

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company
Newport Building Services Limited

Company number
03588991

In the High Court of Justice, Companies Court (full name of court)
--

Court case number
16107 of 2009

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

I/We (a)
G Mummery
Vantis Business Recovery Services
43/45 Butts Green Road
Hornchurch
Essex
RM11 2JX

J S French
Vantis Business Recovery Services
43/45 Butts Green Road Hornchurch
Essex RM11 2JX

*Delete as
applicable

attach a copy of *our proposals in respect of the administration of the above company.

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

(b) 26 August 2009

Signed



Joint / Administrator(s)

Dated

26 August 2009

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to researchers of the public record

G Mummery MIPA FABRP
Vantis Business Recovery Services
43/45 Butts Green Road
Hornchurch
Essex
RM11 2JX

DX Number

01708 458211
DX Exchange



A04

27/08/2009

89

COMPANIES HOUSE

code

When you have completed and signed this form, please send it to the Registrar of Companies at:-
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

Rule 2.35

Notice of a meeting of Creditors

Name of Company Newport Building Services Limited	Company number 03588991
In the High Court of Justice, Companies Court (full name of court)	Court case number 16107 of 2009

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

Notice is hereby given by (a)
Glyn Mummery
Vantis Business Recovery Services
43/45 Butts Green Road
Hornchurch
Essex
RM11 2JX

Jeremy Stuart French
Vantis Business Recovery Services
43/45 Butts Green Road
Hornchurch
Essex
RM11 2JX

(b) Insert full name and
address of registered
office of the company

that a meeting of creditors of (b)

Newport Building Services Limited
43-45 Butts Green Road
Hornchurch
Essex

(c) Insert details of place
of meeting

is to be held at (c) 67 Butts Green Road, Hornchurch, Essex, RM11 2JS.

(d) Insert date and time
of meeting

on (d) 10 September 2009

At 11:00am

The meeting is:

*Delete as applicable

*(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ('the schedule')
~~*(2) an initial creditors' meeting requested under paragraph 52(2) of the Schedule~~
~~*(3) to consider revisions to my proposals under paragraph 54(2) of the Schedule~~
~~*(4) a further creditors' meeting under paragraph 56 of the Schedule~~
~~*(5) a creditors' meeting under paragraph 62 of the Schedule.~~

I invite you to attend the above meeting.

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed



Joint / Administrator(s)

Dated

26 August 2009

*Delete as applicable

A copy of the *proposals/ revised-proposals is attached

IN THE MATTER OF THE INSOLVENCY ACT 1986

AND

**NEWPORT BUILDING SERVICES LIMITED
(IN ADMINISTRATION)**

COMPANY NO: 03588991

The Joint Administrator's statement of proposals in accordance with paragraph 49 (1) Schedule B1 Insolvency Act 1986 ("the Schedule").

This report has been prepared for the sole purpose of up-dating creditors and presenting the Joint Administrators statement of proposals. 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 up-dating them, or any other person for any purpose whatsoever.

Dated: 26 AUGUST 2009

CONTENTS

1. Introduction
2. Statutory Details
3. Company History
4. Reasons for Administration
5. Strategy / Options
6. Conduct of the Administration
7. Achieving the Purpose of the Administration
8. Receipts and Payments
9. Financial Position of the Company
10. Joint Administrator's Estimated Statement of Affairs
11. Dividend Prospects
12. Creditors Meeting
13. Joint Administrator's Proposals
14. Directors' Conduct
15. Conclusion and Recommendation

APPENDICES

1. Statutory Information
2. Joint Administrators' Receipts & Payments Account for the period 13 July 2009 to 26 August 2009
3. Joint Administrators' Estimated Statement of Affairs dated 13 July 2009
4. Schedule of Creditors Liabilities as at 13 July 2009
5. Breakdown of the Joint Administrators' time costs as at 26 August 2009
6. Narrative explaining the work undertaken by the Joint Administrators
7. Category 2 Disbursements
8. Proof of Debt Form
9. Proxy Form

1. Introduction

- 1.1** Jeremy Stuart French ACA FABRP MIPA and Glyn Mummary FABRP MIPA, both of Vantis Business Recovery Services ("VBRS") were appointed Joint Administrators of Newport Building Services Limited (hereinafter referred to as ("NBSL" or "the Company"), by the directors of the Company on 13 July 2009.
- 1.2** We were appointed as Administrators to manage the affairs, business and property of the Company. We act until such time as our proposals for achieving the purpose of administration have been agreed by creditors and implemented, following which the Administration will be ended.
- 1.3** The Joint Administrators were satisfied that no material conflict or relationship existed, which would have prevented them from taking this appointment.
- 1.4** The purpose of administration is to achieve one of the following objectives:-
 - (a) Primarily, rescuing the company as a going concern, or failing that
 - (b) Achieving a better result for the Company's creditors as a whole than would be likely if the company was wound up (without first being in administration), or finally
 - (c) Realising property in order to make a distribution to one or more secured or preferential creditors.
- 1.5** Based on information currently available, the Joint Administrators are pursuing objective (b) as it was not reasonably practical to rescue the Company as a going concern. The reasons behind the Administrators decision are explained in more detail in section 7 of this report.
- 1.6** This document and its appendices form the Administrators' statement of proposals for achieving the purpose of administration as required by Paragraph 49 Schedule B1 of the Insolvency Act 1986 and sets out key information including background to the Administration and the steps taken by the Administrators, following their appointment.

2. Statutory Details

- 2.1** The registered office of the Company is 43/45 Butts Green Road, Hornchurch, Essex, RM11 2JX. Prior to this, the registered office was Newport House, 4 Victoria Court, Wickford, Essex, SS11 8YY.
- 2.2** Key Statutory Information is summarised at Appendix 1, which also contains details regarding the Administration appointment, and extracts from the Company's financial statements.

3. Company History

- 3.1** The business was founded in June 1998 by Howard Newport ("HN") and Jeff Taylor ("JT"). In June 2008 Michael Blizzard ("MB") and Martin Taylor ("MT") were also appointed as non-board directors. HN and JT hold 99 shares each of the Company's issued shareholding of 200 £1 shares.
- 3.2** Prior to forming the Company, HN and JT had extensive experience working within the construction industry.
- 3.3** In February 2005 the directors JT and HN incorporated Newport Developments (UK) Limited a property development company to work alongside NBSL. Following incorporation, both NBSL and NDUKL traded from the same premises at Newport House, 4 Victoria Court, Hurricane Way, Wickford, Essex, SS11 8YY.

