

# AM10

## Notice of administrator's progress report



Companies House

WEDNESDAY



A15 \*A6DFZGZK\* 23/08/2017 #361  
COMPANIES HOUSE

### 1 Company details

Company number 0 3 5 0 4 0 3 9

Company name in full Indbuild Limited

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

### 2 Administrator's name

Full forename(s) Simon

Surname Weir

### 3 Administrator's address

Building name/number Ashfield House

Street Illingworth Street

Post town Ossett

County/Region West Yorkshire

Postcode W F 5 8 A L

Country

### 4 Administrator's name ①

Full forename(s)

Surname

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

### 5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 1	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X

*liw.*

X

Signature date

<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
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# AM10

## Notice of administrator's progress report



### Presenter information

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

Contact name	Tom Riordan
Company name	DS Insolvency Limited
Address	Ashfield House
	Illingworth Street
Post town	Ossett
County/Region	West Yorkshire
Postcode	W F 5 8 A L
Country	
DX	
Telephone	



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

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



Ashfield House  
Illingworth Street  
Ossett  
West Yorkshire  
WF5 8AL

info@dsinsol.com  
01924 790880

DSiNSOL.COM

**INDBUILD LTD  
(IN ADMINISTRATION)  
("the Company")**

**LEEDS DISTRICT REGISTRY Court No. 156 of 2017**

**The Administrator's First Progress Report in Accordance with  
Rule 18.6 of the Insolvency Rules 2016**

**21 AUGUST 2017**

**This report has been prepared for the sole purpose of updating the creditors for information purposes. 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 updating them for information purposes, or by any other person for any purpose whatsoever.**

**Simon Weir of DSi Business Recovery was appointed Administrator of Indbuild Ltd on 14 February 2017. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as agent of the Company and contracts without personal liability.**

**Simon Weir is licensed in the UK to act as an Insolvency Practitioner.**

**DS Insolvency Ltd t/a DSi Business Recovery  
Ashfield House  
Illingworth Street  
Ossett  
West Yorkshire  
WF5 8AL  
[info@dsinsol.com](mailto:info@dsinsol.com)**

<b>CONTENTS</b>	<b>Page</b>
1. INTRODUCTION	1
2. THE PROGRESS OF THE ADMINISTRATION	2
3. CREDITORS: CLAIMS AND DISTRIBUTIONS	5
4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS	7
5. PRE-ADMINISTRATION COSTS	8
6. THE ADMINISTRATOR'S FEES AND EXPENSES	9

## **APPENDICES**

1. Statutory information
2. The Administrator's receipts and payments account as at 13 August 2017
3. The Administrator's estimated outcome statement as at 13 August 2017
4. Proof of Debt

## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency Rules 2016
"the Administrator"	Simon Weir of DSi Business Recovery
"the Company"	Indbuild Ltd (in Administration)
"the Court"	Leeds District Registry
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 14 February 2017 to 13 August 2017

## **1. INTRODUCTION**

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since my appointment as Administrators on 14 February 2017 in accordance with the requirements of Rule 18.6 of the Insolvency Rules 2016.

Given the information previously provided to creditors in the Proposals circulated on 5 April 2017, I have not included detailed background information in respect of the Company.

The Administrator's proposals were deemed approved and a formal notice confirming this was sent to all creditors on 24 April 2017.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

## **2. THE PROGRESS OF THE ADMINISTRATION**

### **2.1 The Administrator's receipts and payments account**

Attached at Appendix 2 is a receipts and payments account for the Review Period.

An EOS as at 13 August 2017 is attached at Appendix 3.

The rest of this report describes the key developments in the Administration over the Review Period.

