

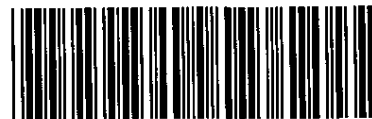
AM10

Notice of administrator's progress report



Companies House

THURSDAY



A18 *A8CWKPG2* 29/08/2019 #43
COMPANIES HOUSE

1	Company details	
Company number	0 3 6 0 5 9 2 2	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Square Pie Limited	
2	Administrator's name	
Full forename(s)	Ben Maitland	
Surname	Leith	
3	Administrator's address	
Building name/number	15 Canada Square	
Street	Canary Wharf	
Post town	London	
County/Region		
Postcode	E 1 4 5 G L	
Country		
4	Administrator's name ^①	
Full forename(s)	William James	① Other administrator Use this section to tell us about another administrator.
Surname	Wright	
5	Administrator's address ^②	
Building name/number	15 Canada Square	② Other administrator Use this section to tell us about another administrator.
Street	Canary Wharf	
Post town	London	
County/Region		
Postcode	E 1 4 5 G L	
Country		

AM10
Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	5	m	0	m	2	y	2	y	0	y	1	y	9
To date	d	0	d	4	m	0	m	8	y	2	y	0	y	1	y	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

d	2	d	2	m	0	m	8	y	2	y	0	y	1	y	9
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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 **Jannice Adofo**

Company name **KPMG LLP**

Address **15 Canada Square**

Canary Wharf

Post town **London**

County/Region

Postcode **E 1 4 5 G L**

Country

DX

Telephone **Tel +44 (0) 20 7311 1000**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



Joint
Administrators'
progress
report for the
period 5
February 2019
to 4 August
2019 and final
progress
report for the
period 5
August 2019
to 21 August
2019

Square Pie Limited - in
Administration

22 August 2019

Notice to creditors

This progress report provides a final update on the administration of the Company.

We have included (Appendix 2) an account of all amounts received and payments made since our previous progress report.

We have also explained the exit route from the administration and the outcome for each class of creditors.

You will find other important information in the document such as the costs we have incurred.

A glossary of the abbreviations used throughout this document is attached (Appendix 6).

Finally, we have provided answers to frequently asked questions and a glossary of insolvency terms on the following website, <http://www.insolvency-kpmg.co.uk/case+KPMG+PI205A1506.html>. We hope this is helpful to you.

Please also note that an important legal notice about this report is attached (Appendix 7).

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1 Executive summary

- This final progress report covers the period from 5 February 2019 to 4 August 2019 and 5 August 2019 to 21 August 2019.
- In the period to 4 August 2019 we realised a modest debtor balance and concluded that no further realisations were likely. With no further assets to realise we took steps to bring this administration to a close; with the final matters being concluded in the final period to 21 August 2019 (Section 2 - Progress to date).
- HSBCIF provided a confidential invoice discounting facility and, as detailed in previous reports, recovered its outstanding secured balance in full (Section 3 – Outcome for creditors).
- There were insufficient funds to enable a distribution to preferential creditors (Section 3 – Outcome for creditors).
- There were insufficient funds to enable a distribution to unsecured creditors (Section 3 – Outcome for creditors).
- We have filed a copy of this final progress report with the Registrar of Companies together with the requisite notice. The administration will cease to have effect when the Registrar of Companies registers these documents. The Company will be dissolved three months after that date.
- Please note: you should read this progress report in conjunction with our previous progress reports and proposals issued to the Company's creditors. <http://www.insolvency-kpmg.co.uk/case+KPMG+PI205A1506.html>. Unless stated otherwise, all amounts in this progress report and appendices are stated net of VAT.



Ben Leith
Joint Administrator

2 Progress to date

This section provides a final update on the strategy for the administration and on the progress made. It follows the information provided in our previous progress reports.

2.1 Strategy and progress to date

Strategy

As advised in our previous report, the majority of debts owing to the Company have been realised, however, we had identified a potential refund of £20,200 owing in respect of a rent deposit deed for one of the sites occupied by the Company prior to its administration.

We continued to correspond with the landlord of this property during the period to 4 August 2019. The information we received from the landlord referred to deductible counter charges in excess of the amount owed. On review of the position we concluded it was not commercial to pursue this matter further.

As there were no further assets to realise, we began to prepare the administration for closure.