- 3.4** The Company specialised in live facility fit outs, i.e. performing building work at various sites while they were still operational. Their client base was primarily large retail building contractors on sites such as Bluewater in Kent. In 2008 the client base changed due to the retail sector decreasing which resulted in the directors targeting the construction industry and secured contracts within the public sector, such as schools, prisons and healthcare.
- 3.5** The business was funded through a variety of loans and overdraft facilities with Barclays Bank, secured by way of a Mortgage Debenture, legal mortgages and personal guarantees from the directors.
- 3.6** NBSL owns the freehold trading property located at Newport House, 4 Victoria Court, Wickford, Essex, SS11 8YY.
- 3.7** In spring 2008, NDUKL acquired the freehold of a warehouse situated in Bury St Edmunds, Suffolk, with planning consent for the demolition of the building and development of three houses. With NDUKL having a vast amount of working capital tied up in the properties and other developments that it was unable to sell, NBSL raised finance to assist NDUKL operations.
- 3.8** In addition NBSL secured three large contracts totalling c. £1.8 million and were negotiating a further four contracts worth £1.3 million to see them through the market downturn. Unfortunately the largest contract of c. £1.7 million was subsequently cancelled by the customer who could not obtain the required funding.

4. Reasons for Administration

- 4.1** In the financial periods up to and including 31 December 2007, the Company operated on a satisfactory and profitable basis.
- 4.2** The Company requested a substantial short term increase in its overdraft facility to finance working capital requirements. However the bank indicated that they would not advance further funding. The Company completed projects where possible, however other projects that could not be completed were brought to a halt.
- 4.3** Due to the advent of the "credit crunch", the Company encountered severe trading conditions plus a restriction on the availability of credit. Concerted efforts were made in the collection of debtors in an attempt to free up working capital to fund ongoing contracts.
- 4.4** Earlier this year at the request of Barclays Bank, VBRS was instructed to review the Company's financial position. Cost cutting measures were subsequently identified and a new business plan drawn up by the directors, in an effort to place the business on a more even footing.
- 4.5** Despite these proposed measures, however, there was no material improvement in the Company's financial position. As a consequence of further discussions with the directors and the fact that the Company was no longer in a position to pay its liabilities as they fell due, the directors concluded that immediate steps should be taken to place the Company into an insolvency process.
- 4.6** Administration was considered to be the most appropriate insolvency mechanism, due to the inter-company trading position between itself and two associate companies, NDUKL and Centenary Diamond Drilling Limited ("CDDL").
- 4.7** Barclays Bank hold mortgage debentures and supporting cross guarantees from all three companies.

- 4.8** NDUKL was placed into Administration on 13 July 2009 and CDDL on 27 July 2009. The Joint Administrators of NBSL, NDUKL and CDDL are Jeremy Stuart French and Glyn Mummery of VBRS.

5 Strategy/Options

- 5.1** An assessment of the Company's financial position was undertaken to determine whether or not it would be viable to trade the business in Administration, whilst trying to sell the business on the open market.
- 5.2** The Company completed projects where possible, however other projects that could not be completed were brought to a halt and NBSL cease trading.

6. Conduct of the Administration

Sale of Business

- 6.1** With no prospect of selling the Company as a going concern it was not considered cost effective to advertise the business for sale.

Freehold Property

- 6.2** As mentioned under paragraph 3.6) above, the Company owns the freehold property at: -
- Newport House, 4 Victoria Court, Hurricane Way, Wickford, Essex, SS11 8YY
- 6.3** The property is charged to Barclays Bank by way of a first Legal Mortgage.
- 6.4** Property agents, GVA Grimley & Co LLP ("GVA"), were instructed to provide advice on its value and marketing recommendations for disposal.
- 6.5** The Administrators are currently liaising with Barclays Bank in respect of the recommendations/advice provided by GVA. However, based upon the projected realisation value extended by GVA, it is evident that the Bank will suffer a substantial shortfall in respect of its exposure across the three companies.

Chattel Assets

- 6.6** Chattel agents, Edward Symmons ("ES") were instructed to prepare an inventory and valuation of the Company's assets.
- 6.7** These assets basically comprise motor vehicles subject to finance agreements. No equity exists within these agreements and accordingly the finance companies have taken steps to repossess these vehicles. The remaining vehicles are unencumbered and are to be auctioned in due course and expected to realise c. £16,000.

Book Debts

- 6.8** Quantity Surveyors, Acasta Consulting Ltd ("ACL"), were instructed to assess the contracts and the book debts, with the assistance of JT, who are jointly involved in the collection process.

Employees

6.9 All employees of the Company were made redundant on 10 July 2009.

7. Achieving the Purpose of the Administration

7.1 As mentioned previously, the purpose of administration is to achieve one of the following objectives:

- a) Primarily rescuing the company as a going concern, or failing that
- b) Achieving a better result for the company's creditors than would be likely if the company was wound up (without first being in administration), or finally
- c) Realising property in order to make a distribution to one or more secured or preferential creditors.

7.2 The Administrators concluded it was not reasonably practical to rescue the Company as a going concern and therefore, objective (b) achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration) is being pursued. Should this objective become unreasonably practical to undertake then the Administrators will look to realise property in order to make a distribution to the secured and, or, preferential creditors of the Company.

8. Receipts & Payments Account

8.1 A Receipts & Payments Account for the period of the Administration to 24 August 2009 is attached at Appendix 2, which is self-explanatory.

9. Financial Position of the Company

9.1 Extracts from the Company's financial statements are contained within Appendix 1.

10. Joint Administrator's Estimated Statement of Affairs ("ESoA")

10.1 Under Paragraphs 47 and 48 of Schedule B1 of the Insolvency Act 1986, the director of the Company is required to submit a statement of the Company's affairs within 11 days of the date on which the Joint Administrators make a request for a statement to be provided. I wrote to the director on 14 July 2009 requesting a statement. The statement was part completed and has subsequently been returned to the directors for completion. In the meantime, we attach, at Appendix 3, a draft ESoA, based upon information extracted from the Company's records.

10.2 This is provided purely for illustrative purposes at this stage and may be subject to adjustment in due course. In accordance with the standard format of the statement of affairs, the ESoA does not reflect the costs and expenses of realising the Company's assets of the Administration.

