited
Date of Incorporation:	25 April 1997
Previous Company Names:	The Entertainment Network Limited (16 May 1997 to 1 March 2007) FCB 1234 Limited (25 April 1997 to 16 May 1997)
Trading Name:	N/A
Company Number:	03360254
Registered Office:	c/o Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
Trading Address:	Rabans Lane, Aylesbury, Buckinghamshire, HP19 8TS
Directors:	James Robert Brooks (Appt: 3 July 2009) Brain Robert Allan (Appt: 10 March 2017)
Company Secretary:	James Robert Brooks (Appt: 10 March 2017)
Shareholder:	Cinram Europe BV (1,100,018 shares held)
Share Capital:	1,100,018

1.2 The Appointment of Joint Administrators

The joint administrators are Steven Leslie Smith (6424), Christopher Laughton (6531) and Henry Nicholas Page (12250).
The appointment was made by Cinram's directors.
Cinram Operations UK Limited was shown to hold a Qualifying Floating Charge, dated 20 August 2012, at Companies House.
A Notice of intention to appoint administrators ("NoI") was filed in the High Court of Justice on 26 July 2017.
The NoI was served on Cinram Operations UK Limited and the Company on 27 July 2017.
A second NoI was filed in the High Court of Justice on 8 August 2017.
The NoI was served on Cinram Operations UK Limited and the Company on 8 August 2017.
Cinram Operations UK Limited consented to the appointment of Administrators on 9 August 2017.
A Notice of appointment of an administrator by the directors of a company was filed on 10 August 2017, at 1:03pm.

All the functions of the joint administrators, where they are Steven Leslie Smith, Christopher Laughton and Henry Nicholas Page are to be exercised by either or all of them.
For further information creditors should contact Glyn Richards at the joint administrators' offices on 01727 869141 or by email: glynrichards@mercerhole.co.uk.

1.3 Court and Court Reference Number

Court:	High Court of Justice, Chancery Division, Companies Court
Court Reference Number:	CR - 2017 - 005890

1.4 Approval of the Joint Administrators' Proposals

The joint administrators' proposals were circulated to creditors on 22 September 2017 subject to a decision by correspondence, with a decision date of 23:59 on 16 October 2017. Creditors voting approved the joint administrators' proposals.

1.5 EU Regulation

The EU Regulation on Insolvency Proceedings 2015 applies to this administration and these proceedings are main proceedings for the purpose of this legislation.

Appendix 2:

JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

Cinram Logistics UK Limited
(In Administration)
Joint Administrators' Trading Account

Statement of Affairs £		From 10/02/2018 To 12/03/2018 £	From 10/08/2017 To 12/03/2018 £
	POST APPOINTMENT SALES		
	Sales	NIL	1,972,518.18
	Agency Distribution Fees	NIL	588,653.43
		NIL	2,561,171.61
	CLIENT ASSETS		
	Sales Undisclosed Agency	NIL	6,298,215.95
	Sales Undisclosed Agency €	NIL	169,146.36
		NIL	6,467,362.31
	CLIENT PAYMENTS		
	Undisclosed Agency Payments	NIL	6,292,044.45
	Undisclosed Agency Payments €	NIL	169,146.36
		NIL	(6,461,190.81)
	PURCHASES		
	Consumables	NIL	322,600.50
		NIL	(322,600.50)
	TRADING EXPENDITURE		
	Salaries & NIC	NIL	613,473.84
	Temporary Labour	NIL	706,073.50
	Rents	NIL	144,307.51
	Rates	NIL	108,690.83
	Utilities	1,928.48	88,547.11
	Telephone	NIL	11,935.27
	Freight & Carriage	2,845.74	254,303.18
	Professional Fees	NIL	5,953.22
	Pension Contributions	NIL	61,832.61
	Lease/HP Payments	NIL	9,259.57
	Repairs & Maintenance	9.80	33,955.12
	Vehicle Running Costs	NIL	40.00
	Employee Benefits	NIL	10,997.85
	Stationery	NIL	5,952.37
	Postage	NIL	27,813.46
	Consultancy Fees	NIL	84,516.80
	Storage Costs	NIL	1,364.83
	Shipping	NIL	13,121.15
	IT Services	1,541.00	144,195.24
	Licences	NIL	2,990.08
	Security	13,838.96	52,688.54
	Insurance	NIL	49,581.41
		(20,163.98)	(2,431,693.49)
	TRADING SURPLUS/(DEFICIT)	(20,163.98)	(186,950.88)