This report, along with prior reports and proposals, provide a summary of the steps taken during the administration. Over the course of the administration there have been no major amendments or deviations from the proposals.

2.2 Asset realisations

Realisations during the period to 4 August 2019 are set out in the attached receipts and payments account (Appendix 2).

Other than bank interest of £601, the only realisation during this period was recovery of a debtor balance of £2,478.

There were no realisations in the final period from 5 August 2019 to 21 August 2019, as confirmed in the attached receipts and payments account (Appendix 2) for this final period.

Investigations

We reviewed the affairs of the Company to find out if there were any actions which could be taken against third parties to increase recoveries for creditors. No such causes of action have been identified.

2.3 Costs

Payments made in each period are set out in the attached receipts and payments accounts (Appendix 2).

Summaries of the most significant payments made during the periods to 4 August 2019 and 21 August 2019 are provided below:

Period to 4 August 2019

Legal fees

We settled Irwin Mitchell's pre-administration legal fees and disbursements of £12,080 in the period. As previously reported, we obtained approval to pay these costs as an expense of the administration from the secured and preferential creditors.

We have additionally paid Irwin Mitchell, solicitors engaged by the Joint Administrators, £3,889 primarily for advice in relation to the surrender of certain leases as well as general legal advice on matters arising during the course of the administration.

Insurance

We paid £512 to ensure we maintained public liability insurance cover on properties where the landlords had not formally accepted surrender of the lease.

Final period to 21 August 2019

Insurance

We settled the final insurance invoice of £129 which provides public liability cover up to the dissolution of the Company for properties where the landlords have not accepted surrender of the lease. The amount paid allows for a modest premium refund for the prior period for a property where surrender of the lease has since been accepted.

2.4 Schedules of expenses

We have detailed the costs incurred during the respective periods in the schedules of expenses attached (Appendix 3).

3 Outcome for creditors

3.1 Secured creditors

Please refer to our proposals and subsequent progress reports for (1) details of the security, (2) their indebtedness at the date of our appointment and (3) details of the subsequent transfers of this security following our appointment.

HSBCIF have recovered the balance due under their fixed charge in full.

Whilst HSBC and Santander also held security, neither party were owed any money on appointment.

3.2 Preferential creditors

We estimate the amount of preferential claims to be £38,387.

There were insufficient funds available to pay a dividend to the preferential creditors.

3.3 Unsecured creditors

There were insufficient funds to pay a dividend to the unsecured creditors.

4 Joint Administrators' remuneration and disbursements

Time costs

From 5 February 2019 to 4 August 2019, we have incurred time costs of £18,082. These represent 60 hours at an average rate of £304 per hour.

From 5 August 2019 to 21 August 2019, we have incurred time costs of £4,468. These represent 12 hours at an average rate of £366 per hour.

Remuneration

During the period 5 February 2019 to 4 August 2019, we have drawn floating charge remuneration of £120,000.

During the period 5 August 2019 to 21 August 2019, we have drawn floating charge remuneration of £62,833.

The total remuneration drawn, £182,833, is in accordance with our fees estimate and as approved by the secured and preferential creditors.

Disbursements

During the period 5 February 2019 to 4 August 2019, we have incurred disbursements of £615. All of these have been paid.

Disbursements paid in the reporting period to 4 August 2019 total £1,667, £1,052 of which relate to disbursements incurred in previous reporting periods.

There were no disbursements incurred in the final period to 21 August 2019.

Additional information

We have attached (Appendix 4) an analysis of the time spent, the charge-out rates for each grade of staff and the expenses paid directly by KPMG for the periods from 5 February 2019 to 4 August 2019 and 5 August 2019 to 21 August 2019. We have also attached our charging and disbursements policy.

The total time costs we incurred during the Company's administration exceed the initial estimate given to creditors in our proposals. The primary reason for this is the requirement to extend the period of the administration whilst we concluded the realisation of assets. As confirmed above, the remuneration we have drawn remains within our initial fees estimate. The balance of time costs incurred will be written off.

4.1 Pre-administration costs

We disclosed the following pre-administration costs, which were unpaid at the date of our appointment, in our proposals:

Pre-administration costs			
	Paid (£)	Unpaid (£)	Total (£)
KPMG costs	27,298.50	0.00	27,298.50
Irwin Mitchell costs	12,030.00	0.00	12,030.00
Irwin Mitchell disbursements	50.00	0.00	50.00
TOTAL	39,378.50	0.00	39,378.50

On 9 January 2019 we obtained approval from secured and preferential creditors to pay all of these pre-administration costs as an expense of the administration, and these costs were paid during the period to 4 August 2019.