10.3 The Joint Administrators have not carried out anything in the nature of an audit on the Company or its records and no assurance can be given that actual realisations or creditor claims will be at the values shown.

10.4 The ESoA attached at Appendix 3 includes details of the various categories of creditors' (including details of any security held). Ordinary unsecured creditors should note that the claims of the preferential and any secured creditors must be satisfied in full before any dividend could be paid to the ordinary unsecured creditors.

- 10.5** I consider that realisations from the Company's assets (net of the costs of the Administration including legal and other professional costs) will be sufficient to allow the claims of any preferential creditors to be paid in full. The Company has insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of Section 176A(2)(a).
- 10.6** The list of creditors shown at Appendix 4 has been compiled from information downloaded from the Company's financial records. We are aware that there may be discrepancies between the amounts claimed by certain creditors and amounts shown. We have not investigated these discrepancies at the present time. Please note that inclusion (or omission) from the list does not constitute acceptance (or rejection) of a claim.

11. Dividend Prospects

Secured Creditors

- 11.1** Barclays Bank Plc holds a Mortgage Debenture dated 28 February 2005, together with a Legal Mortgage over the Wickford property. Based upon current information and given its combined exposure to NDUKL, NBSL and CDDL, it appears likely that Barclays will suffer a significant shortfall under its fixed and floating charges across all three companies.

Preferential Creditors

- 11.2** At this stage, preferential claims in respect of employee arrears of wages and holiday pay are estimated at £22,510.
- 11.3** It is envisaged that there will be sufficient funds available to discharge the claims in full in due course. Although this will ultimately be dependent upon realisations.

Unsecured Creditors

- 11.4** I anticipate that there will be funds available to enable a distribution to be made to unsecured creditors by virtue of the Prescribed Part. The Prescribed Part is calculated as 50% of the first £10,000 of the net floating charge assets that would be available to the floating charge holder. Plus 20% of the property which exceeds £10,000. Therefore the Prescribed Part is £19,200.
- 11.5** The prescribed part (which is that part of the floating charge realisations that should be made available for ordinary unsecured creditors) does apply to this Administration, as the qualifying floating charge held by Barclays Bank is dated 28 February 2005, i.e. after 15 September 2003 when the Enterprise Act 2002 came into force.

12. Creditors Meeting

- 12.1** Based on information currently available, the Joint Administrators have formed the view that the Company will have sufficient property to enable a distribution to be made to unsecured creditors under the Prescribed Part. Therefore, in accordance with Paragraph 51 of Schedule B1 of the Insolvency Act 1986 we propose to convene an initial creditors' meeting.

13. Joint Administrator's Proposals

- 13.1** The Joint Administrators make the following proposals for achieving the purpose of the Administration:-

- i. The Joint Administrators will continue the Administration to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until the Administration ceases to have effect.
- ii. The Joint Administrators do all such other things and generally exercise all of their powers as contained within Schedule 1 of the Insolvency Act 1986, as they, in their sole and absolute discretion, consider desirable or expedient in order to achieve the purpose of the Administration.
- iii. The Joint Administrators may investigate and, if appropriate, pursue any claims that the Company may have under the Companies Act 1985 or the IA86. In addition, the Joint Administrators shall do all such other things and generally exercise all their powers as Joint Administrators as they in their discretion consider desirable in order to achieve one of the purposes of the Administration or to protect and preserve the assets of the Company to maximise their realisations or for any other purpose incidental to these proposals.
- iv. If the Joint Administrators determine that funds should become available for unsecured creditors, the Joint Administrators may at their discretion establish in principle the claims of the unsecured creditors for adjudication by a subsequent Liquidator, and that the costs of so doing be met as a cost of the Administration, as part of the Joint Administrators remuneration.
- v. A creditors committee will be established pursuant to Rule 2.50 of the IA86, if sufficient creditors are willing to act upon it. The Joint Administrators propose to seek the election of a creditors' committee and to consult with it from time to time. Where the Joint Administrators consider it appropriate, they will seek sanction from the committee to a proposed action rather than convening a meeting of creditors.
- vi. The Joint Administrators will consult with the creditors' committee concerning the necessary steps to extend the Administration beyond the statutory duration of one year if an extension is considered advantageous. If a creditors' committee is not established, the Joint Administrators shall either apply to Court or seek consent from the appropriate classes of creditors to an extension.
- vii. The Joint Administrators may use any or a combination of the "exit route" strategies in Paragraphs 76 to 80 and 83 to 84 of Schedule B1 of the IA86 in order to bring the Administration to an end, but in this particular instance the Joint Administrators are likely to wish to pursue one of the following options as being the most cost effective and practical in the present circumstances: -
 - a) Once the asset disposals are complete, or substantially so, the Joint Administrators may place the Company into CVL. In these circumstances, it is proposed that Jeremy French and Glyn Mummery of VBRS be appointed as Joint Liquidators and any act required or authorised to be done by either or both of them. In accordance with Paragraph 83 (7) Schedule B1 IA86 and Rule 2.117(3) Insolvency Rules 1986, creditors may nominate alternative liquidators, provided that nominations are made after the receipt of these proposals and before they are approved.

OR

- b) Once the asset disposals are complete, the Joint Administrators may apply to Court to allow the Joint Administrators to distribute surplus funds, if any, to non-preferential unsecured creditors. In such circumstances, the Administration will be brought to an end by notice to the Registrar of Companies on completion of the Administration under Paragraph 80.

OR

- c) If it transpires that there are insufficient funds available to make a distribution in respect of non-preferential claims, then once all of the assets have been realised and the Joint Administrators have concluded all work within the Administration, the Joint Administrators will file notice under Paragraph 84 (1) Schedule B1 IA86 with the Registrar of Companies, following which the Company will be dissolved three months thereafter.

OR

- d) Should the Administrators consider it appropriate, to file a petition for the winding up on the Company prior to the expiry of the Administration, in order to place the Company into Compulsory Liquidation. In these circumstances, it is proposed that Jeremy Stuart French and Glyn Mummery of VBRS be appointed as Joint Liquidators and any act required or authorised to be done by either or both of them. Creditors may nominate alternative liquidators, provided that nominations are made after the receipt of these proposals and before they are approved
- viii) The Joint Administrators shall be discharged from liability pursuant to Paragraph 98 of Schedule B1 IA86 in respect of any action of theirs as Joint Administrators either at a time appointed by the creditors' committee, or, if there is no creditors' committee, then automatically 14 days after the Joint Administrators cease to act as Joint Administrators of the Company. In any event, the Joint Administrators shall be at liberty to apply to Court for their discharge from liability.
- ix) It is proposed under Rule 2.106 of the Insolvency Rules 1986 that the Joint Administrators fees will be fixed by reference to the time properly given by them and the various grades of their staff according to VBRS's usual charge out rates for work of this nature and that Category 2 disbursements (as defined by Statement of Insolvency Practice 9) be charged in accordance with VBRS normal policy.