Cinram Logistics UK Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 10/02/2018 To 12/03/2018 £	From 10/08/2017 To 12/03/2018 £
	CLIENT ASSETS		
	Undisclosed Agency Debtors	NIL	1,936,807 28
		NIL	1 936,807 28
	CLIENT PAYMENTS		
	Undisclosed Agency Payments	NIL	1,936,807 28
		NIL	(1,936,807 28)
	SECURED CREDITORS		
(1 181 946 00)	Secured Creditor	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Rates Refund	NIL	54,756 45
Uncertain	Plant & Equipment	NIL	500 00
	Motor Vehicles	NIL	166 50
24,772 00	Inventory	NIL	NIL
845,252 00	Book Debts	NIL	645 342 65
194,965 00	Book Debts - Distribution Fee	NIL	249 020 18
	Insurance Refund	NIL	34,921 94
453,062 00	Cash at Bank	NIL	443 165 08
	Refunds	NIL	6,067 86
	Rent Deposit Refund	NIL	8,248 64
	Bank Interest Gross	36 61	424 20
	TRADING SURPLUS/(DEFICIT)	(20,163 98)	(186,950 88)
	Sale of Business	NIL	330,000 00
		(20,127 37)	1,585,682 62
	EXCEPTIONAL COSTS		
	Pre-Administration Employee Costs	NIL	114,579 13
	Duress Payments	NIL	133,525 45
		NIL	(248,104 58)
	COST OF REALISATIONS		
	Joint Administrators' pre-appointment	NIL	56,596 00
	Joint Administrators' Fees	235,866 00	628,136 00
	Joint Administrators' Expenses	1,290 78	10,716 67
	Legal fees	NIL	146,468 50
	Legal Disbursements - VAT	NIL	50 00
	Agents/Valuers Fees (pre)	NIL	5,884 60
	Agents/Valuers Fees (post)	NIL	4,868 20
	Pre-Appt Legal Fees	NIL	40 691 50
	Legal Disbursements - Non VAT	125 00	192 00
	Storage Costs	8 576 60	8,576 60
	Statutory Advertising	NIL	84 60
	Recoverable Rents	(90 000 00)	NIL
	Insurance of Assets	7,708 27	8,701 69
	Bank Charges	NIL	3,292 17
	Specific Bond	NIL	1,440 00
		(163 566 65)	(915 698 53)
	PREFERENTIAL CREDITORS		
(147,098 00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(4 635 214 00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
(4 446 207 00)		(183,694 02)	**421,879.81**

Appendix 3:

ESTIMATED OUTCOME STATEMENT

- 15 March 2018
- Notes to the EOS
- Creditors listing

Estimated Outcome Statement

As at 15 March 2018 following the sale of Cinram's business and certain assets.

Cinram Logistics UK Limited

Estimated Outcome Statements

		Notes	Realised to Date	Estimated to Realise	Total Realisation
Expectation.			Sale achieved 01/12/17		EOS at 15/03/18 C
Assets	Cash at Bank		443	18	461
	Debtors	1	820	249	1,069
	Accrued Income	2	74	0	74
	PP&E	3	1	0	1
	Prepayments	4	104	81	185
	Stock	5	0	90	90
	Intragroup	6	0	89	89
	Investments		0	0	0
	Proceeds from sale	7	330	353	683
	Contingent consideration	8	0	50	50
	Estimated Trading Surplus/(Deficit)	9	(230)	0	(230)
	Exceptional costs	10	(248)	0	(248)
			1,294	930	2,224
Costs	Pre Admin costs	11			104
	Administration costs	12			886
	Liquidation costs	13			151
					(1,141)
Assets available to Preferential Creditors					1,083
Preferential creditors					0
					1,083
Net Property					1,083
Prescribed Part					(220)
Assets available for Qualified Floating Chargeholder					864
Qualified Floating Chargeholder					0
Surplus/(Shortfall) to QFC					864
Add Back Prescribed Part					220
Assets Available for Unsecured Creditors					1,083
Unsecured Creditors					
	Creditors				1,563
	Intragroup				1,649
	Arrears of Wages				0
	Employee Redundancy and Contractual Claims				753
	Shortfall to QFC				0
	Contractual and Damages Claims				0
					(3,965)
Shortfall to Unsecured Creditors					(2,882)
Estimated Rate of distribution		14			**0.27**

Notes to the EOS at 15 March 2018 following the sale of the business

1. Debtors:
A review of the book debt ledger ascertained that debts outstanding at appointment totalled £1,081k. A further debtor of £20k has subsequently been identified and realised. Based on current expectations it is expected that total book debts to be realised will be £1,069k. To date £22k has been written off as bad debt and further provisions of £10k have been made in relation to the settlement of the disputed debt.

2. Accrued income:
In the days prior to administration un-invoiced work done totalled £74k, this work has been invoiced during the course of the administration and has been realised. This figure is slightly lower than disclosed in the proposals due to the apportionment of invoices during the week in which the administration commenced.

3. PP&E:
Equipment previously located in Unit 1 has been sold for £0.7k. All other PP&E have been sold as part of the sale of the business and certain assets.

4. Prepayments:
Refunds from prepayments had been received or identified totalling £185k as at the date of this report, including a rates refund of £55k, apportionments of £41k, and a £40k rent deposit which is expected to be realised following the assignment of the lease. This would not be realisable in any other scenario.

5. Stock:
The administrators have negotiated with the purchaser further consideration of £90k in relation to consumable stock. The consideration is to be paid in three equal instalments of £30k.

6. Intragroup:
As part of the pre-administration disposal of its IT division Cinram contributed €200k into an Escrow account, as a contribution to any future redundancy costs. The Escrow account will be determined on 1 July 2018 and any remaining funds returned to Cinram and Cinram GmbH on the basis of a 40/60 split. It is expected that Cinram will recoup in the region of 50% of its contribution.

7. Proceeds from sale:
The total consideration following the delay to the completion of the sale was reduced from £895k to £825k. The apportionment of the proceeds to different classes of assets was also adjusted which has had the effect of reducing the expect proceeds to be received in the estate net of corporation tax on disposal to £683.5k.

8. Contingent consideration:
Contingent consideration will become due depending on the profits achieved by the acquiring entity. The maximum contingent consideration to be received would be £100k. However, for prudence, contingent consideration is shown in the EOS at £50k.

9. Trading Surplus:
As set out in the joint administrators' first progress report the total trading loss during the administration was £230k. However, continuation of trade has allowed the administrators to complete the sale of the business and improve the expected return to creditors.