5 Conclusion of the administration

We have filed a copy of this final progress report with the Registrar of Companies together with the requisite notice.

The administration will cease to have effect when the Registrar of Companies registers these documents. The Company will be dissolved three months after that date.

We will be discharged from liability in respect of any action of ours as Joint Administrators on filing the final progress report with the Registrar of Companies.

Appendix 1 Statutory information

Company information

Company name	Square Pie Limited
Date of incorporation	29 July 1998
Company registration number	03605922
Present registered office	KPMG LLP, 15 Canada Square, London, E14 5GL

Administration information

Administration appointment	The administration appointment granted in High Court Leeds District Registry, 98 of 2018
Appointor	Directors
Date of appointment	5 February 2018
Joint Administrators' details	Ben Leith and Will Wright
Former Joint Administrator	Rob Croxen
Functions	The functions of the Joint Administrators have been exercised by them individually or together in accordance with Paragraph 100(2).
Current administration expiry date	4 February 2020
Values of the Net Property and Prescribed Part	Net Property was nil. The Prescribed Part was capped at the statutory maximum of £600,000.
Prescribed Part distribution	The Prescribed Part is not applicable on the basis that there are insufficient net realisations.

Appendix 2 Joint Administrators' receipts and payments accounts

Receipts and payments account for the period to 4 August 2019

Square Pie Limited - in Administration			
Abstract of receipts & payments			
Statement of affairs (£)		From 05/02/2019 To 04/08/2019 (£)	From 05/02/2018 To 04/08/2019 (£)
FIXED CHARGE ASSETS			
148,569.00	Book debts	NIL	NIL
		NIL	NIL
ASSET REALISATIONS			
95,000.00	Fixed Assets and Intangibles (NBV)	NIL	NIL
	Customer Database	NIL	1.00
	Furniture & equipment	NIL	20,000.00
	Purchaser monies received in error	NIL	29,224.37
5,000.00	Stock	NIL	5,000.00
	Book debts	2,478.97	70,026.82
	Contracts	NIL	1.00
	Tooling	NIL	1.00
	Intellectual Property	NIL	1.00
	Goodwill	NIL	74,992.00
	Name	NIL	1.00
	Hardware	NIL	1.00
41,458.00	Cash at bank	NIL	71,378.88
	Seller's records	NIL	1.00
	Software	NIL	1.00
		2,478.97	270,630.07
OTHER REALISATIONS			
	Bank interest, gross	600.85	1,631.55
	Sundry refunds	NIL	10.00
		600.85	1,641.55
COST OF REALISATIONS			
	Administrators' pre-administration costs	(27,298.50)	(27,298.50)
	Administrators' fees	(120,000.00)	(120,000.00)
	Administrators' expenses	(1,667.28)	(1,667.28)
	Agents'/Valuers' fees	NIL	(7,500.00)
	Fourth payroll costs - P45 forms	NIL	(120.00)
	Legal fees	(3,889.00)	(5,389.00)

Square Pie Limited - in Administration

Abstract of receipts & payments

Statement of affairs (£)		From 05/02/2019 To 04/08/2019 (£)	From 05/02/2018 To 04/08/2019 (£)
	Pre-administration legal fees	(12,080.00)	(12,080.00)
	Professional fees	NIL	(1,370.00)
	Transfers to Purchaser	NIL	(29,224.37)
	Statutory advertising	NIL	(71.00)
	Insurance of assets	(512.18)	(4,544.18)
	Bank charges	NIL	(45.00)
		<u>(165,446.96)</u>	<u>(209,309.33)</u>
	PREFERENTIAL CREDITORS		
(13,137.00)	Employees' wage arrears	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(2,074,968.00)	Trade & expense	NIL	NIL
(34,652.00)	Employees	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(205,108.00)	Ordinary shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(2,037,838.00)</u>		<u>(162,367.14)</u>	<u>62,962.29</u>
	REPRESENTED BY		
	Floating ch. VAT rec'able		34,975.16
	Floating charge current - NIB 14.08.2019		29,985.33
	Floating ch. VAT control		(1,998.20)
			<u>62,962.29</u>