The time costs as at 26 August 2009 totalled approximately £19,918 and in accordance with Statement of Insolvency Practice 9, are summarised at Appendix 5.

Time costs incurred in respect of dealing with the fixed charged assets will be for the Fixed Charge Holder to authorise and a fee proposal has been sent in this respect.

Further details regarding Category 2 disbursements are attached at Appendix 7. It should be noted that some disbursements including photocopying etc. may include a small element of profit.

Newport Building Services Limited – In Administration
High Court of Justice No. 16107 of 2009

It will be for the creditors' committee to fix the basis and level of the Joint Administrators fees and Category 2 disbursements but if no such committee is appointed then the Joint Administrators will seek the approval of the basis and quantum of their remuneration via a resolution of the Company's secured creditor, and if appropriate, the Company's preferential creditors.

14. Director's Conduct

- 14.1** As part of the Administrators' statutory duties, we have to report on the conduct of the directors under the Company Directors Disqualification Act 1986. Should you have any information concerning matters to which reference should be made in that report, we should be grateful if you would write to us formally setting out any facts which you believe should be considered for inclusion.

15. Conclusion & Recommendation

I am required to prepare a progress report to creditors covering each 6 month period of the Administration and to circulate these reports to creditors within one month of the end of each 6 month period. The first of these reports will therefore cover the period to 12 January 2010 and will be circulated to creditors by 12 February 2010.

Should creditors wish to discuss the contents of this report, please do not hesitate to contact Liz Heggs or Leigh Laing at this office.

Yours faithfully



G Mummery FABRP MIPA
Joint Administrator of Newport Building Services Limited

Dated: 26 August 2009

JS French and G Mummery have been appointed as Joint Administrators of the Company on 13 July 2009. They act as agents of the company in respect of its affairs, business and property without personal liability. JS French is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales. G Mummery is licensed to act as an insolvency practitioner by the Insolvency Practitioners Association.

STATUTORY INFORMATION

Administration Appointment

Court in which proceedings brought:	High Court of Justice, Chancery Division
Court Reference No:	16107 of 2009
Names of Joint Administrators:	Glyn Mummery and J S French of Vantis Business Recovery Services 43/45 Butts Green Road Hornchurch Essex RM11 2JX
Date of Appointment:	13 July 2009
Appointer:	Directors
Powers:	In relation to paragraph 100(2) of Schedule B1 of the Insolvency Act 1986 during the period for which the Administration is in force, the Joint Administrators will act jointly and concurrently so that all functions may be exercised by any or all of the Joint Administrators.

Company Information:

Date of Incorporation:	26 June 1998
Company Number:	03588991
Nature of Business:	General construction and civil engineering
Trading Address:	Newport House 4 Victoria Court Hurricane Way Wickford Essex SS11 8YY
Registered Office:	43/45 Butts Green Road Hornchurch Essex, RM11 2JX Formerly:- Newport House 4 Victoria Court Hurricane Way Wickford Essex SS11 8YY

STATUTORY INFORMATION CONTINUED

Directors: Michael Blizzard
Howard Newport
Jeffrey Taylor
Martin Taylor

Company Secretary: Jeffrey Taylor

Share Capital: Authorised 200 Ordinary £1 shares
Issued & Fully Paid 200 Ordinary £1 shares

Shareholders:

Georgiane Newport	1
Howard Newport	99
Christine Taylor	1
Jeffrey Taylor	99
	<u>200</u>

Previous Names: None

Extracts from the financial statements available are summarised below:-

Period Ended U=U'adtd	Turnover	Gross Profit	Net Profit/ (Loss)	Dividend Paid	Directors Remuneration	P & L A/C C/fwd
	£	£	£	£	£	£
31.12.07 (U)	5,104,295	742,309	130,762	110,971	83,590	245,297

Objective being pursued by the Administrators: Achieving a better result for the Company's creditors than would be likely if the company was wound up.

Proposed end of Administration: Placing the Company into Creditors Voluntary Liquidation, by filing notice under Paragraph 83 Schedule B1 IA 1986.

Estimated dividend for unsecured creditors: Nil

Estimated values of the prescribed part of the Company's net property: £19,200

Whether and why the Administrators intend to apply to Court under Section 176(5) IA 1986: No application is intended.

STATUTORY INFORMATION CONTINUED

The European Regulation on Insolvency Proceedings as defined in Article 3 of the EC Regulations (1346/2000):

It is considered that the EC Regulation on Insolvency Proceedings applies to these proceedings and are main proceedings.

Receipts & Payments Account for the period
13 July 2009 to 26 August 2009

Receipts

Total
£

Nil

Nil

Payments

Nil

Nil

Balance in Hand

Nil

Joint Administrator's Estimated Statement of Affairs as at 13 July 2009

	Notes	Net Book Value £'000	Est to Realise £'000
Assets			
Assets Subject to Fixed charge			
Goodwill		Uncertain	Uncertain
Freehold Property	1)	Not disclosed	Not disclosed
Less Fixed Chargeholder	2)	(2,348)	(2,348)
		<u>(2,348)</u>	<u>(2,348)</u>
Assets Subject to Finance			
Plant & equipment	3)	23	23
Less Assets Finance	4)	(23)	(23)
		<u>0</u>	<u>0</u>
Assets Subject to Floating Charge			
Plant & equipment	5)	49	19
WIP & Debtors	6)	759	85
Related party debtors	7)	633	0
Prepayments	8)	186	0
		<u>1,627</u>	<u>104</u>
Surplus available for Preferential Creditors			104
Preferential Creditors:-			
Employees' claims re Wages & Holiday Pay	9)		<u>23</u>
Net Floating Charge Assets Available for Prescribed part			81
Prescribed Part			<u>(19)</u>
Estimated Surplus/ (Deficit) available for Non-Preferential Creditors			62
Deficiency Brought Down			(2,348)
Non - Preferential Creditors:-			
HM Revenue & Customs		42	
Trade Creditors		332	
Director's loan account		66	
		<u></u>	<u>440</u>
Estimated Surplus/(Deficit) as regards Creditors			(2,726)
Issued and called up capital			<u>(200)</u>
Estimated Total Surplus (Deficit) as regards Members			<u>(2,926)</u>

Notes:-

- 1) The freehold property has been valued by GVA Grimley Ltd and is currently being marketed. In accordance with Rule 2.33(3) of the Insolvency Act 1986 disclosure of such information could seriously prejudice the commercial interests of the company.
- 2) The Bank has a Post-Enterprise Act security as the debenture was created on 28 February 2005. The debenture confers fixed and floating charges over the Company's assets. Under the banks debenture the Company's liability is in the sum of £1,586,720.39 however given the combined exposure of NDUKL, NBSL & CDDL the total liability is £2,347,793.82.
- 3) Tangible assets were valued by chattel agents, Edward Symmons. Plant and equipment is inclusive of motor vehicles. It is presently estimated that there will be no equity available to the Company.
- 4) The values provided do not reflect final settlement figures. All vehicles have been collected by the respective finance company.
- 5) Office furniture has been sold for £2,750. Motor vehicles will be sold at auction in September 2009.
- 6) Included in WIP and debtors is £300k for work on behalf as NDUKL and we have assumed this is irrecoverable. Realisations from book debts and WIP are limited to £85,000 with the remainder of the ledger being a contra against the purchase ledger.
- 7) Related party debtors comprise £550,000 due from NDUKL and £83,000 from CDDL. However due to their insolvent position no realisations are expected.
- 8) Prepayments are stated as £186,000 in the management accounts. It is presently estimated that there will be no recoverability, but this amount is under review.
- 9) All employees were made redundant on 13 July 2009. Preferential claims in respect of unpaid wages and holiday pay to the value of £23,000 are expected to arise.
- 10) The prescribed part will be applicable in this case and is calculated as £19,200.
- 11) The Joint Administrators have compiled this Estimated Statement of Affairs, based upon information disclosed/provided to them by the directors and/or agents instructed.
- 12) All figures are for illustrative purposes only, and could be subject to adjustment/change in due course.
- 13) No account has been taken of the costs and expenses of the Administration.

**Vantis Business Recovery Services
Newport Building Services Limited
Company Creditors**

Key	Name	Address	£
CA01	AMA Waste Management	St Felix House , Church Road, Flitcham, Kings Lynn, NORFOLK, PE31 6BU	9411
CA04	Ace Asbestos Limited	Linton House, 39-51 Highgate Road, LONDON, NW5 1RS	1,783
CA05	Trevor Adams	66 Rayleigh Drive, Leigh on Sea, Essex, SS9 4JE	9355
CA06	Allied Welding & Eng Supplies	5a Armstrong Road, Manor Trading Estate, BENFLEET, Essex, SS7 4PW	207
CA08	Allen Concrete Limited	38 Willow Lane, Mitcham, SURREY, CR4 4NA	76
CA0A	A M Skip & Plant Hire	Hazelbank, Maresfield, Nr Uckfield, SUSSEX, TN22 3EP	200
CA0B	Anchorfast Limited	Doranda Way, West Bromwich, B71 4LU	46
CA0D	Anglian Will Hire Limited	Europa Way, Eastway Business Park, IPSWICH, Suffolk, IP1 5DL	1390
CA0E	Arco Limited	PO Box 21, Waverley Street, HULL, HU1 2SJ	191
CA0F	Ashtead Plant Hire Co Limited	PO Box 119, WARRINGTON, WA3 6YT	98
CA0G	Arval UK Limited	Arval Centre, Windmill Hill, Swindon, SN5 6PE	4184
CB01	Basildon Council	Local Taxation Section , PO Box 4, Church Walk House, BASILDON, Essex, SS14 1BY	8110
CB09	Belfry House Hotel	Stanley Road, Handforth, SK9 3LD	1402
CB0A	Benchmark Limited	3 Mercury Drive, Brackmills, NORTHAMPTON, NN4 7PN	129
CB0B	Billericay Glass	Unit 11, Hodgson Court, Hodgson Way, WICKFORD, Essex, SS11 8XR	71
CB0C	BOC Limited	Ridley Road , Burnt Mills, BASILDON, Essex	22
CB0D	Bibby Factors Leicester Limited	2nd Floor, The Woodlands , 1 Frances Way, Grove Park, Enderby, Leicester, LE19 1SH	2967
CB0E	Brandon Hire plc	72-75 Feeder Road, BRISTOL, BS2 0TQ	5482
CB0F	British Gas		25
CB0I	Burnt Mills MOT Test Centre	Ridley Road, BASILDON, Essex, SS13 1EG	702
CB0J	Bureau Veritas UK Limited	c/o The P & A Partnership, 93 Queen Street, Sheffield, S1 1WF	1819
CB0L	Bury Fixings	Unit A, Chesham Close, ROMFORD, Essex, RM7 7PJ	731
CC01	Camfaud Concrete Pumps	High Road, Thornwood Common, EPPING, Essex, CM16 6LU	830
CC02	Camline Cambridge Limited	29A Duck Lane, Haddenham, ELY, Cambridge, CB6 3UE	1093
CC03	Canvey Concrete Pumping	20 Surig Road, Canvey Island, ESSEX, SS8 9EP	460
CC04	Castle Flooring (Midlands) Limited	Unit 13, Rumer Hill Business E, RumerHill Road, Cannock, Staffs, WS11 3ET	7086