10. Exceptional costs:
During the administration certain costs have been paid relating to the continuing ability to trade, including wages, accrued holiday and pension contribution for employees made redundant on appointment, wages accrued for the retained employees for the period 1 August to 10 August and a number of creditor compromise agreements.

11. Pre-Administration Costs:
Full details of the pre-appointment costs were set out in Appendix IV of the administrators' proposals and included

- unpaid joint administrators' costs £56,596
- unpaid legal costs £40,692
- unpaid agents costs £5,885

12. Administration Costs:
The administrators circulated a Revised Fee Estimate to the creditors on 19 January 2018 to account for the additional trading period and more complicated sale process than was anticipated at the date of the administrators' proposals. The creditors approved the RFE the total administration costs:

- joint administrators' fixed fee to 22/9 £200,000
- joint administrators' fee estimate £192,270
- joint administrators' additional fee est. £235,866
- joint administrators further fee est. £39,000
- expected legal costs £186,400
- agents costs £13,200
- disbursements incurred £18,530

13. Liquidation Costs:
Following the completion of the administration, the joint administrators have been appointed as joint liquidators and the fee estimate for the liquidation, as approved by the creditors on 16 October 2017, is anticipated to be sufficient to conduct the liquidation and pay a distribution to the creditors.

- joint liquidators' fees estimate £125,740
- expected legal costs £25,000

14. Expected Rate of Distribution:
On the basis that the deferred consideration is paid by the purchaser and the debts due to the company are realised, the administrators are of the opinion that a distribution of up to 27p in the £ will be paid to the creditors.

List of Creditors:

