

The Insolvency Act 1986

Notice of move from administration to dissolution

| | |
|---|-----------------------------------|
| Name of Company AAA Retirement & Investment Services Ltd | Company number 03981261 |
| In the High Court of Justice, Leeds District Registry [full name of court] | Court case number 2068 of 2010 |

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

We (a) Bob Maxwell and Rob Sadler of Begbies Traynor (Central) LLP, 9th Floor, Bond Court, Leeds, LS1 2JZ

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

having been appointed administrators of (b) AAA Retirement & Investment Services Ltd, 9th Floor, Bond Court, Leeds, LS1 2JZ

(c) Insert date of appointment

on (c) 21 October 2010 by (d) Clydesdale Bank Plc

(d) Insert name of applicant / appointor

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 apply

We attach a copy of the final progress report

Signed

Joint Administrator

Dated

22/11/12

Contact Details

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

| | |
|---------------------------------------|--------------------------|
| Begbies Traynor (Central) LLP | |
| 9th Floor, Bond Court, Leeds, LS1 2JZ | |
| | Tel Number 0113 244 0044 |
| Fax Number 0113 244 5820 | DX Number |

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

TUESDAY



A38

27/11/2012

#56

COMPANIES HOUSE

Bob Maxwell and Rob Sadler appointed joint administrators on 21 October 2010

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

AAA Retirement & Investment Services Limited

(In Administration)

Final Progress Report of the joint administrators
pursuant to Rules 2.47 and 2.110 of The Insolvency
Rules 1986

Period: 21 October 2010 to 14 November 2012

Important Notice

This final progress report has been produced by the administrators solely to comply with their statutory duty to report to creditors on the progress of the administration. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1. INTERPRETATION

| <u>Expression</u> | <u>Meaning</u> |
|---|---|
| "the Company" | AAA Retirement & Investment Services Ltd (In Administration) |
| "the administration" | The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 21 October 2010 |
| "the administrators", "we", "our", "us" | Bob Maxwell and Rob Sadler of Begbies Traynor (Central) LLP, 9th Floor, Bond Court, Leeds, LS1 2JZ |
| "the Act" | The Insolvency Act 1986 (as amended) |
| "the Rules" | The Insolvency Rules 1986 (as amended) |
| "secured creditor" and "unsecured creditor" | Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act) |
| "security" | <ul style="list-style-type: none">(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and(ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act) |
| "preferential creditor" | Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act |

2. STATUTORY INFORMATION

| | |
|---------------------------|--|
| Name of Company | AAA Retirement & Investment Services Ltd |
| Trading name | AAA Retirement & Investment Services Ltd |
| Date of Incorporation | 26 April 2000 |
| Company registered number | 03981261 |
| Company registered office | 28 Ashbourne Road, Derby, Derbyshire, DE22 3AD |

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

| | |
|---|--|
| Names of administrators | Bob Maxwell, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, 9th Floor, Bond Court, Leeds, LS1 2JZ and Rob Sadler, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, 9th Floor, Bond Court, Leeds, LS1 2JZ |
| Date of appointment | 21 October 2010 |
| Court | High Court of Justice, Leeds District Registry |
| Court Case Number | 2068 of 2010 |
| Persons making appointment | Clydesdale Bank Plc t/a Yorkshire Bank, 20 Mernon Way, Leeds, LS2 8NZ |
| Acts of the administrators | The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time. |
| EC Regulation on Insolvency Proceedings | The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation. |
| Extensions of the administration period | The administration was extended with the consent of creditors for a period of six months until 20 April 2012 and also extended by order of the court for a further period of 12 months until 20 April 2013. |

4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our final abstract of receipts and payments for the period from 21 October 2010 to 14 November 2012

Receipts

Sale of freehold properties

The sums of £162,500 and £275,000 have been received in relation to the sale of the properties at 33-35 Northgate Newark, and 30-34 Bridge Street, Belper respectively

Rental income

Rental income of £10,479 has been received during the Administration period which has been utilised to cover management and maintenance costs

Payments

Secured creditor distributions

The secured creditor, Clydesdale Bank plc t/a Yorkshire Bank have been paid two distributions of £100,000 and £246,520, respectively

Rent contribution

£241 has been paid to the purchaser by way of a rent contribution following the sale of the Belper properties

Legal fees & disbursements

Legal fees of £13,385 have been paid to our Solicitors, Cobbetts LLP for their legal assistance provided during the Administration period