CC05	Cemex UK Materials Limited	PO Box 104, Thornby, Stockton on Tees, TS17 6WZ	2007
CC06	Centenary Diamond Drilling Limited	Newport House, 4 Victoria Court, WICKFORD, Essex, SS11 8YY	58581
CC07	CETCO Europe Limited	Birch House, Scotts Quays, Birkenhead, Merseyside, CA41 1FB	2352
CC08	Chester Roofing	25 Seven Acres, WICKFORD, Essex, SS11 8HT	252
CC09	1st Choice	70 London Road, Southend-On-Sea, Essex, SS1 1PG	480
CC0A	City Electrical Factors Limited	141 Farmer Ward Road, Kenilworth, Warwickshire, CV8 2SU	649
CC0B	Comet Business Services	George House, George Street, HULL, HU1 3AU	7
CC0C	Companies House	Crown Way, CARDIFF, CF14 3UZ	5
CC0D	Concrete Remedial Systems Limited	Aldred House, Unit 1, Baird Close, Crawley, West Sussex, RH10 9SY	265
CC0E	Connaught Compliance Services Limited	Connaught House, Caerphilly Business Park, Caerphilly, CF83 3GG	414
CD00	Discount Plastics Limited	Unit D6, Commercial Avenue, Stanley Green Trading Estate, Cheadle, Cheshire, SK8 6QJ	10
CD01	Dorset Waste Services	52 Balena Close, Creekmoor, POOLE, Dorset, BH17 7DY	564
CD02	Dulux Decorator Centre	Claydons Lane, RAYLEIGH, Essex, SS6 7UP	287
CE01	ET Clay Products Limited	7-9 Fowler Road, Hainault, ILFORD, Essex, IG6 3UT	462
CE02	Easifloor Limited	Cranes Close, BASILDON, Essex, SS14 3JB	7723
CE03	Eastern Pumping Limited	50 Kingsron Crescent, Lordswood, CHATHAM, Kent, ME5 8YW	506
CE06	E.ON		236
CE07	Esen Group	Virginia House, Great Ancoats Street, Manchester, Lancashire, M4 5AD	464
CF01	FastTrack Management Services	Unit 4 Century Court, Tolpits Lane, WATFORD, Hertfordshire, WD18 9RS	993
CF02	Fleet Office Supplies	9 Oban Court, Hurricane Way, Wickford Business Park, WICKFORD, Essex, SS11 3HP	34
CF03	Frontier Voice & Deta Limited	3 Copchrane House, Admirals Way, LONDON, E14 9UD	185
CF04	F H Ives Limited	217 Southend Road, Wickford, Essex, SS11 8PG	412
CG00	GBN Services Limited	Archers Field, Synergy House, 298 Wellingborough Road, NORTHAMPTON, NN1 4EP	387
CG01	Generation Hire & Sale	Trinity Street, Off Tat Bank Road, Oldbury, West Midlands, B69 4LA	1067
CG02	Generation Hire & Sale	Unit 2 Ledger Park, Haigh Park Road, Stourton, Leeds, LS10 1RT	50
CG03	Generation Hire & Sale	Kierbeck Business Complex, North Woolwick Road, SILVERTOWN, London, E16 2BG	571
CG04	Grabaway Services Limited	14 Queens Avenue, Byfleet, Surrey, KT14 7AD	182
CG05	D Greaves	42 Oakwood Avenue, Leigh on Sea, Essex, SS9 4JX	655
CH03	Hewden Hire Centres Limited	Trafford House, Chester Road, Stretford, Manchester, M32 0RL	3924
CH04	Hewden Stuart plc	PO Box 67, Stretford, Manchester, M32 0HW	734
CH05	Hilti (Gt Britain) Limited	1 Trafford Wharf Road, Trafford Park, Manchester, M17 1BY	1089
CH06	Hobby Homes Limited	Units 3 & 4, Thomas Road Industrial Estate, Thomas Road, LONDON, E14 7BN	547
CH07	Home Countied Resurfacing Limited	Suite 113, Greenway Business Centre, Greenway, HARLOW, Essex, CM19 5QE	1435
CH08	HSS Hire Service Group plc	25 Willow Lane, Mitcham, SURREY, CR4 4TS	1720
CI00	Ignite Service Provider Limited	Scottish Mutual House, 27/29 North Street, Hornchurch, Essex, RM11 1RS	160
CI01	Images	11 Runwell Road, Runwell, Wickford, Essex, SS11 7PS	181
CI02	Ironmongery Direct Limited	Unit 2&3 Eldon Way Trading Estate, Eldon Way, Hockley, Essex, SS5 4AD	340

CJ00	John F Hunt Hire	Europa Park, London Road, GRAYS, Essex, RM20 4DB	7008
CJ02	J Wenman	121 Crow Lane, ROMFORD, Essex, RM7 0ES	388
CJ03	Jewson Limited	Montrose House, Montrose Road, Chelmsford, Essex, CM2 6TE	6587
CK00	KAT Securities	Norce House, 2 Alpha Road, Bowers Gifford, PITSEA, Essex, SS13 2JD	100
CK01	Kennedys	25 Fenchurch Avenue, LONDON, EC3M 5AD	480
CK02	Kone plc	Global House, Station Place, CHERTSEY, Surrey, KT16 9HW	28666
CK03	Konica Minolta Limited	Miles Gray Road, BASILDON, Essex, SS14 3AR	5799
CL01	Lafarge Aggregates Limited	PO Box 7389, Syston, LEICESTER, LE7 1WL	853
CL03	Richard Lee Steel Decking Limited	Moor Farm Road West, The Airfield, Ashbourne, Derbyshire, DE6 1HD	700
CL04	Lemon Groundwork Supplies	Russell Gardens, WICKFORD, Essex, SS11 8BL	402
CL05	Lemon Steel Services Limited	Russell Gardens, WICKFORD, Essex, SS11 8BL	9879
CL06	LJB & Co Recruitment	The Maples, 144 Liverpool Road, LONDON, N1 1LA	19432
CL08	Lynch Plant Hire & Haulage	Lynch House, Parr Road, Stanmore, Middlesex, HA7 1LE	1556
CL09	Lyreco UK Limited	Deer Park Court, Donnington Wood, TELFORD, Shropshire, TF2 7NB	211
CL0A	Mabey Hire Limited	Scout Hill, Ravensthorpe, DEWSBURY, WF13 3EJ	4808
CM00	Magnum Self Drive	1 White House Court, Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1FD	377
CM01	Manhole Covers Limited	Airfield Industrial Estate, Cheddington Lane, Long Marston, Bucks, HP23 4QR	723
CM02	MEL Health & Safety Limited	Rainham House, Manor Way, RAINHAM, Essex, RM13 8RH	93
CM03	Merton Timber	PO Box 7357, GLASGOW, G51 9AB	990
CM04	MKM (Chelmsford) Limited	7 Montrose Road, Dukes Park Industrial Estate, CHELMSFORD, Essex, CM2 6TE	469
CM05	Motor Parts Direct	5 Cooper Drive, Springwood Industrial Estate, BRAINTREE, Essex, CM7 2RF	22
CN00	Nationwide Platforms	15 Midland Court, Central Park, Lutterworth, Leicestershire, LE17 4PN	426
CN01	Network Waste Solutions Limited	Exchange House, 494 Midsummer Boulevard, Central Milton Keynes, Bucks, MK9 2EA	2148
CO01	OMC Limited	Hurricane House, Hurricane Way, WICKFORD, Essex, SS11 8YB	295
CO02	Orbital HS Limited	Byron Works, Russell Gardens, WICKFORD, Essex, SS11 8QG	337
CO03	Daniel Owen Associates	Hadwyn House, Field Road, READING, Berkshire, RG1 6AP	3580
CP01	P & J Tyre Services Limited	33/35 The Elms Ind. Park, Cranfield Park Road, WICKFORD, Essex, SS12 9EP	278
CP02	Pipex	1 Triangle Business Park, Stoke Mandeville, Buckinghamshire, HP22 5BL	11
CP04	Porta-Tool Fixings Limited	6-8 Brunel Road, Eastwood Industrial Estate, Leigh on Sea, Essex, SS9 5JL	1078
CP05	Pre-Formed Components Limited	Brunswick House, 1 Deighton Close, Wetherby, West Yorkshire, LS22 7GZ	533
CR02	Rediweid Rubber & Plastics Limited	6/9 Newnham Lane, Alton, Hampshire, GU34 2QR	2670
CR03	Rentavent	Raven House, 291 Watling Street, DARTFORD, Kent, DA2 6EP	13925
CR04	Ridgeons Limited	Nuffield Road, Trinity Hall Ind. Estate, CAMBRIDGE, CB4 1TS	1940
CS03	Sage UK Limited	PO Box 4598, WORTHING, BN11 9BU	89
CS04	Saturn Architectural Limited	Maple House, Wellington Business Park, Crowthorne, Berkshire, RG45 6LS	367
CS05	Sealant Techniques Limited	Harvey Road, Burnt Mills Ind. Estate, Basildon, Essex, SS13 1EP	141
CS06	Selwood Limited	Bournemouthe Road, Chandlers Ford, Hampshire, SO53 3ZL	642