Creditor	Address	SofA Amount	Claims Received
Addressing & Mailing Solutions Ltd	1 Optima Business Park, Pindar Road, Hoddesdon, Herts, EN11 0DQ	0 00	76,568 20
Agora Business	Nesfield House Broughton Skipton, Yorkshire BD23 3AN	64 78	0 00
Akeman Asset Management	128 Buckingham Palace Road London, SW1W 9SA	0 00	0 00
Aldermore Bank Plc	c/o Baker tily Creditor Services LLP, 6th Floor Salisbury House, 31 Finsbury Circus,	0 00	39,629 40
Allstar	PO Box 1463, Windmill Lane Swindon, Wiltshire, SN5 6PS	1,687 06	627 08
Atlas Contractors Limited	465 Rainham Road South, Dagenham, Essex RM10 7XJ	935 41	0 00
Aylesbury Vale District Council	Friars Square Offices, 4 Great Western Street Aylesbury, Bucks HP20 2TW	263 544 00	0 00
Aylesbury Vale Estates LLP	128 Buckingham Palace Road, London SW1W 9SA	33 329 13	109,955 55
Barclaycard Commercial	PO Box 3000, Teesdale Business Park Stockton-on-Tees, TS17 6YG	0 00	1,129 65
Blue Chip Customer Engineering	Franklin Court, Priory Business Park, Bedford MK44 3JZ	0 00	0 00
Blue Direct Ltd	Unit 9 Thames Industrial Estate High Street South Dunstable, Beds LU6 3HL	509 87	227 17
BOC Gases Ltd	Priestly Road, Worsley, Manchester, M28 2UT	24 38	0 00
Brooks Packaging Limited	37-39 North Acton Road, London NW10 6PF	4,637 14	5,448 93
C H Morgan and Co Ltd	Unit 1, Clifton Business Park Aylesbury, Bucks HP19 8DY	100 98	100 98
Carlton Packaging LLP	Bridge House, Ward Road, Milton Keynes, MK1 1JA	1 355 04	0 00
Castle Water Limited	Craighall Castle Blairgowrie, PH10 7JB	9,344 24	0 00
Ceva Logistics	CEVA House, Excelsior Road, Ashby de la Zouch, Leicestershire LE65 1NU	4,509 62	0 00
Chase de Vere Independent Financial Advisers Ltd	60 New Broad Street, London, EC2M 1JJ	569 00	0 00
Check Print Limited	Alan Bray Close, Dodwells Bridge Ind estate Hinckley, leicestershire, LE10 3BP	1,012 92	1,012 92
Chiltern Railways Co Ltd	3rd Floor Sunley House, Oxford Road, Aylesbury, Bucks HP19 8EZ	0 00	113 90
Cinram Europe B V	Cypresbaan 9, 2908 LT Capelle, Aan Den Ijssel Netherlands	0 00	0 00
Cinram GmbH	Max-Planck Strasse 1-9, D52477 Alsdorf Germany	0 00	0 00
Cinram Operations UK Limited	C/o Mercer & Hole, 72 London Road, St Albans, AL1 1NS	1,181,946 00	1,181,946 00
Codex Solutions Limited	Unit 17 Youngs Industrial Estate, Stanbridge Road Leighton Buzzard, Beds LU7 4QB	4,696 02	0 00
Companies House	Finance Section Companies House Crown Way, Cardiff Wales CF14 3UZ	4 00	0.00
Compressor and Pneumatic Systems Ltd	Unit 4 , Adwalton Business Park, Wakefield Rd, Drighlington, Bradford, BD11 1DR	480.00	0.00
Connect Catering	4-5 Hithercroft Court, Lupton Road, Wallingford, Oxon, OX10 9BT	0.00	0.00
Construction Industry Solution Ltd	Unit 4 Adwalton Business Park, Wakefield Rd Drighlington, Bradford, BD11 1DR	3,598.60	0.00
Daisy Group Plc	5 Roundwood Avenue, Stockley Park, Uxbridge, Middlesex UB11 1AY	0.00	0.00
E ON UK PLC	Westwood Business Park, Coventry, CV4 8LG	0.00	33,411.28
Employee Claims	n/a	752,787.00	752,787.00
Europe Worldwide Logistics Ltd	Littlebrook DCI Shield Road Dartford, Kent DA1 5UR	300.00	390.00
Federal Express Europe	PO Box 119, Coventry CV1 4QD	21 00	0 00
Fenix Packaging Ltd	Unit 17, March Place, Gatehouseway Industrial Estate, Aylesbury, Bucks HP19 3U6	7,932 84	18 437 56
Ferryspeed CI Limited	Venture Park, Ackworth Road Hilsea Portsmouth Hants PO3 5JT	1,551 69	2 019 77
Forward Acceptances Ltd	Unit 24, 1st Floor Chess Business PArk Moor Road Chesham, HP5 1SD	624 00	624 00
Friends Life	Chase De Vere, Finance Dept , Chase De Vere, Seven Dials, Sawclose,Bath, BA1 1EN	11,013 16	0 00
GE Capital Equipment Finance	2630 The Quadrant, Aztec West, Almondsbury, Bristol BS32 4GQ	136 59	0 00
Goldline Couriers	Unit 16 Bessemer Crescent, Rabans Lane Industrial Estate Aylesbury, Bucks HP19 8TF	5,689.92	8,485 80
Graphic Business Forms Ltd	The Lodge, 109 St Marys Road, Market Harborough, Leicestershire LE16 7DT	10 788 00	10,788 00
Helpful Hirings Ltd	Towersey Road, Thame, Oxon OX9 3QB	165 07	0 00
Hewlett Packard International Bank Plc	Liffey Park Technology Campus, Barnhall, Leixlip, Co Kildare, Ireland	363 00	0 00
HM Revenue & Customs	Debt Management, Voluntary Arrangement Service, Durrington Bridge House, Barrington	757,836 97	954,920 92
HM Revenue & Customs	Debt Management, DM PAYE, HMRC, BX9 1EW	178,735.37	0.00
Howardz Berman	860 Via de la Paz, Suite F-4 Pacific Palisades California USA 90272	2 444 13	0 00
IBM United Kingdom Ltd	PO Box 53, North Harbour, Portsmouth Hants PO6 3AE	0.00	0.00
Jewsons	Gatehouse Way, Aylesbury Bucks, HP19 8DX	18 78	18 78
JR Smith	Smith's yard, Slapton, Leighton Buzzard LU7 0QT	14 119 20	18,703 20
Jungheinrich Financial Services Limited	Sherbourne House, Sherbourne Drive Tilbrook, Milton Keynes, MK7 8HX	0 00	12 808 98
Jungheinrich UK Ltd	Sherbourne House, Sherbourne Drive, Tilbrook, Milton Keynes, MK7 8HX	21,790 02	24 609 10
Kebekus & Zimmermann	Carl-Theodor-Str 1, 40213 Dusseldorf, Germany	0 00	527,536 29
Knapp Logistik Automation GmbH	Unit 60 Monument Park Business Park, Warpsgrove Lane, Chalgrove, Oxfordshire	8,932 12	0 00
Longtime Ventures Ltd	PO Box 346, Congleton, Cheshire CW12 9BY	19 100 11	33,863 09
Lyreco UK Limited	c/o Moore Stephens LLP, National Creditor Services, 150 Aldersgate Street, London,	0 00	445 62
Macfarlane Group UK Ltd	Siskin Parkway East, Middlemarch Business Park, Coventry CV3 4PE	16,769 61	21 660 53
Macquarie Corporate and Asset Fin 2 Ltd	2 Blagrave Street Reading Berks RG1 1AZ	1,906 26	0 00
Marsh Ltd	The Pinnacle 160 Midsummer Boulevard, Milton Keynes MK9 1FF	50,208 33	0 00
MCSA	Maindec House Holtspur Lane, Wooburn Green Bucks HP10 0AB	5 294 60	0 00
Miller McKenna Ltd (Brian Allan)	High Street Lutterworth, Leicestershire, LE17 4BY	0 00	45,600 00
Mini Clippers Logistics	Clipper House, Billington Road, Leighton Buzzard, Beds LU7 4AJ	2 109 00	4,471 08
Mitie Security Limited	Elder House, 3rd Flor, 590-598 Elder Gate Milton Keynes MK9 1LR	0 00	0 00
O2 Telefonica	260 Bath Road, Slough, Berks SL1 4DX	3 845 32	0 00
Office of the Revenue Comissioners	Collector-General's Division, Sarsfield House, Francis Street Limerick V94 RG72, Ireland	929 32	0 00
Opus Energy	Lambourne House, 311-321 Banbury Road Oxford OX2 7JH	1,816 54	0 00
Pertemps Recruitment Partnership Ltd	PO Box 1552 Meriden Hall Coventry CV7 7YX	0 00	43,513 16
Primeline Express Limited	Unit 1 Rath Business Park, Ashbourne, Co Meath	2,271 63	3,049 67
Proactive Appointments Ltd	Smith House, PO Box 50 Elmwood Avenue, Feltham, Middlesex TW13 7QD	11,130 00	11,130 00
Reconomy UK Ltd	Kelsall House, Stafford Court, Stafford Park, Telford TF3 3BD	3 052 41	3,756 18
Redundancy Payments Service	Redundancy Payments, PO Box 16685 Birmingham, B2 2LX	0 00	0 00
Regent Gas Ltd	Regent House, Kendal Avenue, Acton, London, W3 0XA	0 00	3,984 12
Renovotec UK LLP	Whitwood Lodge, Whitwood Lane, Castleford, Wakefield WF10 5QD	0 00	0 00
Revenue Commissioner	Insolvency Unit Collector General's Division, Sarsfield House, Francis Street Limerick	0 00	1,038 00
Rocket Software UK Ltd	4 The Square, Stockley Park, Uxbridge, Middx UB11 1ET	0 00	0 00
Royal Mail	Remittance Centre, Papyrus Road, Werrington, Peterborough PE4 5BR	64 76	0 00
RSM ESL	St Philips Point Temple Row, Birmingham, B2 5AF	690 00	0 00
RSM UK LLP	St Philips Point Temple Row, Birmingham B2 5AF	60,734 05	0 00
Siemens Building Technologies Ltd	Sir William Siemens Square, Frimley, Camberley, Surrey, GU16 8QD	2,592 60	0 00
Smurfit Kappa Group	35 Hostmoor Avenue, March Cambridgeshire PE15 0YZ	14,605 76	24,113 11
Speedpac Ltd	Sinclair Drive Park Farm Industrial Estate Wellingborough Northants NN8 6UY	1 240 20	1,240 20
TAA TOOLS INC	2660 Superior Drive, NW Suite 101, Rochester MN 55901-8383	1 724 76	0 00
Terminator Pest Control Ltd	Unit 2 Plant House, Royal Oak Way North, Daventry, Northants NN11 8PQ	330 00	330 00
Three co uk Hutchinson 3G UK	Star House 20 Grenfell Road, Maidenhead, Berks, SL6 1EH	15 98	0 00
TNT International	PO Box 4, Ramsbottom, Bury BL10 9AR	351 36	0 00
UK Mats Ltd	Unit 1 Edmonds Road, Lane End, High Wycombe HP14 3EN	62 88	0 00
Ultimate Supplies	Unit 4 The Vally Centre Gordon Road, High Wycombe Bucks HP13 6EQ	36 29	36 29
Valpak Ltd	Stratford Business Park, Banbury Road, Stratford upon Avon CV37 7GW	283 80	0.00
Vodafone Business Solutions Ltd	Brunel Park Brunel Drive, Newark Notts NG24 2EG	45 97	0.00
Whistl UK Ltd	Meridian House, Fieldhouse Lane Marlow Bucks SL7 1TB	14,215 19	14,215 19
Woodland Entertainment Ltd	24 Greville Street, London EC1N 8SS	114 00	0 00
Yusen Logistics UK Ltd	1st Floor 1 Oakwood Court, Little Oak Drive Annesley, Nottinghamshire NG15 0DR	4,428 00	9,158 40
		3,507,586.16	4,003,905 10