In this section, we have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **2.2 Administration (including statutory reporting)**

The Administrator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Administrator and his staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- *Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;*
- *Issuing the Administrator's Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;*
- *Drafting and issuing the progress report to creditors;*
- *Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;*
- *Maintaining case files, which must include records to show and explain the administration and any decisions made by the t Administrators that materially affect the administration;*
- *Monitoring and maintaining an adequate statutory bond;*
- *Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;*
- *Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and*
- *Completing periodic tax returns.*

### **2.3 Realisation of assets**

#### **Office Equipment and Motor Vehicles**

DSi Business Recovery instructed Michael Steel and Co ("the Agents") to attend the Company's premises on 10 February 2017 to provide a valuation of the Company chattel assets. The



Administrator and their agents have co-ordinated the return of eleven motor vehicles subject to finance/contract hire which were situated at various locations throughout the UK.

The Agents have concluded an "in situ" sale of the Company's unencumbered office furniture and equipment in the sum of £2,000 to a Director of the Company, David Kirby. They advised that if a sale had not been agreed "in situ" to Mr Kirby, then they would have incurred considerable costs in removing the assets for sale and the net realisations after such costs would have been significantly lower than they achieved.

The agents identified Equipment and Stock located on various sites, valued in the sum of £900. However, given the estimated costs of collection and the likely problems of recovering kit from sites controlled by potential creditors and third parties, there will be no recoveries in this regard.

The only unencumbered motor vehicle, a Lexus CT 200h was sold by the agents for £3,000. In addition, just one vehicle on finance, a Ford Focus 1.6 TDCi had equity in it. This was sold for £3,100 following which the outstanding finance of £1,566 owing to Lloyds Bank, was settled.

### **Debtors and Retentions**

The Administrator instructed Cooper and Hall Quantity Surveyors to collect all outstanding Debtors and Retentions owed to the Company. Cooper and Hall attended the Company premises on 26 January 2017. They initially reported that applications and retentions totalling £1,455,476 would realise a minimum of £67,721.

There have been no realisations to date. As anticipated the debtor collection exercise is proving extremely difficult. To date Cooper and Hall have not revised their estimated realisation figure.

### **Other Areas of Recovery**

The Administrator identified payments from the Company's bank account totalling c.£118,000 to a creditor, shortly prior to Administration. The Administrator considered the payments constituted a Preference pursuant to s239 of the Insolvency Act 1986, given that the creditor held the personal guarantee of two of the Company's Directors. After entering into correspondence with the creditor the Administrator has recovered, in full and final settlement, the sum of £106,682, for the benefit of Creditors, as reflected in the attached Receipts and Payments Account.

There have been sundry realisations to date totalling £168.

The Administrator has also been alerted to insurance claims the Company may be entitled to although recoveries appear extremely unlikely at this juncture.

#### **2.4 Estimated future realisations**

The only significant anticipated future realisations are likely to come from Debtor and Retention realisations and the Administrator intends to continue to instruct Cooper and Hall Quantity Surveyors who are highly experienced in this regard.

#### **2.5 Costs incurred but remaining unpaid**

Included within the EOS at Appendix 3 are costs incurred during the Review Period, but which as yet remain unpaid. These costs are separately detailed below:

Cost Description	Amount (£)
QS Costs (Cooper & Hall)	3,281
Legal Fees (Clarion Solicitors)	2,009
Administrators Remuneration (DSi Business Recovery)	20,357
TOTAL	25,647

### **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

#### **3.1 Secured creditors**

*The Company granted a fixed and floating charge to Lloyds Bank on 1 February 2016, who were owed £131,058 on appointment.*

The Administrator will shortly make a first distribution to the Bank from realisations to date.

Given the Preferential Creditors claims, the Prescribed Part, the Costs and Fees of the Administration and the level of realisations to date It is not anticipated that the secured creditor will be paid in full.

#### **3.2 Preferential creditors**

The Administrator and his staff have incurred significant time in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay/wage arrears are estimated at £7,143 although no final claim has yet been lodged by the Redundancy Payments Office.

It is anticipated that once received, the Preferential Claim will be paid in full.