CS07	SGB Formwork	Harsco House , Regent Park, 299 Kingston Road, Leatherhead, SURREY, KT22 7SG	75
CS08	Shotgate Motor Parts	328 Southend Road, WICKFORD, Essex	3
CS09	Speedy Hire Centres (Southern)	Northern Way, Bury St Edmunds, SUFFOLK, IP32 6NL	358
CS0B	St Edmundsbury Borough Council	PO Box 122, St Edmundsbury Way, Bury St Edmunds, Suffolk, IP33 3YS	4074
CS0C	Strand Systems	12 Fifth Avenue, Bluebridge Ind. Estate, Halstead, Essex, CO9 2SZ	141
CS0D	Stuart Well Services Limited	Stuart House, Crows Hall Lane, Attleborough, NORFOLK, NR17 1AD	26440
CS0E	Styles & Wood Limited	Aspect House, Manchester Road, Altrincham, CHESHIRE, WA14 5PG	8447
CT01	Tarmac Limited	c/o Claire Humphreys, Begbies Traynor, Temple Point, 1 Temple Row, Birmingham, B2	2824
CT02	Thameside Lifting Gear Limited	Europa Trading Centre, London Road, Grays, Essex, RM20 4DB	858
CT04	Toomey Vehicle Rentals	Service House, West Mayne, Basildon, Essex, S15 6RW	45
CT05	Toplift Scaffolding	8 Stephens Crescent, Hordon on the Hill, Stanford le Hope, Essex, SS17 8LZ	1443
CT06	Travis Perkins Trading Co Limited	Sales Ledger Department, PO Box 5221, NORTHAMPTON, NN5 7ZA	13717
CU00	Unique Interiors (Essex) Limited	Rosalind , Church Road, Ramsden Bellhouse, BILLERICAY, Essex, CM11 1RH	297
CU01	Utilize plc	Scottish Mutual House, 27/29 North Street, HORNBURCH, Essex, RM11 1RS	213
CV01	Vialtus Solutions	5 Roundwood Avenue, Stockley Park, UXBIDGE, Middlesex, UB11 1AY	135
CV03	Venture Finance PLC	PO BOX 624, Haywards Heath, West Sussex, RH16 1WW	6225
CW01	Wastefile UK	Radford House, Stafford Park 7, TELFORD, Shropshire, TF3 3BQ	528
CW02	Waste Management Systems Limited	Titchfield House , Laveys Lane, TITCHFIELD, Fareham, Hampshire, PO15 6SD	482
CW03	Webb Heating & Plumbing Limited	4 Jacks Close, WICKFORD, Essex, SS11 8ED	203
CW04	Welding Engineering Services	2 Barking Industrial Park, Alfreds Way, BARKING, Essex, IG11 0TJ	115
CW06	Wolseley Centers	PO Box 21, Boroughbridge Road, RIPON, North Yorkshire, HG4 1SL	140
CZ00	Zen Internet Limited	Sandbrook Park, Sandbrook Way, Rochdale, OL11 1RY	107
EA00	M Aldridge Esq	18 Orsett End, Basildon, Essex, SS14 2NJ	-
EA01	P Aylott Esq	65 Briar Wood Drive, Leigh on Sea, Essex, SS9 4LB	-
EA02	I Alger Esq	1 Grapnells, Basildon, Essex, SS16 4LX	-
EB00	P Brock Esq	13 Panadown, Basildon, Essex, SS15 5AZ	-
EB01	Mrs C Brinkley	19 King Edward Road, South Woodham Ferrers, Chelmsford, Essex, CM3 5PQ	-
EB02	Mick Blizzard	82 Scot Drive, Wickford, Essex, SS12 9PW	-
EC00	M Cragg Esq	124 Green Lane, Eastwood, Leigh on Sea, Essex, SS9 5QJ	-
EC01	M Cahill Esq	67 Buckingham Road, Hockley, Essex, SS5 4UX	-
ED00	R Day Esq	5 Menzies Avenue , Laindon, Basildon, Essex	-
EE00	D Easter Esq	5 Burlington Gardens, Hadleigh, Essex, SS7 2JJ	-
EF00	A Fedelmesi Esq	23 Berry Lane, Basildon, Essex, SS16 6AZ	-
EF01	T Fennemore Esq	42 Trinder Hay, Lee Chapel North, Basildon, Essex, SS15 5DN	-
EG00	H Gleed Esq	21 Delvins, Pitsea, Essex, SS13 1PH	-
EG01	Mrs D Gregory	4 Mill Green, Station Road, Burnham on Crouch, Essex, CM0 8PN	-
EH00	L Harris Esq	508 Long Riding, Basildon, Essex, SS14 1JY	-