Appendix 4:

NOTICE OF DECISION BY CORRESPONDENCE

IN THE MATTER OF THE INSOLVENCY ACT 1986

AND

CINRAM LOGISTICS UK LIMITED

NOTICE OF DECISIONS BY CORRESPONDENCE

Company Number:	03360254
Registered Office:	c/o Mercer & Hole. 72 London Road, St Albans, Hertfordshire, AL1 1NS
Trading Address:	Rabans Lane, Aylesbury, Buckinghamshire, HP19 8TS
Name (in previous 12 Months)	N/A
Trading Name/Styles	N/A
Date of Appointment:	10 August 2017

NOTICE IS HEREBY GIVEN, pursuant to rules 3.39, 18.24 of the Insolvency Rules (England and Wales) 2016 (the 'Rules') that the joint administrators of the above named company are seeking decisions from creditors by way of correspondence.

Please indicate whether you are in favour or against the following decisions by completing the attached voting form:

i. If sufficient nominations are received a creditors' committee shall be established;

IN THE ABSENCE OF A CREDITORS' COMMITTEE THAT:

ii. The joint administrators be authorised to draw a further set amount of £39,000 plus VAT in respect of the additional unexpected work carried out by them and their staff for the period to the exit from administration, as detailed in Section 8.1 of the final progress report, with a narrative explanation in support of the joint administrators' remuneration set out in Appendix 8.

iii. The basis of the joint administrators' and subsequent joint liquidators' category 2 disbursements be approved as described in Mercer & Hole's revised statement of policy on fees and disbursements in insolvency proceedings, as attached to the Final Progress Report at Appendix 10, including the approval of a staff subsistance allowance as set out at section 8.2 of the final progress report.

In order for your vote to counted, you must return the attached voting form to the joint administrators, in accordance with the instructions below, no later than 23.59 hours on 3 April 2018, the decision date. Nominations for the creditors committee will only be accepted by the joint administrators if they are satisfied as to the creditor's eligibility under rule 17.4 of the Rules.

Creditors must deliver a proof in respect of their claim in accordance with the Rules (if not already lodged) and the instructions below. It must be received by the joint administrators no later than 23.59 on the decision date, failing which a vote by the creditor will be disregarded. Creditors whose debts are treated as a small debt in accordance with rule 14.31(1) and those who have opted out from receiving notices may vote provided they have submitted a valid proof of debt. A secured creditor is only entitled to vote in respect of the unsecured element of the debt.

Creditors who, in total, meet the following thresholds, as set out in section 246ZE of the Insolvency Act 1986 may, within five days of the delivery of this notice, request a physical meeting be held to consider the decisions set out above:

1. 10% in value of the creditors; or
2. 10% in number of the creditors; or
3. 10 creditors.