£456 has also been paid in respect of their outstanding disbursements

Agents' fees & disbursements

During the Administration period we have paid the sums of £12,125 and £5,950, to Sanderson Weatherall and Fisher Hargreaves Proctor, respectively in relation to their valuation advice, marketing and disposal of the properties

We have also discharged the outstanding disbursements of Sanderson Weatherall totalling £1,808

Property maintenance

Amounts in the sums of £1,366 and £400 have been paid to AJ Services and Dave's Landscapes in respect of maintenance works carried out on the properties

Insurance costs

An amount in the sum of £15,526 has been paid to AUA Insolvency Risk Services in respect of insurance cover

Specific bond

We have paid £36 in relation to the statutory bond payment

Statutory advertising

Sums totalling £76 have been paid to advertising agents, Courts Advertising, in relation to statutory advertising

Irrecoverable VAT

Amounts totalling £14,111 have been written off as irrecoverable VAT during the Administration as the Company was not VAT registered

Storage costs

£150 has been paid to an archiving company, Archive Solutions in relation to storage costs incurred

5. OUTCOME FOR CREDITORS

Secured creditor

Clydesdale Bank plc t/a Yorkshire Bank plc granted a debenture and two legal mortgages which were created on 12 September 2007, 2 October 2007 and 5 October 2007 and registered on 15 September 2007, 6 October 2007 and 18 October 2007, respectively

The amounts owing to the secured creditor at the date of our appointment totalled approximately £1 48 million, a shortfall has been suffered of approximately £1 13 million against its lending

Preferential creditors

There are no known preferential claims

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

Details of how the prescribed part is calculated have previously been provided in our statement of proposals and in previous progress reports

We have estimated, to the best of our knowledge and belief, the Company's net property, as defined in section 176A(6) of the Act, to be £Nil and the prescribed part of the Company's net property to be £Nil

We have not made a distribution of the prescribed part as the estimate of the Company's net property is less than the minimum prescribed by the Insolvency Act 1986 (Prescribed Part) Order 2003 and we consider, in accordance with Section 176A(3)(b) of the Act, that the costs of making a distribution of the prescribed part to unsecured creditors would be disproportionate to the benefits

Unsecured creditors

There have been insufficient realisations to pay a dividend to unsecured creditors

Ending the administration

As the notice (Form 2 32B) accompanying this report confirms, we think that the purpose of administration has been sufficiently achieved and the administration is therefore concluded

Once the Notice of move from administration to dissolution (Form 2 35B) has been registered (which we anticipate shortly), our appointment as administrators will cease to have effect and, unless the court makes an order otherwise, the Company will be deemed to be dissolved at the end of the period of three months from the date of registration of the notice

6. ADMINISTRATORS' PROPOSALS

Attached at Appendix 2 is a summary of our proposals as deemed approved under Rule 2 33(5) of the Rules in the absence of an initial meeting of creditors

7. SUMMARY OF STEPS TAKEN DURING THE ADMINISTRATION

The Company's principal assets were the properties at 30-32 and 34 Bridge Street, Belper and 35 Northgate, Newark. The Administration has focused upon the realisation of these properties

30-32 Bridge Street, Belper

This property was a double-fronted unit which is a part commercial, part residential development. The rear of the unit consists of a number of residential lettings which were originally occupied by tenants. It was initially necessary to arrange for the vacation of the properties by all remaining tenants as the properties were not deemed habitable by Amber Valley Borough Council.

The absence of any regulatory building approval has made the process of marketing the properties more difficult. It was also necessary to serve notice pursuant to Section 8 of the Housing Act upon one remaining tenant who claimed right of occupation in relation to an agreement entered into with the Company prior to our appointment.

34 Bridge Street, Belper

This property was also a part commercial, part residential development. The front ground floor unit was occupied as a hairdressers and beauty parlour, with the rear having been converted into self-contained apartments.

The property generated rental income from the hairdressers and beauty parlour trading from the front ground floor unit.

The above properties were sold on 25 September 2012 for £275,000.

The Maltings, 35 Northgate, Newark

This property was a Grade II listed Georgian building. The Company had carried out works to convert the property into a number of residential properties to let. These works were only partially completed.

We initially instructed Sanderson Weatherall, Chartered Surveyors, to professionally value, market and advise on the disposal of the property.

Following a period of marketing, the property was offered for sale by our agents and, following negotiations with a number of interested parties, a best and final offer of £162,500 was accepted. The sale completed on 5 August 2011.

8. PRE-ADMINISTRATION COSTS

The pre-administration costs that were unpaid at the date of our appointment in the total sum of £6,459 have been written off as irrecoverable.

9. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by reference to the time properly given by us (as administrators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the Administration and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied our Statement of Proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report

Our time costs for the period from 21 October 2010 to 14 November 2012 amount to £71,371 which represents 370 hours at an average rate of £193 per hour

The following further information in relation to our time costs and disbursements is set out at Appendix 3

- Narrative summary of time costs incurred
- Table of time spent and charge-out value for the period 21 October 2010 to 14 November 2012
- Begbies Traynor (Central) LLP's policy for re-charging disbursements
- Begbies Traynor (Central) LLP's charge-out rates

Since our appointment, we have drawn total fees of £35,479 and disbursements of £504. Please note that we have written off a considerable amount of time in relation to this matter which amounts to £35,892

Details of the Category 2 disbursements that have been drawn during the period of this report in accordance with the approval obtained are provided in the narrative summary of time costs incurred which is at Appendix 2

10. EXPENSES

A statement of the expenses incurred by us during the period of this progress report is attached at Appendix 4

11. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 2.48A of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors including that creditor (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses (other than pre-administration costs) which have been detailed in this progress report

Right to make an application to court

Pursuant to Rule 2.109 of the Rules, any secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the remuneration charged or the expenses incurred by us as set out in this progress report are excessive or, in relation to the basis fixed for our remuneration, inappropriate

12. ASSETS THAT REMAIN TO BE REALISED

There are no assets of the Company that remain to be realised

13. OTHER RELEVANT INFORMATION

Report on Director's conduct

As detailed in our statement of proposals, we have a duty to submit a report to the Department for Business, Innovation and Skills on the conduct of the director. We have complied with our duties in this respect

Investigations completed

As explained in our Statement of Proposals we have been investigating the manner in which the business was conducted prior to the administration of the Company and potential recoveries for the estate in this respect

Extension of administration

The administration was extended for a period of six months with the consent of creditors up to 20 April 2012, and for a further period of twelve months up to 20 April 2013 by an order of the court

14. CONCLUSION

Finally, we seek the consent of the secured creditor to our discharge as administrators by a resolution passed pursuant to Paragraph 98 of Schedule B1 to the Act. We seek the date of our discharge to coincide with the date on which our appointment as administrators ceases to have effect



R A H Maxwell
Joint Administrator

Date 16 November 2012

JOINT ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS

PERIOD 21 October 2010 to 14 November 2012

| | Receipts & Payments in period 21 April 2012 to 14 November 2012 £ | Receipts & Payments in period 21 October 2010 to 20 April 2012 £ | Total £ |
|---|---|--|------------------|
| Assets specifically pledged | | | |
| 30-34 Bridge Street, Belper, Derbyshire, DE56 1AX | 275,000 | - | 275,000 |
| The Maltings, 35 Northgate, Newark, Nottinghamshire, NG24 1HD | - | 162,500 | 162,500 |
| | <u>275,000</u> | <u>162,500</u> | <u>437,500</u> |
| Assets not specifically pledged | | | |
| Rental income | 1,695 | 8,784 | 10,479 |
| | <u>276,695</u> | <u>171,284</u> | <u>447,979</u> |
| Payments | | | |
| Secured Creditor - Clydesdale Bank Plc | (246,520) | (100,000) | (346,520) |
| Rent contribution | (241) | - | (241) |
| Office holders' fees | (35,479) | - | (35,479) |
| Office holders' expenses | (60) | (294) | (354) |
| Legal fees | (11,730) | (1,655) | (13,385) |
| Legal disbursements | (396) | (56) | (452) |
| Bordereau (statutory bond) | - | (36) | (36) |
| Statutory advertising | - | (76) | (76) |
| Agents fees | (12,750) | (5,325) | (18,075) |
| Agents disbursements | (1,420) | (389) | (1,808) |
| Property maintenance | - | (1,766) | (1,766) |
| Insurance of assets | (2,065) | (13,461) | (15,526) |
| VAT irrecoverable | (12,328) | (1,783) | (14,111) |
| Storage costs | (150) | - | (150) |
| | <u>(323,139)</u> | <u>(124,840)</u> | <u>(447,979)</u> |
| | <u><u>(46,444)</u></u> | <u><u>46,444</u></u> | <u><u>-</u></u> |
| Held as | | | |
| Bank | | | - |
| VAT | | | - |
| | | | <u><u>-</u></u> |

SUMMARY OF ADMINISTRATORS' PROPOSALS, INCLUDING MAJOR AMENDMENTS TO AND DEVIATIONS FROM THEM

Proposals deemed approved under Rule 2.33(5) of the Insolvency Rules 1986

Purpose of the Administration

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

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

We consider that being able to market the properties in the context of an administration as an alternative to an immediate cessation of trade and liquidation of the Company has significantly enhanced the prospects for the secured creditors.