Receipts and payments account for the final period to 21 August 2019

Square Pie Limited - in Administration

Abstract of receipts & payments

Statement of affairs (£)		From 05/08/2019 To 21/08/2019 (£)	From 05/02/2018 To 21/08/2019 (£)
FIXED CHARGE ASSETS			
148,569.00	Book debts	NIL	NIL
		NIL	NIL
ASSET REALISATIONS			
95,000.00	Fixed Assets and Intangibles (NBV)	NIL	NIL
	Customer Database	NIL	1.00
	Furniture & equipment	NIL	20,000.00
	Purchaser monies received in error	NIL	29,224.37
5,000.00	Stock	NIL	5,000.00
	Book debts	NIL	70,026.82
	Contracts	NIL	1.00
	Tooling	NIL	1.00
	Intellectual Property	NIL	1.00
	Goodwill	NIL	74,992.00
	Name	NIL	1.00
	Hardware	NIL	1.00
41,458.00	Cash at bank	NIL	71,378.88
	Seller's records	NIL	1.00
	Software	NIL	1.00
		NIL	270,630.07
OTHER REALISATIONS			
	Bank interest, gross	NIL	1,631.55
	Sundry refunds	NIL	10.00
		NIL	1,641.55
COST OF REALISATIONS			
	Administrators' pre-administration costs	NIL	(27,298.50)
	Administrators' fees	(62,833.41)	(182,833.41)
	Administrators' expenses	NIL	(1,667.28)
	Agents'/Valuers' fees	NIL	(7,500.00)
	Fourth payroll costs - P45 forms	NIL	(120.00)
	Legal fees	NIL	(5,389.00)
	Pre-administration legal fees	NIL	(12,080.00)
	Professional fees	NIL	(1,370.00)

Square Pie Limited - in Administration

Abstract of receipts & payments

Statement of affairs (£)		From 05/08/2019 To 21/08/2019 (£)	From 05/02/2018 To 21/08/2019 (£)
	Transfers to Purchaser	NIL	(29,224.37)
	Statutory advertising	NIL	(71.00)
	Insurance of assets	(128.88)	(4,673.06)
	Bank charges	NIL	(45.00)
		(62,962.29)	(272,271.62)
	PREFERENTIAL CREDITORS		
(13,137.00)	Employees' wage arrears	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(2,074,968.00)	Trade & expense	NIL	NIL
(34,652.00)	Employees	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(205,108.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(2,037,838.00)		(62,962.29)	NIL
	REPRESENTED BY		
	Floating ch. VAT rec'able		NIL
	Floating charge current - NIB 14.08.2019		NIL
	Floating ch. VAT control		NIL
			NIL

Appendix 3 Schedules of expenses

Schedule of expenses for the period to 4 August 2019

Schedule of expenses (05/02/2019 to 04/08/2019)			
Expenses (£)	Incurring and paid in the period (£)	Incurring in the period not yet paid (£)	Total (£)
Cost of realisations			
Administrators' pre-administration costs	0.00	0.00	0.00
Administrators' fees	0.00	18,082.25	18,082.25
Administrators' expenses	614.83	0.00	614.83
Legal fees	0.00	0.00	0.00
Insurance of assets	512.18	0.00	512.18
TOTAL	1,127.01	18,082.25	19,209.26

Please note that there is a difference between the payments made during the period of £165,446.96 (per the receipts and payments account) and the expenses incurred and paid in the period of £19,209.26 (per the schedule of expenses).

This is due to the fact that some of the payments made in the period relate to expenses incurred in a prior period.

Schedule of expenses for the final period to 21 August 2019

Schedule of expenses (05/08/2019 to 21/08/2019)			
Expenses (£)	Incurring and paid in the period (£)	Incurring in the period not yet paid (£)	Total (£)
Cost of realisations			
Administrators' fees	0.00	4,467.50	4,467.50
Insurance of assets	128.88	0.00	128.88
TOTAL	128.88	4,467.50	4,596.38

Please note that there is a difference between the payments made during the period of £62,962.29 (per the receipts and payments account) and the expenses incurred and paid in the period of £4,596.38 (per the schedule of expenses).

This is due to the fact that some of the payments made in the final period relate to expenses incurred in a prior period.

Requests for further information and right to challenge our remuneration and expenses

Creditors' requests for further information

If you would like to request more information about our remuneration and expenses disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from unsecured creditors must be made with the concurrence of at least 5% in value of unsecured creditors (including, the unsecured creditor making the request) or with the permission of the Court.

Creditors' right to challenge our remuneration and expenses

If you wish to challenge the basis of our remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications by unsecured creditors must be made with concurrence of at least 10% in value of unsecured creditors (including the unsecured creditor making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to Jannice Adofo on KPMG LLP, 15 Canada Square, London, E14 5GL.

Appendix 4 Joint Administrators' charging and disbursements policy

Joint Administrators' charging policy

The time charged to the administration is by reference to the time properly given by us and our staff in attending to matters arising in the administration. This includes work undertaken in respect of tax, VAT, employee and pensions advice from KPMG in-house specialists.

Our policy is to delegate tasks in the administration to appropriate members of staff considering their level of experience and requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or us.

A copy of "A Creditors' Guide to Joint Administrators' Fees" from Statement of Insolvency Practice 9 ('SIP 9') produced by the Association of Business Recovery Professionals is available at:

<https://www.r3.org.uk/what-we-do/publications/professional/fees/administrators-fees>

If you are unable to access this guide and would like a copy, please contact Jannice Adofo on 020 73116354.

Hourly rates

Set out below are the relevant charge-out rates per hour worked for the grades of our staff actually or likely to be involved on this administration. Time is charged by reference to actual work carried out on the administration; using a minimum time unit of six minutes.

All staff who have worked on the administration, including cashiers and secretarial staff, have charged time directly to the administration and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the administration but is reflected in the general level of charge-out rates.

Table of charge-out rates

Charge-out rates (£) for: Restructuring		
Grade	From 5 February 2018	From 1 January 2019 £/hr
Partner	625	655
Director	560	590
Senior Manager	510	535
Manager	425	445
Senior Administrator	295	310
Administrator	215	225
Support	131	140

Policy for the recovery of disbursements

We have recovered Category 1 disbursements from the estate.

For the avoidance of doubt, such expenses are defined within SIP 9 as follows:

Category 1 disbursements: These are costs where there is specific expenditure directly referable to both the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the officeholder or his or her staff.

Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 2 disbursements charged by KPMG Restructuring include mileage. This is calculated as follows:

Mileage claims fall into three categories:

- Use of privately-owned vehicle or car cash alternative – 45p per mile.
- Use of company car – 60p per mile.
- Use of partner's car – 60p per mile.

For all of the above car types, when carrying KPMG passengers an additional 5p per mile per passenger will also be charged where appropriate.

We have incurred the following disbursements (excluding VAT) during the period 5 February 2019 to 4 August 2019.

SIP 9 - Disbursements					
Disbursements	Category 1		Category 2		Totals (£)
	Paid (£)	Unpaid (£)	Paid (£)	Unpaid (£)	
External printing	279.04		NIL		279.04
Postage	335.79		NIL		335.79
Total	614.83		NIL		614.83

We have not incurred any disbursements in the final period from 5 August 2019 to 21 August 2019.

Please bear in mind that this table includes expenses incurred by KPMG and is therefore unlikely to reconcile with the disbursements shown in the Schedule of Expenses.

We have the authority to pay Category 1 disbursements without the need for any prior approval from the creditors of the Company.

Category 2 disbursements have been approved in the same manner as our remuneration.

Narrative of work carried out for the periods 5 February 2019 to 4 August 2019 and 5 August 2019 to 21 August 2019

The key areas of work have been:

Statutory and compliance	<ul style="list-style-type: none"> ■ posting information on a dedicated web page; ■ preparing statutory receipts and payments accounts; ■ dealing with all closure related formalities; ■ ensuring compliance with all statutory obligations within the relevant timescales.
Strategy documents, Checklist and reviews	<ul style="list-style-type: none"> ■ regular case management and reviewing of progress and administration strategy, including regular team update meetings and calls; ■ reviewing and authorising junior staff correspondence and other work; ■ dealing with queries arising during the appointment; ■ reviewing matters affecting the outcome of the administration; ■ allocating and managing staff/case resourcing and budgeting exercises and reviews; ■ complying with internal filing and information recording practices, including documenting strategy decisions.
Cashiering	<ul style="list-style-type: none"> ■ preparing and processing vouchers for the payment of post-appointment invoices; ■ creating remittances and sending payments to settle post-appointment invoices; ■ reconciling post-appointment bank accounts to internal systems; ■ ensuring compliance with appropriate risk management procedures in respect of receipts and payments.
Tax	<ul style="list-style-type: none"> ■ analysing VAT related transactions; ■ reviewing the Company's duty position to ensure compliance with duty requirements; ■ dealing with post appointment tax compliance.
Shareholders	<ul style="list-style-type: none"> ■ responding to enquiries from shareholders regarding the administration; ■ providing copies of statutory reports to the shareholders.
General	<ul style="list-style-type: none"> ■ reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9; ■ drawing remuneration in accordance with the basis which has been approved by secured and preferential creditors.
Asset realisations	<ul style="list-style-type: none"> ■ reviewing outstanding debtors, communicating with debtors and seeking recovery of monies owed.
Property matters	<ul style="list-style-type: none"> ■ communicating with landlords regarding property matters, in particular rent deposit deeds and surrender of leases.
Sale of business	<ul style="list-style-type: none"> ■ attending to post-sale related queries.
Open cover insurance	<ul style="list-style-type: none"> ■ liaising with the post-appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place; ■ assessing the level of insurance premiums.
Employees	<ul style="list-style-type: none"> ■ dealing with queries from employees regarding various matters relating to the administration and their employment; ■ dealing with statutory employment related matters, including statutory notices to employees and making statutory submissions to the relevant government departments; ■ managing claims from employees.
Creditors and claims	<ul style="list-style-type: none"> ■ responding to enquiries from creditors regarding the administration and submission of their claims; ■ reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; ■ drafting our final progress report.

Time costs

Time costs for the period to 4 August 2019

SIP 9 –Time costs analysis (05/02/2019 to 04/08/2019)

	Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning			
Cashiering			
General (Cashiering)	2.60	673.50	259.04
Reconciliations (& IPS accounting reviews)	0.50	95.50	191.00
General			
Books and records	0.40	90.00	225.00
Fees and WIP	3.10	914.50	295.00
Statutory and compliance			
Checklist & reviews	7.50	1,687.50	225.00
Closure and related formalities	2.00	1,070.00	535.00
Statutory receipts and payments accounts	0.75	168.75	225.00
Strategy documents	3.50	2,032.00	580.57
Tax			
Post appointment corporation tax	5.30	2,059.50	388.58
Post appointment VAT	0.30	160.50	535.00
Creditors			
Creditors and claims			
General correspondence	7.80	1,755.00	225.00
Shareholders' correspondence	0.80	180.00	225.00
Statutory reports	9.10	3,025.50	332.47
Employees			
Correspondence	1.50	465.00	310.00
Realisation of assets			
Asset Realisation			
Cash and investments	0.50	174.50	349.00
Debtors	6.10	1,713.50	280.90
Insurance	2.20	495.00	225.00
Leasehold property	3.80	917.00	241.32
Other assets	1.80	405.00	225.00
Total in period	59.55	18,082.25	303.65
Brought forward time (appointment date to SIP 9 period start date)	535.55	181,404.35	
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)	59.55	18,082.25	
Carry forward time (appointment date to SIP 9 period end date)	595.10	199,486.60	

Time costs for the final period to 21 August 2019

SIP 9 –Time costs analysis (05/08/2019 to 19/08/2019)

	Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning			
Cashiering			
General (Cashiering)	0.50	70.00	140.00
Reconciliations (& IPS accounting reviews)	0.20	45.00	225.00
General			
Books and records	0.20	107.00	535.00
Fees and WIP	3.10	1,055.50	340.48
Statutory and compliance			
Budgets & Estimated outcome statements	0.30	160.50	535.00
Checklist & reviews	0.90	202.50	225.00
Tax			
Post appointment corporation tax	1.10	507.50	461.36
Post appointment VAT	1.00	349.00	349.00
Creditors			
Creditors and claims			
Statutory reports	4.20	1,813.00	431.67
Realisation of assets			
Asset Realisation			
Insurance	0.70	157.50	225.00
Total in period	12.20	4,467.50	366.19

Brought forward time (appointment date to SIP 9 period start date)	595.10	199,486.60
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)	12.20	4,467.50
Carry forward time (appointment date to SIP 9 period end date)	607.30	203,954.10

All staff who have worked on this assignment, including cashiers and secretarial staff, have charged time directly to the assignment and are included in the analyses of time spent. The cost of staff employed in central administration functions is not charged directly to the assignment but is reflected in the general level of charge out rates.

All time shown in the above analyses is charged in units of six minutes.

Appendix 5 Summary of Joint Administrators' proposals

General matters

- to continue to do everything that is reasonable, and to use all our powers appropriately, in order to maximise realisations from the assets of the Company in accordance with the objective as set out in our proposals;
- to investigate and, if appropriate, to pursue any claims the Company may have;
- to seek an extension to the administration period if we consider it necessary.

Distributions

- to make distributions to the secured and preferential creditors where funds allow;
- to make distributions to the unsecured creditors if funds become available, and to apply to the Court for authority to do so, where applicable.

Ending the administration

We might use any or a combination of the following exit route strategies in order to bring the administration to an end:

- place the Company into creditors' voluntary liquidation. In these circumstances we propose that we, Rob Croxson and Will Wright, be appointed as Joint Liquidators of the Company without any further recourse to creditors. If appointed Joint Liquidators, any action required or authorised under any enactment to be taken by us may be taken by us individually or together. The creditors may nominate different persons as the proposed Joint Liquidators, provided the nomination is received before these proposals are approved;
- petition the Court for a winding-up order placing the Company into compulsory liquidation and to consider, if deemed appropriate, appointing us, Rob Croxson and Will Wright, as Joint Liquidators of the Company without further recourse to creditors. Any action required or authorised under any enactment to be taken by us as Joint Liquidators may be taken by us individually or together;
- file notice of move from administration to dissolution with the Registrar of Companies if we consider that liquidation is not appropriate because (1) no dividend will become available to creditors, and (2) there are no other outstanding matters that require to be dealt with in liquidation. The Company will be dissolved three months after the registering of the notice with the Registrar of Companies.

Alternatively, we may allow the administration to end automatically.

Joint Administrators' remuneration and pre-administration costs

We propose that:

- our remuneration will be drawn on the basis of time properly given by us and the various grades of our staff in accordance with the fees estimate provided in Appendix 3 of our proposals and the charge-out rates included in Appendix 5 of our proposals;

- disbursements for services provided by KPMG (defined as Category 2 disbursements in Statement of Insolvency Practice 9) will be charged in accordance with KPMG's policy as set out in Appendix 5 of our proposals;

- unpaid pre-administration costs be an expense of the administration.

Discharge from liability

We propose that we shall be discharged from liability in respect of any action of ours as Joint Administrators upon the filing of our final receipts and payments account with the Registrar of Companies.

Appendix 6 Glossary

Company	Square Pie Limited - in Administration
HSBC	HSBC Bank plc
HSBCIF	HSBC Invoice Finance (UK) Limited
Joint Administrators/we/our/us	Ben Leith and Will Wright
KPMG	KPMG LLP
Santander	Santander UK plc
Secured Creditors	HSBC Invoice Finance (UK) Ltd ("HSBCIF") Arkle Finance Limited

Any references in this progress report to sections, paragraphs and rules are to Sections, Paragraphs and Rules in the Insolvency Act 1986, Schedule B1 of the Insolvency Act 1986 and the Insolvency Rules (England and Wales) 2016 respectively.

Appendix 7 Notice: About this report

This report has been prepared by Ben Leith and Will Wright the Joint Administrators of Square Pie Limited – in Administration (the 'Company') solely to comply with their statutory duty to report to creditors under the Insolvency Rules (England and Wales) 2016 on the progress of the administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of or any financial interest in the Company.

Any estimated outcomes for creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules (England and Wales) 2016 does so at its own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

Ben Maitland Leith and William James Wright are authorised to act as insolvency practitioners by the Institute of Chartered Accountants in England & Wales.

We are bound by the Insolvency Code of Ethics.

The Officeholders are Data Controllers of personal data as defined by the Data Protection Act 2018. Personal data will be kept secure and processed only for matters relating to the appointment. For further information, please see our Privacy policy at – home.kpmg.com/uk/en/home/misc/privacy-policy-insolvency-court-appointments.html.

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability to any person in respect of this report or the conduct of the administration.

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