The value of the creditors' proofs, to the extent they have been admitted will be used to determine whether the thresholds have been exceeded.

Creditors may appeal a decision in accordance with rule 15.35, an appeal under this rule may not be made later than 21 days after the decision date.

All proofs, voting forms and requests for a physical meeting must be delivered to the joint administrators at glynrichards@mercerhole.co.uk or Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS. Further information regarding the above decisions can also be obtained from the case administrator Glyn Richards by email glynrichards@mercerhole.co.uk or on 01727 869141.

Steve Leslie Smith
Joint Administrator

15 March 2018

Appendix 5

VOTING FORM

IN THE MATTER OF THE INSOLVENCY ACT 1986

AND

CINRAM LOGISTICS UK Limited

VOTING FORM – DECISIONS BY CORRESPONDENCE

Company Number:	03360254
Registered Office:	c/o Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
Trading Address:	Rabans Lane, Aylesbury, Buckinghamshire, HP19 8TS
Name (in previous 12 Months)	N/A
Trading Name/Styles	N/A
Date of Appointment:	10 August 2017

Voting on Decisions:

i. That if sufficient nominations are received a creditors' committee shall be established;

FOR/AGAINST

IN THE ABSENCE OF A CREDITORS' COMMITTEE THAT:

ii. The joint administrators be authorised to draw a further set amount of £39,000 plus VAT in respect of the additional unexpected work carried out by them and their staff for the period to the exit from administration, as detailed in Section 8.1 of the final progress report, with a narrative explanation in support of the joint administrators' remuneration set out at Appendix 8.

FOR/AGAINST

iii. The basis of the joint administrators' and subsequent joint liquidators' category 2 disbursements be approved as described in Mercer & Hole's revised statement of policy on fees and disbursements in insolvency proceedings, as attached to the Final Progress Report at Appendix 10, including the approval of a staff subsistance allowance as set out at section 8.2 of the final progress report.

FOR/AGAINST

TO BE COMPLETED BY CREDITORS WHEN RETURNING THIS FORM:

Name of creditor:

____

Signature of creditor:

____

Capacity in which signing form:

____

(Complete if signing on behalf of a creditor e.g. director/solicitor)

Date: ______________________________

Completed form may be delivered to the joint administrators by:

- Post to Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
- Email to glynrichards@mercerhole.co.uk

APPENDIX 6

PROOF OF DEBT

Rule 14.4 PROOF OF DEBT - GENERAL FORM

IN THE MATTER OF CINRAM LOGISTICS UK LIMITED

IN ADMINISTRATION

AND IN THE MATTER OF THE INSOLVENCY ACT 1986

10 AUGUST 2017

Name of Creditor (If a company, please also give company registration number)	
Address of Creditor for correspondence	
Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration (less payments received or any adjustment by way of set-off)	£
Details of any document by reference to which the debt can be substantiated. [Note the administrator may call for any document or evidence to substantiate the claim at his discretion]	
If total amount above includes outstanding uncapitalised interest please state amount	£
Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
Particulars of any security held, the value of the security and the date it was given	£
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 creditors' behalf	
Date Signed	
Name (and address if not the creditor)	
Authority of person signing on behalf of the creditor (if appropriate)	

Appendix 7:

NOMINATION TO ACT ON THE CREDITORS' COMMITTEE

IN THE MATTER OF THE INSOLVENCY ACT 1986
AND
CINRAM LOGISTICS UK LIMITED

NOMINATION TO ACT AS A MEMBER OF A CREDITORS' COMMITTEE

Company Number:	03360254
Registered Office:	c/o Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
Trading Address:	Rabans Lane, Aylesbury, Buckinghamshire, HP19 8TS
Name (in previous 12 Months)	N/A
Trading Name/Styles	N/A
Date of Appointment:	10 August 2017

Creditors are invited to determine whether or not a committee should be established in accordance with rule 3.39 of the Insolvency (England and Wales) Rules 2016. Information regarding the role of the creditors' committee and what might be expected of its members can be found R3's guide to Liquidation/Creditors' committees at www.r3.org.uk/what-we-do/publications/professional/creditors-guides.

If you wish to be considered to act as a member of a creditors' committee, or nominate another person, please complete the following:

Name of creditor nominated for the committee:	
Name of nominee's representative (if applicable):	

Signature: ____________________

On behalf of: ____________________

Capacity (if applicable): ____________________
E.g. director/solicitor

Dated: ____________________

Appendix 8

NARRATIVE EXPLANATION IN SUPPORT OF THE JOINT ADMINISTRATORS' REMUNERATION

Narrative explanation in support of the joint administrators' remuneration during the period 10 February 2018 to 11 March 2018:

Activity	No. of hours	Average hourly rate £	Total fees £
Trading	43.35	160.76	6,969
Realisation of Assets	62.25	236.06	14,695
Creditors	39.00	256.83	10,016
Investigations	0.40	170.00	68
Administration	50.25	182.89	9,190
TOTAL	195.25	209.67	40,938

Summary of work done in relation to the cessation of trade:

- Dealing with agency client account balances
- Continued settlement of trading account balances
- Reconciliation of trading accounts
- Queries in relation to utility costs
- Payment of ongoing rent
- Settlement of redundancy costs of security guard

Summary of work done in pursuit of the realisation of assets:

- Correspondence with disputed debtor and negotiation of settlement
- Pursuing the assignment of the lease under the sale agreement
- Insurance of the premises and apportionment recharge of insurance cost
- Continuing post appointment VAT returns
- Release of HMRC Bond
- Further correspondence in relation to the UPI debt
- Formalisation of revised payment schedule for the deferred consideration
- Discussions in relation to the rent deposit
- Realisation of the second and third licence fee, and agreeing further pro-rated licence fee for the period to assignment of the lease
- Final IT invoice to CGITS

Summary of work done in relation to creditors:

- First progress report and covering letter for the period 10 August 2018 to 9 February 2018
- Receipt of creditor claims
- Review of claims received
- Final progress report for the period 10 February 2018 to 15 March 2018
- Liaising with purchaser re pension deductions for employees

Summary of Administration work undertaken:

- Planning for the exit from administration
- Internal 6 month case review
- Bank reconciliations
- Discharge of statutory compliance requirements
- Cashiering
- Maintenance of the company and administration records

As set out in section 8 of the final progress report the closure of the administration was delayed pending the completion of the assignment of the lease. This caused additional unexpected work to be undertaken in the administration, which was not anticipated at the date of the Revised Fee Estimated, including:

- A delay in the assignment of the lease to 7 March 2018, delay in payment of the licence fee amounts, and additional apportioned licenced fee of £10k for the period to the date of assignment.
- Rescheduling of the timing of the deferred consideration, apportionments, rent deposit repayment, and consumables. All amounts still scheduled to be paid within twelve months of the completion of the sale on 1 December 2017, and consideration of the supporting financial information.
- Requirement for a six month progress in addition to the final progress report, whereas it was anticipated at the time of the RFE that only one progress report would be required.
- Initial legal correspondence seeking to petition to wind up the disputed debtor, and subsequent negotiation of a payment plan which will see the recovery of £70k in relation to the total debt of £80k.

The above steps have ensured there is no requirement for the liquidators to disclaim the lease and that there will be no claim in the liquidation estate in relation to the eviction of the purchaser currently in occupation of the premises subject to a licence to occupy. It will mean that the purchaser can continue to trade, generate profit and meet the rescheduled deferred consideration timetable.

The benefit to creditors of ensuring the assignment of the lease was successful is therefore material.

As at 11 March 2018 joint administrators' costs in excess of the previously approved fee estimate total £29,347 and remain unpaid.

Anticipated future work up to the exit from administration

It is anticipated that costs of £9,805 equating to 38 hours at an average rate of £258.03, will be incurred during the week ending 18 March 2018 and prior to the registration of the Notice of move from administration to CVL.

Costs anticipated to be incurred prior to the exit from administration include drafting and circulating the final progress report to creditors, final agreement of the rescheduled deferred consideration, and final reconciliation of agency client accounts, transfer of final client account balances, and closure of the trading and client account bank accounts.

Summary of the expected costs for the week 11 March 2018 to 18 March 2018:

Activity	No. of hours	Average hourly rate £	Total fees £
Trading	11.00	201.82	2,220
Realisation of Assets	5.00	392.00	1,960
Creditors	16.00	287.81	4,605
Investigations	0.00	0.00	0
Administration	6.00	170.00	1,020
TOTAL	38.00	258.03	9,805

As such the joint administrators are seeking the approval of a further set amount of £39,000 representing a slight discount to the time costs incurred to 11 March 2018 and anticipated costs during the period to the exit from administration to CVL.

The Notice of move from administration to creditors' voluntary liquidation was filed on 15 March 2018, and the joint liquidators will be appointed on registration of the notice. The joint administrators will report to the joint liquidators any actions taken in the period prior to registration of the notice, which will be reported to the creditors' in the joint liquidators' first report, in accordance with rule 3.60(5) of the Rules.

Section 7 sets out the further actions which will be undertaken during the liquidation.

The joint liquidators' fee estimate as approved by the creditors on 16 October 2017 totalled £125,740 representing 613.0 hours at an average cost of £205.12 per hour.

It is not currently anticipated that the remuneration expected to be charged by the joint liquidators will exceed the fee estimates approved by the creditors under rule 18.16 of the Rules.

Appendix 9:

FORM AM22: NOTICE OF MOVE FROM ADMINISTRATION TO CREDITORS' VOLUNTARY LIQUIDATION

In accordance with Rule 3.60 of the Insolvency (England & Wales) Rules 2016 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986.

AM22

Notice of move from administration to creditors' voluntary liquidation

Companies House

WEDNESDAY

1 Company details

Company number	0 3 3 6 0 2 5 4
Company name in full	Cinram Logistics UK Limited

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

2 Court details

Court name	High Court of Justice, Companies Division
Court case number	0 0 5 8 9 0 2 0 1 7

3 Administrator's name

Full forename(s)	Steven Leslie
Surname	Smith

4 Administrator's address

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

AM22
Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ❶

Full forename(s)	Henry Nicholas
Surname	Page

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

6 Administrator's address ❷

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	AL1 1NS
Country	

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

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s)	JAMES ROBERT
Surname	BROOKS

8 Proposed liquidator's name

Full forename(s)	Steven Leslie
Surname	Smith
Insolvency practitioner number	6424

9 Proposed liquidator's address

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	AL1 1NS
Country	

AM22
Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name ❶

Full forename(s)	Henry Nicholas
Surname	Page
Insolvency practitioner number	1 2 2 5 0

❶ **Other liquidator**
Use this section to tell us about another liquidator.