EH01	K Hunt Esq	18 Swanstead, Vange, Basildon, SS16 4PE	-
EH02	M Hills Esq	7 Church Crescent, Mountnessing, Brentwood, Essex, CM15 0TL	-
EH03	C Hobden Esq	34 Upperfield Road, Welwyn Garden City, Herts, AL7 3LW	-
EH04	R Hurst Esq	17 Southwick Road, Northern Moor, Manchester, M23 0FU	-
EJ00	D A Jay Esq	67 Frederick Road, Rainham, RM13 8NS	-
EK00	A Keen Esq	6 Cumberland Drive, Laindon West, Basildon, Essex, SS15 6QS	-
EN00	A Newport Esq	47 Carlisle Way, Pitsea, Essex, SS13 3RF	-
EN01	J Newport Esq	180 Western Road, Billericay, Essex, CM12 9SD	-
ER00	G Reynolds Esq	112 Craylands, Basildon, Essex, SS14 3RH	-
ES00	R Smith Esq	11 Gladwyns, Basildon, Essex, SS15 5HZ	-
ES01	C Smith Esq	100 The Gore, Basildon, Essex, SS14 2BT	-
ES02	Mrs J Scarlett	5 Warburtons, Corringham, Essex, SS17 7HR	-
ET00	Mrs C Taylor	Green Farm Wetherden Road, Haughley, Suffolk, IP14 3RE	-
ET01	Martin Taylor	5 Eastview Drive, Rayleigh, Essex, SS6 9NY	-
EW00	R Willis Esq	9 Conifer Close, Hastings, East Sussex, TN34 2DS	-
RB00	Michael Blizard	84 Scott Drive, Wickford, Essex, SS12 9PW	-
RN00	Howard Newport	Botesdale Lodge, The Common, Botesdale Diss, Suffolk, IP22 1LG	-
RT00	Jeffrey Colin Taylor	Green Farm, Wetherden Road, Haughey, Stowmarket, Suffolk, IP14 3RE	-
RT01	Martin Taylor	5 Eastview Drive, Rayleigh, Essex, SS6 9NY	-

156 Entries Totalling**332,668**

Newport Building Services Limited - In Administration
 High Court of Justice No 16107 of 2009
 Time Cost Analysis for the period 13/07/09 to 26/08/09

Classification of Work Function	Hours				Total Cost £	Average Hourly Rate £
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff		
Administration and Planning	5.70	6.60	7.00	48.80	11,441.50	168.01
Investigation	-	1.40	8.30	0.20	1,933.00	
Realisation of Assets	-	5.60	-	5.70	2,462.50	217.92
Trading	-	0.10	-	0.80	-	
Creditors	-	-	0.10	36.10	3,950.50	109.13
Total Hours	5.70	13.70	15.40	91.60	-	157.58
Total Fees	2,178.00	4,260.00	2,772.00	10,707.50	19,917.50	-

Narrative explaining the work undertaken by the Joint Administrators

Administration and Planning

- Regular review of the progress of the Administration and completion of assigned tasks.
- Preparing and submitting various statutory notices and letters, including advertising appointment.
- Preparation and circulation of the Administrators proposals.
- Monitoring the Administration.
- Dealing with various checklists, such as for money laundering regulations and case records that need to be dealt with at the outset of each appointment.
- Arranging for the directors to submit a Statement of Affairs, liaising with the Company's staff over how to prepare, and reviewing.
- Reviews of the status of individual tasks.
- Collating time cost information on the work undertaken by each member of the Joint Administrators team and complying with SIP9.
- Preparing, updating and reviewing various reports including R&P, EFO and key issues.
- Arranging statutory bonds for the Joint Administrators.

Realisation of assets

- Dealing with general expressions of interest received by telephone or email.
- Arranging continuing cover for the Company under various insurance policies and arranging for continuity of the services of agents and suppliers.
- Instructing agents.
- Liaising with finance companies to uplift vehicles.

Creditors

- Recording claims received.
- Dealing with general creditor enquiries.
- Preparation and issuing of circulars to creditors, notifying them of the Administration and inviting claims.
- Meetings with employees
- Dealing with employees' questions and submission of employees claims to the Redundancy Payments Office.

Tax & VAT

- Notifying the taxation authorities of the Joint Administrators' appointment.

PROOF OF DEBT - GENERAL FORM

**In the matter of Newport Building Services Limited
In Administration
and in the matter of The Insolvency Act 1986**

Date of Administration Order – 13 July 2009

1.	Name of Creditor	
2.	Address of Creditor	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
4.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5.	If the total amount shown above includes Value Added Tax, please show:- (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6.	If total amount above includes outstanding uncapitalised interest please state amount	£
7.	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category Amount(s) claimed as preferential £
9.	Particulars of how and when debt incurred.	
10.	Particulars of any security held, the value of the security, and the date it was given	£
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

PROOF OF DEBT - GENERAL FORM (CONTD...)

Admitted to Vote for

£

Date

Liquidator

Admitted preferentially for

£

Date

Liquidator

Admitted non-preferentially for

£

Date

Liquidator

NOTE: A company goes into liquidation if it passes a resolution for voluntary winding up or an order for its winding up is made by the court at a time when it has not already gone into liquidation by passing such a resolution.

Proxy (Administration)

Newport Building Services Limited – In Administration

Name of Creditor _____

Address _____

Name of Proxy Holder

1 _____

2 _____

3 _____

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on 10 September 2009, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting Instructions for resolutions

*Please delete as appropriate

	Agree	Disagree
1. That the Joint Administrators' proposals for achieving the purpose of administration dated 26 August 2009 be approved.		
2. That the Joint Administrators be discharged from liability in accordance with Paragraph 98 of Schedule B1 of the Insolvency Act 1986 with effect from 14 days after they have ceased to act as Joint Administrators of the Company.		
3. That the Joint Administrators' fees be fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matter arising in the Administration and that the Joint Administrators be authorised to draw such remuneration on account of their costs from time to time.		
4. That the Joint Administrators be authorised to draw Category Two disbursements as detailed in the proposals and that the Joint Administrators be authorised to draw such disbursements on account of costs from time to time.		
5. For the appointment of a committee of between 3 and 5 creditors to assist me in my administration of this particular case, in accordance Section Rule 2.50 of the Insolvency Act 1986.		

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS _____

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature