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

- Collection of rental income,
- Clarify issues regarding health and safety and compliance with building regulations,
- Resolve tenancy agreements to the commercial and residential properties, and
- Sale of fixed charge properties

Following these events we propose to finalise distributions to the secured creditor

The joint administrators propose that

- 1) The joint administrators will seek to agree creditors' claims generally
- 2) The joint administrators will, if they see fit, make an application pursuant to paragraph 65(3) of Schedule B1 of the Insolvency Act 1986, for the permission of the Court to make a payment by way of a distribution to all or any creditors where such distribution is considered to be in the best interests of creditors as a whole
- 3) The Company shall remain in administration for such period as the joint administrators deem necessary and appropriate
- 4) If necessary, the joint administrators shall have the authority to apply to Court for an extension of the duration of the administration for a period of up to six months (in accordance with the provisions of Schedule B1 paragraph 76(2) of the Insolvency Act 1986)

5) In the event that the joint administrators are of the view that it is appropriate for the Company to move from administration into liquidation, the joint administrators be authorised to take steps to place the Company into creditors voluntary liquidation as detailed in the 'Exit from Administration' section in the main body of the report

6) In the event that the Company moves to Liquidation the Joint Administrators be appointed as Joint Liquidators

7) If the joint administrators consider that there will be no distribution to unsecured creditors, and if they also consider that an exit from administration into liquidation is not appropriate, then the joint administrators be authorised to take the necessary procedural steps to bring about the end of the administration and move the Company into dissolution pursuant to paragraph 84 of Schedule B1 of the Act. For more details of this procedure, please refer to the 'Exit from Administration' section in the main body of the report

8) Upon the Company either proceeding into liquidation or dissolution as set out above, the joint administrators discharge from liability, pursuant to paragraph 98 of Schedule B1 shall take effect fourteen days following either the Company entering into liquidation or filing the Notice moving from administration to dissolution

9) For the purposes of Rule 2.106(2)(b) of the Insolvency Rules 1986, the joint administrators' remuneration be fixed on the basis of their hourly costs at scale rates calculated on the time properly spent in the course of the administration and that, subject to full disclosure to creditors in accordance with *Statement of Insolvency Practice 9* issued by the Joint Insolvency Committee on behalf of the administrators' licensing bodies, they may draw their remuneration on account as and when funds permit

10) Begbies Traynor's costs and expenses relating to planning and acceptance of the appointment be treated as an expense of the administration (albeit incurred prior to the date of appointment) and calculated by reference to the charge out rates in Appendix 3 hereto

11) The joint administrators shall have authority to sanction and agree the fees of any solicitors, quantity surveyors or similar agents by reference to the time given by such agents and their staff, in attending to matters arising in the administration

12) The joint administrators be at liberty to recharge disbursements as detailed in the circulated Guide to Administrators' Fees

13) The joint administrators be at liberty to pay costs and remuneration as and when funds become available

14) Without prejudice to the provisions of Section 14 of the Insolvency Act 1986, the joint administrators may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in their achievement of the stated purposes of the administration order or any variation thereto

15) That the joint administrators be and they are hereby discharged from liability in respect of any actions of theirs as administrators, pursuant to Paragraph 98 of Schedule B1 to the Insolvency Act 1986, with effect from the date their appointment as joint administrators ceases to have effect

Exit from Administration

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

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

Extending the administration

It may transpire that it is not possible to finalise the administration as envisaged within one year of the date of our appointment. In particular, this situation will arise if we are not able to conclude the sale of the property. Yet Paragraph 76 of Schedule B1 to the Act provides that the appointment of an administrator shall cease to have effect at the end of the period of one year beginning with the date on which it takes effect. The administrator's term of office may be extended either by court for a specified period or by consent of the creditors for a specified period not exceeding six months. We have, therefore, proposed extending the period of the administration for up to a further six months following the anniversary of our appointment in order to ensure that the objective of the administration can be fully achieved.

TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements,
- b Begbies Traynor (Central) LLP's charge-out rates,
- c Narrative summary of time costs incurred, and
- d Table of time spent and charge-out value for the period from 21 October 2010 to 14 November 2012

[illegible]

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

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

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

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

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

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

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

Best practice guidance classifies expenses into two broad categories:

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

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

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

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)

² Ibid 1

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

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

| Grade of staff | Charge-out Rate (£ per hour) |
|-----------------------|---|
| Partner 1 | 395 |
| Director | 345 |
| Senior Manager | 310 |
| Manager | 265 |
| Assistant Manager | 205 |
| Senior Administrator | 175 |
| Administrator | 135 |
| Junior Administrator | 110 |
| Support | 110 |

Prior to 1 May 2011 the following rates applied

| Grade of staff | Charge-out Rate (£ per hour) |
|-----------------------|---|
| Partner | 395 |
| Director | 325 |
| Senior Manager | 295 |
| Manager | 250 |
| Assistant Manager | 195 |
| Senior Administrator | 160 |
| Administrator | 130 |
| Junior Administrator | 100 |
| Support | 100 |

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Time is recorded in units of 0.10 of an hour (i.e. 6 minute units)

STATEMENT OF EXPENSES

| Type of expense | Name of party with whom expense incurred | Amount incurred £ | Amount discharged £ | Balance (to be discharged) £ |
|-----------------------------|--|----------------------|------------------------|---------------------------------|
| Mileage | Begbies Traynor | 186 80 | 186 80 | Nil |
| Companies House searches | Companies House | 10 00 | 10 00 | Nil |
| Car Parking and Subsistence | Begbies Traynor | 19 06 | 19 06 | Nil |
| Land Registry searches | Land Registry | 26 00 | 26 00 | Nil |
| Storage costs | Archive Solutions | 36 67 | 28 95 | 7 72 |

SUMMARY OF OFFICE HOLDERS' TIME COSTS

| | |
|---------------------|--|
| CASE NAME | AAA Retirement & Investment Services Limited |
| CASE TYPE | Administration |
| OFFICE HOLDERS | Bob Maxwell and Rob Sadler |
| DATE OF APPOINTMENT | 21 October 2010 |

1 CASE OVERVIEW

- 1.1 This overview and the time costs analysis attached is intended to provide sufficient information to enable the body responsible for the approval of the office holders' fees to consider the level of those fees in the context of the case
- 1.2 **Complexity of the case**
This case has focused on resolving a number of issues in relation to three properties. As regards the Bridge Street, Belper properties these have related to the basis on which the premises were being occupied and dealing with the tenants
- 1.3 **The office holders' effectiveness**
The joint administrators have all of the Company assets and are satisfied that the purpose of the Administration has been achieved
- 1.4 **Nature and value of property dealt with by the office holders**
The Belper properties are a part commercial, part residential development. The property at Newark is a Grade II listed Georgian building
- 1.5 **Anticipated return to creditors**
There have been two distributions to the Secured Creditor who has suffered a shortfall against its lending
- 1.6 **Time costs analysis**
An analysis of time costs incurred between 21 October 2010 and 14 November 2012 prepared in accordance with Statement of Insolvency Practice 9 is attached showing the number of hours spent by each grade of staff on the different types of work involved in the case, and giving the average hourly rate charged for each work type
- 1.7 **The views of the creditors**
Creditors are invited to contact the joint administrators with any queries they may have following reading this report
- 1.8 **Approval of fees**
The joint administrators have the consent of the Secured Creditor to draw their fees on a time cost basis
- 1.9 **Approval of Expenses and Disbursements**
The joint administrators have the consent of the Secured Creditor to draw their disbursements as and when funds permit

1 10 Other professionals employed & their costs

Sanderson Weatherall was instructed to provide us with advice in relation to resolving security and insurance issues and in adopting an appropriate marketing strategy

Cobbetts were instructed to advise on the validity of our appointment and other legal matters

FHP are the letting agents of the property. They were instructed on the recommendation of our agents, Sanderson Weatheralls. We have continued to use their services as they are local and reputable agents.

2 EXPLANATION OF OFFICE HOLDERS' CHARGING AND DISBURSEMENT RECOVERY POLICIES

2.1 Begbies Traynor (Central) LLP's policy for charging fees and expenses incurred by office holders is attached at Appendix 2

2.2 The rates charged by the various grades of staff who may work on a case are attached at Appendix 2

3 SUMMARY OF WORK CARRIED OUT SINCE OUR LAST REPORT

Since the date of our last report, the following work has been carried out

- Liaising with agents and solicitors,
- Liaising with tenants,
- Liaising with insurers,
- Creditor correspondence, and
- Preparation of the final report