11 Proposed liquidator's address ❷

Building name/number	72 London Road
Street	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

12 Period of progress report

From date	d1 d0 m0 m2 y2 y0 y1 y8
To date	d1 d5 m0 m3 y2 y0 y1 y8

13 Final progress report

☐ I have attached a copy of the final progress report.

14 Sign and date

Administrator's signature	Signature X X
Signature date	d1 d5 m0 m3 y2 y0 y1 y8

Continuation page
Name and address of insolvency practitioner

✓ What this form is for
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ❶
Use extra copies to tell us of additional insolvency practitioners.

✗ What this form is NOT for
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☑ Liquidator
- ☐ Provisional liquidator

❶ You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)	Christopher
Surname	Laughton

3 Insolvency practitioner's address

Building name/number	72 London Road
Street	St Albans
Post town	
County/Region	Hertfordshire
Postcode	A L 1 1 N S
Country	

AM22

Notice of move from administration to creditors' voluntary liquidation

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	Glyn Richards
Company name	Mercer & Hole
Address	72 London Road
	St Albans
Post town	Hertfordshire
County/Region	
Postcode	A L 1 1 N S
Country	
DX	
Telephone	Tel: (020) 7236 2601

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

Important information

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

Where to send

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

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

Further information

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

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

Appendix 10:

MERCER & HOLE'S STATEMENT ON POLICY ON FEES AND DISBURSEMENTS IN INSOLVENCY PROCEEDINGS

MERCER & HOLE

STATEMENT OF POLICY ON FEES AND DISBURSEMENTS IN INSOLVENCY PROCEEDINGS

1 Introduction

This statement has been prepared in accordance with the guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3) as at 1 December 2015

The following information applies to all appointments of partners or staff of Mercer & Hole, Chartered Accountants, to act as any of the following -

Liquidator Receiver, Administrator or Administrative Receiver of a Limited Company
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement

When acting as a Nominee the provisions of the Insolvency Act require that the amount of the fees payable to the office holder be specified within the Debtor's Proposal Such fees will nevertheless be fixed to take account of the office holder's expected time costs arising as referred to below.

2 Policy on fees

The Insolvency (England and Wales) Rules 2016 set out the basis on which office holders' fees may be fixed For detailed information on the basis on which fees can be charged and creditors rights to information please refer to the relevant creditors' guides to insolvency practitioners' fees on the Restructuring and Insolvency section of our website at www mercerhole co uk/creditor-insolvency-guidance Unless otherwise agreed we will charge our fees by reference to time costs, as incurred and will be paid monthly. Where required our fees will be subject to estimates agreed appropriately with creditors before the fees are paid Partners and staff book their time to each assignment using units of six minutes charged at the firm's usual rates applicable at the time the work is carried out Rates are generally reviewed annually and may be varied from time to time Any changes will be notified in the next report to members and creditors as appropriate

From 2 October 2017 the maximum standard rates* applicable, are.-

Grade	£
Partner	420
Director	340
Manager	300
Other Senior Professional	170
Assistant and Support Staff	120

*Rates vary between individuals, reflecting experience and qualification For certain more complex tasks Mercer & Hole may seek to apply a higher rate in respect of work to be undertaken, but subject to prior authorisation in accordance with the Act Charge out rates incorporate a charge for the firm's overheads but these do not incorporate the costs of secretarial, administrative and cashiering services which are charged separately All rates are subject to the rate of VAT ruling at the date of invoicing

3 Disbursements

Sundry disbursements are split into two categories, category 1 are charges directly attributable to this case and are in respect of payment to a third party Category 2 disbursements although they are also directly attributable to this case will not be directly payable to a third party since they represen shared or allocated costs Disbursements will be charged in the accordance with the following standard provisions which maybe revised with chang notified to creditors on the same basis as set out above for fees All disbursements are subject to the rate of VAT ruling at the date of invoicing.

Category 1 Disbursements

Ordinary Correspondence	No charge is levied for stationery or postage.		
Circulars and Reports	A charge for UK postage of each copy as follows based upon estimated average costs		
	As Nominee in a Voluntary Arrangement	£	1 46
	Administrators' Proposals	£	1.46
	Progress and Final reports	£	1 12
	Post Liquidation information pack	£	0 81
	International postage is recharged at cost		
Travel and Subsistence	Any properly reimbursed expenses are rechargeable		

Category 2 Disbursements

Ordinary Correspondence	No charge is levied for stationery or postage		
Circulars and Reports	A charge for production of each copy of a circular or report may be made as follows based on estimated average costs		
	As Nominee in a Voluntary Arrangement	£	6.40
	Administrators' Proposals	£	6 40
	Progress and Final reports	£	2.00
	Post Liquidation information pack	£	1.10
For storage	£ 8 58 per box per annum, being calculated at an estimated average cost, including 15% for storage and handling cost		
For box destruction	£ 4 80 per box which includes contractors charges and an estimate in respect of the firm's handling costs.		
Travel and Subsistence	The firm currently charges £0 45 per mile where staff use their own cars in connection with travel on an assignment. This rate changes from time to time but will not exceed the approved mileage rate set down by HM Revenue and Customs Where staff are required to stay away from home overnight on an assignment they are paid an allowance, currently £25 per night, which will be charged to the case		

4 Authorising Bodies

Peter Godfrey-Evans, Chris Laughton, Steve Smith and Henry Page are licensed to act as Insolvency Practitioners in the UK under the authority of the Institute of Chartered Accountants in England & Wales and each holds an enabling bond for the purpose of receiving appointments under their licences

MERCER & HOLE 21-Feb-18