#### **3.3 Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Based on present information, the Administrators estimate that, after allowing for costs and payment of preferential claims, the value of the Company's net property will be £106,193, which means that the prescribed part is estimated to be £24,238.

#### **3.4 Unsecured creditors**

*Unsecured claims were estimated at £2,262,418 in the Statement of Affairs that was sent to creditors with the Administrator's Proposals.*

The Administrator has to date agreed 39 unsecured claims totalling £ 1,344,285.

In addition there are a further 62 creditors who have yet to lodge a claim. The estimated value of those claims is £ 1,165,615.

It is therefore estimated that under the Prescribed Part a dividend of just under 1 pence in the £ will be paid to the Unsecured Creditors, assuming that the total unsecured creditor

claims are £ 2,509,900 and debtor realisations amount to £67,721 as estimated by Cooper & Hall Quantity Surveyors.

### **3.5 Claims process**

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Tom Riordan.

A Proof of Debt form is attached at Appendix 4.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **4.1 Investigations**

As part of the Administrator's statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service.

As part of my duty as Administrator, I am obliged to review shortly after appointment all the information available to me and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

*This review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors with the exception of the Preference Payment which resulted in a recovery of £106,682.*

Should creditors have any information in relation to the above which you feel I should be made aware of, please contact me as a matter of urgency.

### **4.2 SIP13 – Transactions with connected parties**

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the Review Period are provided below:

- The transaction was completed on 28 April 2017.
- The sale, which was completed by means of an invoice, included the following assets: office equipment, fixtures and fittings.
- The sale consideration totalled £2,000
- The purchaser was David Kirby.
- The purchaser is connected to the Company by reason of the following relationship: Director of the Company.

The sale was conducted upon the advice of Michael Steel and Co who are highly experienced in asset valuations for Insolvency Practitioners.

### **4.3 EC Regulations**

Council Regulation (EU) No 1346/2000 applies and these are the main proceedings as defined in that regulation.

## 5. PRE-ADMINISTRATION COSTS

Included within the Administrator's Proposals dated 5 April 2017 was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
DSi Business Recovery	£12,517	24 April 2017	23 June 2017

## 6. THE ADMINISTRATOR'S FEES AND EXPENSES

### 6.1 The Administrator's Fees

The basis of the Administrator's fees was fixed by the secured and preferential creditors as follows:

That the basis of the Administrator's fees be fixed by reference to the time properly given by the Administrator and his staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by DSI Business Recovery at the time when the work is performed.

The Administrator has not drawn any post appointment remuneration to date, but intends to do so in due course.

### 6.2 Comparison of estimates

The Administrator's time costs incurred to date are compared with the original fees estimate as follows:

Work category	Original fees estimate			Actual time costs incurred during the Review Period					
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £			
Administration (including statutory reporting)	61.08	181.24	11,070	39.90	202.80	8095.00			
Realisation of assets	26.00	196.15	5,100	17.00	203.68	3462.50			
Creditors (claims and distribution)	53.08	166.17	8820.25	33.85	179.80	6086.25			
Investigations	22.00	175.85	3868.75	11.25	217.22	2443.75			
Other	3.00	181.24	375.00	1.20	270.00	225.00			
<b>TOTAL</b>	<b>165.16</b>	<b>177.01</b>	<b>29,234.25</b>	<b>103.20</b>	<b>197.26</b>	<b>20357.50</b>			

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £		Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	5,000	2,009		
Agents' and valuers' costs	1,000	1,800		Increased agents costs due to delays in Finance Companies collecting vehicles
QS Fees	10,000	3,281		
All Other Disbursements	6,500	(see below)		
- Insurance		1,756		Higher than anticipated insurance premium as all motor vehicles required cover until collected by the finance companies
- Statutory Advertising		71		

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £		Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
- Bonding		1,050		
- Postage, Paper (Category 2)		2,125		
- Mail Redirection		175		
- Mileage (Category 2)		1,018		
<b>TOTAL</b>	<b>22,500</b>	<b>13,285</b>		

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Administrator considers that:

- the original fees estimate is unlikely to be exceeded; although
- the original expenses estimate will be moderately exceeded, primarily due to the insurance costs being higher than anticipated

### 6.3 Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### 6.4 Creditors' right to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

For further information, "A Creditors' Guide to Administrators' Fees" is available for download from [www.dsinsol.com](http://www.dsinsol.com). Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost.

### 6.5 Exit from Administration

All Administrations automatically come to an end after one year, unless an extension is granted by the Court or with consent of the relevant creditors. As the debtor collection

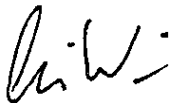


exercise is unlikely to be complete by February 2018 I expect that it will be necessary to apply to Court to seek an extension of the Administration.

Once the Administration is ready to be concluded there are several exit routes which are available to the Administrator. These include an application to Court (in the event of a Court appointment); *filing a notice in Court and with the Registrar of Companies confirming that the purpose of Administration has been sufficiently achieved*; or in the event that the Company has no property (or no remaining property to distribute), the Administrator may notify the Registrar of Companies to that effect at which time the appointment of the Administrator ceases and three months following that date usually the Company is dissolved.

In addition, the Administrator could propose to place the Company into Creditors' Voluntary Liquidation, a Compulsory Liquidation or a Company Voluntary Arrangement. The exit route chosen in relation to the Company will depend on the circumstances of the Administration when it is due to end. In view of the fact that the Administrator still has work to do in pursuit of the Administration objective, it is not certain at this time what exit route will be appropriate as the end of the Administration approaches.

However, in view of the fact that at present it appears unlikely that there will be sufficient funds to pay a dividend to unsecured creditors (other than by way of the Prescribed Part), a move straight to Dissolution rather than Liquidation appears most likely at this stage.



**Simon Weir**  
**Administrator**

The affairs, business and property of Indbuild Ltd (in Administration) are managed by the Administrator, who acts as agent of the Company and without personal liability

## ***Appendix 1***

### ***Statutory Information***

Former Name	The Industrial Building Company Ltd (changed to present style 26 January 2005)
Date of Incorporation	4 February 1998
Company Number	03504039
Trading Address	1 Bailey Court, Colburn Business Park, Catterick Garrison, North Yorkshire, DL9 4QL
Registered Office	1 Bailey Court, Colburn Business Park, Catterick Garrison, North Yorkshire, DL9 4QL
Called up Share Capital	1,000 ordinary £1 shares
Shareholders	David Irwin Kirby 450 ordinary £1 shares David Dymtro Kirby 50 ordinary £1 shares Lisa Kirby 50 ordinary £1 shares Karen Kirby 450 ordinary £1 shares
Directors	David Irwin Kirby David Elber Karen Kirby John Dunsmuir (resigned 07.11.00) Lisa Kirby (resigned 31.07.15)
Company Secretary	Jennifer Kirby

INDBUILD LTD  
(IN ADMINISTRATION)

THE ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 13 AUGUST 2017

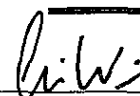
**Indbuild Limited  
(In Administration)**

**Administrator's Summary of Receipts and Payments  
To 13 August 2017**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Stock	900.00	0.00
Office Furniture Fixtures & Fittings	2,000.00	2,000.00
Motor Vehicles x2	3,000.00	6,100.00
Applications & Retentions	67,721.00	0.00
Insurance Claims	Uncertain	0.00
Voidable Transaction (Preference)	106,000.00	106,682.12
Sundry Receipts		168.33
		<hr/>
		114,950.45
		<hr/>
<b>PAYMENTS</b>		
Lloyds Bank Vehicle Finance	(3,000.00)	1,566.35
Specific Bond		1,050.00
Pre Appointment Fees		12,517.00
Agents/Valuers Fees		1,800.00
Mileage		1,018.00
Stationery & Postage		2,125.30
Re-Direction of Mail		175.00
Statutory Advertising		71.50
Insurance of Assets		1,756.70
Employee Arrears/Hol Pay	(7,143.00)	0.00
Lloyds Bank plc	(131,058.48)	0.00
Trade & Expense Creditors	(1,194,346.47)	0.00
Employees	(85,855.00)	0.00
Funding Circle	(166,853.82)	0.00
Directors	(1,441.71)	0.00
PAYE/NIC	(128,724.73)	0.00
Retirement Benefit Scheme	(524,652.02)	0.00
VAT	(123,626.63)	0.00
Ordinary Shareholders	(1,000.00)	0.00
		<hr/>
		22,079.85
		<hr/>
Net Receipts/(Payments)		92,870.60
		<hr/>

**MADE UP AS FOLLOWS**

Bank 1 Current	89,764.24
VAT Receivable / (Payable)	3,106.36
	<hr/>
	92,870.60
	<hr/>



Simon Weir  
Administrator

**INDBUILD LIMITED**  
**ESTIMATED OUTCOME STATEMENT**  
as at 8 February 2017

<b>ASSETS</b>		<b>£</b> Book Values	<b>£</b> Estimated To Realise
Applications & Retentions	<i>note1</i>	1,455,476	67,721
Office Furniture and Equipment	<i>note2</i>	15,427	2,000
Vehicle Free of Encumbrance & Equity in Other Vehicle	}	131,951	4,534
Preference to Funding Circle	<i>note3</i>	118,600	106,682
Sundry Receipts			168
Insurance Claims			0
Total assets before costs			180,937
Legal and professional costs	<i>note4</i>		
Administrator Pre Appointment			12,517
Administrator Post Appointment			29,234
Legal Fees			5,000
Agents Fees			1,800
QS Fees			10,000
Bonding			1,050
Disbursements			8,000
Total Costs and Disbursements			67,601
Total assets available for preferential creditors			113,336
Preferential Creditors	<i>note5</i>		7,143
Total available for Floating Charge subject to prescribed part			106,193
Prescribed part carried down			24,238
Total available for Floating charge creditors			81,955

Floating charge creditor Lloyds TSB	note6	<u>131,058</u>
Surplus for non preferential creditors	0	
Prescribed part brought down		24,238
Total Available for Non Preferential Creditors		<u>24,238</u>
Total Non Preferential Creditors	note7	2,509,900
Estimated Supplus/(Deficiency)		2,485,662
Total Distribution to non pref creditors (p in £)		0.96p in the £

#### Notes

- Cooper and Hall Quantity Surveyors are attempting to collect the debtors and retentions although realisations are currently NIL
- The office Furniture and vehicles have been sold by my agents Michael Steel & co
- Preferential Payments pursuant to s239 of the Insolvency Act 1986 to Funding Circle have been recovered
- Professional fees including Dsl Business Recovery, Clarion Solicitors, Cooper & Hall Quantity Surveyors and Michael Steel & Co
- 1 weeks arrears of wages & holiday pay

6. Lloyds Bank debenture 01/02/2006

7. Non preferential creditors includes the sum of £1,165,615  
in respect of anticipated future claims not yet lodged

# PROOF OF DEBT - GENERAL FORM

Indbuild Limited  
03504039

This proof must be made out by, or under the direction of, the creditor and authorised by the creditor or a person with relevant authorisation as at the date of administration order.

Date of Administration Order 14 February, 2017

1.	Name of Creditor (If a company please also give company name and registration number)	
2.	Address of Creditor for correspondence (principal place of business)	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	£
4.	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
5.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
6.	Particulars of any security held, the value of the security, and the date it was given	
7.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
8.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chair or convenor of any meeting]	
9.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator