

**2.17B**

The Insolvency Act 1986

**Statement of administrator's proposals**

Name of Company  
Electoral Reform International Services Limited

Company number  
04194448

In the  
High Court of Justice  
(full name of court)

Court case number  
8375/2014

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

I/We (a)  
Nicholas O'Reilly  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QF

Simon Thomas  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QF


\*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) 19 December 2014

Signed

  
Joint Administrator(s)

Dated

19/12/2014

**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

Nicholas O'Reilly  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QF

DX Number

0207 186 1144  
DX Exchange

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



\*A3NBG4CQ\*

A28 23/12/2014 #322  
COMPANIES HOUSE

TUESDAY

**Electoral Reform International  
Services Limited - In Administration**  
Joint Administrators' Statement of Proposals

Pursuant to paragraph 49 of schedule B1 to the  
Insolvency Act 1986

19 December 2014

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## 1. INTRODUCTION AND BACKGROUND

### 1 1 Introduction

On 19 November 2014 Electoral Reform International Services Limited ("the Company") entered Administration and Nicholas O'Reilly and Simon Thomas, Licensed Insolvency Practitioners of Moorfields Corporate Recovery Limited ("Moorfields") were appointed to act as Joint Administrators ("Administrators"). This report, including its appendices, constitutes the Administrators' statement of proposals ("the Proposals") to creditors pursuant to paragraph 49 of Schedule B1 to the Insolvency Act 1986 ("the Act") and Rule 2.33 of the Insolvency Rules 1986 ("the Rules").

To assist the creditors and enable them to decide on whether or not to vote for the adoption of the Proposals, the following information is included in the report:

- Background of the Company, and
- The circumstances giving rise to the appointment of the Administrators

Pursuant to paragraph 52 (1)(b) of Schedule B1 of the Act, the Administrators do not propose to call an initial meeting of creditors to consider these Proposals as, based on current information, there will be insufficient assets to enable any distribution to be made to the unsecured creditors other than by virtue of the Prescribed Part, pursuant to section 176A(2)(a) of the Act.

- 1 1 3 Under paragraph 52 to Schedule B1 to the Act, if at least 10% of creditors, by value, require me to call a meeting they must notify me within 8 business days of the date of this statement, using form 2.21B, attached. Please note that before such a meeting can be held, I will require a deposit towards the cost of convening the meeting. Such deposit may be repaid subject to the approval of other creditors.

In the event that no request (in the prescribed manner) is received, the Proposals will be deemed approved and a notice will be filed at Companies House.

- 1 1 4 Creditors may approve the Proposals with or without modifications subject to the Administrators' agreement to any such modifications. If the creditors reject the Administrators' proposals a report will be sent to the High Court of Justice confirming that the creditors have rejected the Proposals. The Court may then discharge the Administration and make consequential directions. Alternatively, it may adjourn the hearing or make some other Order as it thinks fit.

- 1 1 5 If the Proposals are approved, the Administrators will continue to control the business of the Company to the extent that it has not been transferred. The Administrators would at some later date arrange for the Company to exit from the Administration, as agreed by the creditors.

Based on information presently available, it is anticipated that there may be funds available for the unsecured creditors from the Prescribed Part. Should there be sufficient funds available for a dividend to be paid to the unsecured creditors from the Prescribed Part, the Company will move from Administration to Creditors' Voluntary Liquidation ("CVL").

## **1 1 2 Background**

The Company was incorporated on 4 April 2001 and traded from its premises at 201 Lincoln House, 1-3 Brixton Road, London SW9 6DE. Its registered office was the same as its trading address and has been changed to c/o Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF for the purpose of the Administration.

The Company is a not-for-profit non-governmental organisation, limited by guarantee that works around the world with local partners to strengthen democratic institutions, processes and culture throughout the democratic cycle.

Since being established, the Company has worked in over 80 countries with and for governments, development agencies, election management bodies, inter-governmental bodies and a wide range of civil society and community-based organisations.

The Company undertakes projects funded by governments, in particular the British government via the Foreign and Commonwealth Office ("FCO"), and inter-governmental bodies such as the European Union ("EU").

## **1 1 3 Statutory Information and Overview of Financial Information**

Statutory information on the Company and a summary of its financial position is included within Appendix I.

Please note that this information has not been verified by the Administrators or Moorfields.

## **2. CIRCUMSTANCES GIVING RISE TO THE APPOINTMENT OF THE JOINT ADMINISTRATORS**

In recent years, trading has suffered largely as a result of margins within contracts being too low, coupled with staff underutilisation, leading to cash shortfalls.

In 2012, the Company was provided with a loan in the sum of £300,000 by Electoral Reform Services Limited ("ERS").

ERS loaned a further £250,000 to the Company over the course of 2013. The Company granted ERS a debenture in respect of this loan.

As at the date of Administration, the Company had made a repayment of £50,000 against each of the loans.

Additional staff were taken on in 2013 and 2014. It was envisaged that this would assist the Company in obtaining more work, which would, in turn, help the Company to meet its loan commitments.

Subsequently, however, a number of important contracts which were expected to materialise from the FCO were not secured. Furthermore, a funding crisis in the EU meant that other contracts did not materialise as anticipated, resulting in losses for the first 9 months of 2014 of £340,000 and significant cash flow pressures.

Furthermore, the largest debt, which accounted for 46% of total debts and is owed by EU in respect of a contract in Yemen, was not made on time due to a funding crisis within the EU.

The Company engaged Moorfields on 23 October 2014 to review its financial position and the options available

In the circumstances, the Directors concluded that the Company was insolvent and would be unable to continue to trade

Accordingly, they invited ERS, as Qualifying Floating Charge Holder, to appoint Nicholas O'Reilly and Simon Thomas of Moorfields as Administrators of the Company on 19 November 2014, in accordance with paragraph 14 of Schedule B1 to the Act

### **3 STATEMENT OF AFFAIRS**

A summarised Statement of Affairs of the Company prepared by the Directors, as at the date of my appointment, is attached at Appendix II. The Statement of Affairs has been prepared from the Company records and information available. The Administrators have reviewed the Statement of Affairs but have not carried out any audit or detailed verification work at this time.

#### **4. PURPOSE, CONDUCT AND END OF THE ADMINISTRATION**

##### **4.1 Purpose of Administration**

The statutory purpose of an Administration consists of three objectives

- (a) The first objective is rescuing the Company as a going concern
- (b) The second objective is to achieve 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)
- (c) The third objective is to realise property in order to make a distribution to one or more secured or preferential creditors

Insolvency legislation provides that objective (a) should be pursued unless it is not reasonably practicable to do so or if objective (b) would achieve a better result for the company's creditors as a whole. Objective (c) may only be pursued if it is not reasonably practicable to achieve either objective (a) or (b) and can be pursued without unnecessarily harming the interests of the creditors of the company as a whole.

Objective (a) was considered unachievable as the Directors were unable to secure additional financing to alleviate cash flow restrictions and restructure the Company in its existing position, nor was a Company Voluntary Arrangement, ("CVA") considered viable. On appointment, the Joint Administrators recognised that most contracts were unable to be completed and, therefore, the decision was taken to cease trading. It was clear, therefore, that a possible rescue was not a viable option.

Accordingly, the purpose of the Administration is to achieve a better result for creditors than would be obtained through an immediate liquidation of the Company, failing which objective (c) will be pursued. It was anticipated that the Administration would allow for the business to be preserved as a going concern in the short term, whilst negotiations with the EU in respect of the assignment of ongoing contracts could take place. It has now been established that this will not be possible. Therefore, the Administrators intend to recover outstanding debts due to the Company, for the benefit of the Company's creditors.

##### **4.2 Conduct of the Administration**

A receipts and payments account for the period from the date of my appointment to 19 December 2014 is included within Appendix III.

##### **4.2.1 Initial actions**

Upon, and prior to, their appointment, the Administrators undertook an immediate review of the Company's affairs with particular regard to its financial and resource requirements. The Administrators made attempts to liaise with the EU in order to establish whether any of the existing contracts could be assigned and/or if these contracts could be completed. It soon became apparent, however, that there was no prospect of the EU providing any funds in order for any contracts to be continued, nor would it be possible to assign any such contracts.

As a consequence of the review, it was not deemed viable for the Company to continue to trade in its existing position

Once it was established that there was no prospect of any contracts continuing, the focus turned to collating information from the Company's records which would assist in recovering existing debtors and raising additional invoices for completed work

#### 4.2.2 Ongoing Contracts

The Company had 11 ongoing, incomplete contracts as at the date of Administration. Once it was established that the Administrators would not be able to facilitate the completion of the contracts, immediate steps were taken to notify key overseas project staff, Local Partners, Donors and Funding Organisations, in order that they could make alternative arrangements as necessary.

#### 4.2.3 **Realisation of Assets**

##### Cash at Bank

On appointment, the Administrators immediately contacted the Company's UK bankers, Coutts & Co ("Coutts") in order to have all accounts frozen in respect of outgoing payments only. Coutts were instructed to allow payments to continue to be made into the accounts, as it was anticipated that certain debtor payments may be made.

The Administrators have been advised by Coutts that the cash held in the Company's UK bank accounts is as follows:

Sterling Account - £39k

Euro Account - €1k

USD Account - \$3.5k

It is believed that £22,000 of the funds in the Sterling account represent debtor recoveries, however this has not yet been verified.

The Administrators have requested all funds be paid over. To date, however, these sums have not been received and no written confirmation of the balances held has been provided by Coutts.

In addition, the Company had transferred funds to overseas accounts which service the local project costs. The Administrators are currently taking steps to recover the account balances. These accounts, however, were controlled by third parties and it is likely that the balances have reduced since the date of the Administration, as local costs may have been disbursed.

The Company was also holding petty cash on its premises in the sum of £943.56, which has been recovered by the Administrators.



### Debtors

As at the date of Administration, trade debtors totalled £440,593 in respect of seven projects

For most projects, a contract value would be agreed with the donor and would be invoiced periodically. The external costs of administering the project would then be met from the invoiced amounts. On certain projects where there are debts due to the Company, there may be certain external costs due that the Company has not paid, which are now creditor balances in the Company's records.

In the majority of cases, contracting parties paid funds in advance to the Company to cover the initial project costs. As such, it is likely that they will offset the advances against the sums due to the Company.

Certain debts relate to invoices raised in respect of ongoing contracts. In order for these projects to continue, outstanding costs will need to be met by the debtor and again, it is likely that such costs will be applied against the sums due to the Company.

Accordingly, it is likely that a significant proportion of the debtors will not be recoverable.

Two of the contracts required final invoices to be raised before payment could be requested. In order to facilitate this, the Administrators instructed an employee of the Company to carry out this work and payment has been made to the employee for carrying out this assignment.

There have not been any realisations in respect of the debtors to date, however, it is believed that certain of the funds held in the Company's bank account relate to debtor recoveries but this is yet to be verified.

The Administrators continue to pursue collection of the debts owing and will provide updates to creditors in this regard in future reports.

### Furniture & Equipment

The Administrators instructed agents, Edward Symmons ("ES") to attend the Company's premises in order to carry out an appraisal of the furniture and computer equipment.

ES advised that the in situ value of the furniture and equipment is £7,500 and the ex-situ value is £2,900.

The Administrators have been advised by ES that they have received an offer of £2,000 plus VAT for all IT equipment, the telephone systems including handsets, and some office chairs.

In addition, an offer of £200 plus VAT has been received for a projector.

ES have recommended to the Administrators that these offers should be accepted and they are awaiting receipt of the funds in this regard.

### 4.3 Costs of the Administration

The costs of the Administration to date are detailed in the appended receipts and payments account

As detailed at section 4.2.4, above, payment was made to an employee in respect of work carried out to produce final invoices on two projects

Further comment is provided in respect of professional advisors fees in 4.3.1

Certain disbursements incurred and paid directly by the Administrators are not detailed on the receipts and payments account. Further detail is provided in section 6

#### 4.3.1 Professional Advisers

The Joint Administrators have used the professional advisers listed below

Name of Adviser	Brief description of services provided	Basis of fee arrangement	Costs incurred to date	Costs paid to date	Amount unpaid £
Edward Symmons	Valuation and disposal of company assets	Time Costs plus disbursements	£1,600	Nil	£1,600
Brecher Solicitors	Advice in relation to appointment of administrators	Fixed Fee	£500	Nil	£500

Edward Symmons' costs relate to the disposal of the Company's furniture and computer equipment

Brecher Solicitors' costs relate to the advice provided to the Administrators with regard to the validity of their appointment

The Administrators' choice of professional advisers was based upon their perception of the advisers' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. The Administrators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

### 4.4 Prescribed Part

Under the provisions of Section 176A of the Act, the Administrators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003.

A floating charge was granted in favour of ERS on 12 August 2013. Therefore, the Prescribed Part applies.

Based on present information the Administrators estimate that, after allowing for costs, the value of the Company's net property after payment of preferential claims will be £48,094 and this means that the Prescribed Part is calculated at £12,618.

The Company's net property is the amount of its property which would, but for section 176A of the Act, be available for satisfaction of claims of holders of debentures secured by, or holders of, any floating charges created by the Company

Please note that the value of net assets and costs of realisation can only be estimated at this stage and, therefore, the value of any Prescribed Part is subject to change (once realisations, creditors' claims and the Administrators' costs and expenses have been finalised)

At this time, the Administrators do not intend to make an application to the Court under Section 176A of the Insolvency Act 1986 for an order not to distribute the Prescribed Part

#### **4.5 Creditors' Claims**

##### **4 5 1 Secured Creditors**

As discussed above, ERS is owed approximately £450K. Of this sum, £200K is secured by way of a debenture from the Company. It is currently estimated that ERS will not be repaid in full.

As the security is dated after the introduction of the Enterprise Act 2002 on 15 September 2003, I am required to provide details of the Prescribed Part as outlined in s176A of the Act. See section 4.4 above.

##### **4 5 2 Preferential Creditors**

The claims of the preferential creditors are indicated to be in the region of £27K.

It is anticipated that there will be funds available for a dividend to be payable to the preferential creditors of the Company. Until final claims are received, however, it is not possible to estimate the anticipated dividend available for this level of creditor.

##### **4 5 3 Unsecured Creditor**

The total claims of unsecured creditors are anticipated to be in the region of £693,000. To date, no defined clarification of creditors' claims has been undertaken. The list of creditors, attached at Appendix II, is as per the Company records.

A distribution may be made, in due course, from the Prescribed Part.

##### **4 5 4 Electronic communication with creditors**

In an effort to reduce costs of the Administration, and in accordance with Rule 12A.12 of the Act, communications with creditors, including updates and progress reports, may be available for viewing and downloading from the Moorfields at <http://creditors.moorfieldscr.com>. A letter will be issued to all creditors each time the website is updated with a statutory notice or report. All creditors' notices will be retained on the website for 3 months after being uploaded to the site. Hard (paper) copies of any document is available upon request from the Administrators' offices.

#### **4.6 Investigations**

In accordance with the Company Directors Disqualification Act 1986, I would confirm that I am required to submit a report on the affairs and conduct of the the Directors of the Company to the Department for Business Innovation & Skills

If creditors wish to bring any matters they believe to be relevant to the attention of the Joint Administrators, they are invited to do so in writing to Nicholas O'Reilly and Simon Thomas at Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF

#### **4.7 EC Regulations on Insolvency Proceedings**

I am required under the Rules to state whether, and if so to what extent, the above regulations will apply in respect of this Administration. In this particular case the EC Regulation will apply in respect of this Administration and these proceedings will be the main proceedings as provided by Article 3 of the aforesaid Regulation.

This means that the Administration is conducted according to UK Insolvency legislation and is not governed by the Insolvency law of any other European Union Member State.

#### **4.8 Exit from Administration**

The Act and the Rules provide a variety of options regarding the possible exit routes for the company from the Administration, being primarily a Company Voluntary Arrangement, Creditors Voluntary Liquidation ("CVL") or dissolution of the Company.

The Joint Administrators' recommendations and proposals are detailed below.

##### *CVL*

If there is property available at the end of the Administration for distribution to unsecured creditors, it is proposed that, at the end of the Administration the Company will move straight into CVL upon the filing with the Registrar of Companies a notice pursuant to paragraph 83 of Schedule B1 to the Act. It is proposed that the Liquidators will be Simon Thomas and Nicholas O'Reilly, both licensed Insolvency Practitioners of Moorfields. The Joint Liquidators will be authorised to act jointly and severally in the subsequent liquidation.

In accordance with paragraph 83(7) of Schedule B1 to the Act and Rule 2.117(3) of the Rules, creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of these proposals and before the proposals are approved. It should be noted in this regard that a person must be authorised to act as an insolvency practitioner in order to be appointed as liquidator.

##### *Dissolution*

It is proposed that if there are no funds to distribute at the end of the Administration, and there are no matters the Administrators consider should be dealt with through the appointment of a liquidator, the Administrators will send a notice to that effect to the Registrar of Companies. On registration of the notice, the Administrators' appointment will come to an end. In accordance with the provisions of paragraph 84(6) of Schedule B1 to the Act, the Company will be deemed to be dissolved three months after the registration of the notice.

*Compulsory Liquidation*

If there is property available at the end of the Administration but the Administrators think it is insufficient to enable a distribution to be made in a CVL, or there are matters the Administrators consider should be dealt with through the appointment of a liquidator (eg, investigations or disclaiming onerous property), the Administrators will petition the court, pursuant to paragraph 79 of Schedule B1 to the Act, for an order to bring the Administration to an end with a consequential order for the Compulsory Winding Up of the Company

*Discharge from liability*

The Administrators will seek to be discharged from liability under Paragraph 98 of Schedule B1 to the Act immediately upon their appointment as Administrator ceasing to have effect. Authorisation for discharge will be sought from the secured creditor

**5 PRE-ADMINISTRATION COSTS**

Pre-Administration fees charged and expenses incurred by the Administrators are as follows

Charged by	Brief description of services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Moorfields Corporate Recovery Limited	Advice in relation to the proposed administration including planning and strategy	£8,205	Nil	N/A	£8,205
Brecher Solicitors	Advice in relation to appointment of administrators	£1,500	Nil	N/A	£1,500

The payment of unpaid pre-Administration costs set out above as an expense of the Administration is subject to the approval of creditors, separately to the approval of the Proposals. As the Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part), approval will be sought from the secured and the preferential creditors in accordance with R2.67A of the Rules. Detailed time costs will be provided in accordance with Statement of Insolvency Practice 9 ("SIP 9") at the time of seeking approval.

Time costs incurred pre-Administration total £8,205, representing 25.8 hours at an average hourly rate of £318.02 per hour. The work carried out pre-Administration includes the following

**Administration and Planning**

- Advising the Company and ERS on the options available,
- Obtaining advice from our solicitors, Brecher, with regard to the appointment of administrators,
- Carrying out Anti Money Laundering and other checks and setting the case up on the firm's case management system

## 6 JOINT ADMINISTRATORS' REMUNERATION

6.1 The statutory provisions relating to remuneration are set out in Rule 2.106 of the Rules. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees', a copy of which may be accessed from the web site of the Insolvency Practitioners Association at [www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk) (follow 'Regulation and Guidance' then 'Creditors' Guides to Fees'), or is available in hard copy upon written request from the Administrators offices.

6.2 The basis of the Administrators' remuneration may be fixed as one or more of the following bases and different bases may be fixed in respect of different things done by them:

- as a percentage of the value of the assets dealt with, or
- by reference to time properly spent by the Administrators and their staff managing the Administration, or
- as a set amount

6.3 Where no Creditors' Committee is appointed, the remuneration of the Administrators shall be fixed by resolution of a meeting of creditors or, where the Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part), as is the case here, approval will be sought from the secured and (if necessary) the preferential creditors in accordance with R2.106 of the Rules.

6.4 In this case, the Administrators will be seeking to approve the basis of their remuneration as follows:

- by reference to time properly spent by the Administrators and their staff managing the Administration, or
- To be authorised to draw remuneration as and when funds are available,
- By reference to the secured creditors and the preferential creditors

6.5 Attached at Appendix IV are separate schedules that summarise the time that has been spent both prior to my formal appointment and in administering this Administration from the date of my appointment up to the date of this report, in accordance with SIP 9. This also contains additional information in relation to this firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade.

It is the Administrators' policy to delegate the routine tasks of the Administration to less senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by senior staff and the Administrators. Any matter of complexity or significance is dealt with by the senior staff on the team and the Administrators.

Time costs incurred post-Administration total £15,385 representing 63.1 hours at an average hourly rate of £243.83 per hour. The work carried out by the Administrators and their staff includes the following:

### **Administration and Planning**

- Statutory duties associated with the appointment including the filing of relevant notices,
- Notification of the appointment to creditors, members, and other interested parties,
- Setting up of case files,
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts,
- Implementing the strategy for the Administration, and,
- Liaising with the directors in order to obtain information to enable the Receivers to carry out their duties and to request a statement of affairs

### **Asset Realisation**

- Setting up open cover insurance,
- Liaising with the Company's bank in order to secure funds held in company bank accounts,
- Correspondence with debtors, and,
- Instructing agents to dispose of the Company's tangible assets

### **Creditors**

- Recording and maintaining the list of creditors,
- Recording creditor claims,
- Dealing with specific creditor calls and correspondence,
- Dealing with employee related matters, and,
- Employee communications and liaising with Government agencies to facilitate employee claims for unpaid entitlements

### **Investigations**

- Issuing questionnaires and requests for Statement of Affairs to directors

## **7 JOINT ADMINISTRATORS' DISBURSEMENTS**

SIP 9, published by the Association of Business Recovery Professionals, divides disbursements into two categories

- 7.1 Category 1 disbursements are defined as specific expenditure relating to the administration of the insolvent's affairs and referable to payment to an independent third party. Such disbursements can be paid from the insolvent's assets without approval from the creditors' committee or the general body of creditors. It is the policy of Moorfields to disclose Category 1 disbursements drawn but not to seek approval for their payment.

Category 1 disbursements incurred include bordereau and property insurance, Companies House and Land Registry searches and courier costs.

The Administrators are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

ELECTORAL REFORM INTERNATIONAL SERVICES LIMITED - IN ADMINISTRATION

The following Category 1 disbursements have been incurred by the Administrators to date but not paid

	Accrued as at 19 December 2014 £
Statutory Advertising	84 60
Bordereau	74 00
Storage Costs	631 00
<b>TOTAL</b>	<b>789.60</b>

- 7.2 Category 2 disbursements are charges made by the Administrators' firm that include elements of shared or overhead costs. SIP 9 provides that such disbursements are subject to approval as if they were remuneration.

The following Category 2 disbursements are currently charged by this firm

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.

The following Category 2 disbursements have been incurred by the Administrators to date but not paid

	Accrued as at 19 December 2014 £
Creditor Portal	50 00
<b>TOTAL</b>	<b>50.00</b>



**8 SUMMARY OF PROPOSALS UNDER PARAGRAPH 49 OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986**

In accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 the Joint Administrators make the following proposals for achieving the purpose of the Administration Approval of these proposals and the passing of the specific resolutions at Appendix V will be considered by the meeting of creditors to be held on

**The Joint Administrators propose that:**

- 1 They continue to manage the business, affairs and property of the Company for the purposes of achieving objective (b) of the statutory purpose for the Administration (a better realisation than a winding up) failing which objective (c) will be pursued
- 2 If having realised the assets of the Company, the Administrators think that there will be a distribution to the unsecured creditors, that they exit the Administration by way of a CVL and that Nicholas O'Reilly and Simon Thomas of Moorfields be appointed Joint Liquidators The Joint Liquidators will be authorised to act jointly and severally in the subsequent liquidation

NB Under Paragraph 83(7) of Schedule B1 to the Act and Rule 2.117(3) of the Rules, creditors may, before these Proposals are approved, nominate different liquidators, but in the absence of such nomination the above named would become the Joint Liquidators

- 3 If there are no funds to distribute then the Company should be dissolved, unless there are any matters which the Administrators think need be dealt with through the appointment of a liquidator (eg, investigations or disclaiming of onerous property) in which case the Administrators will make an application for the Company to be wound-up by the court and that the Administrators be the liquidators in the subsequent compulsory winding-up
- 4 Under Rule 2.106 of the Rules, the Administrators will seek the authorisation of the secured creditor and preferential creditors to the following
  - to draw remuneration fixed by reference to time properly spent by them and their staff in attending to matters arising from the administration and as detailed in the Administrators' Proposals,
  - in accordance with SIP9, as issued by the Association of Business Recovery Professionals, to draw category 2 disbursements in accordance with their firm's published tariff ,and
  - to draw remuneration and disbursements as and when funds are available
- 5 The Administrators will seek the authority of the secured creditors and preferential creditors to be discharged from liability under Paragraph 98 of Schedule B1 to the Act immediately upon their appointment as Administrators ceasing to have effect
- 6 Under Rule 2.67A of the Insolvency (Amendment) Rules 2010, the Administrators will seek the authorisation of the secured creditor and preferential creditors to draw the unpaid pre-administration costs in the sum of £9,705 as detailed in the Administrators' Proposals

**ELECTORAL REFORM INTERNATIONAL SERVICES LIMITED - IN ADMINISTRATION**

**For and on behalf of  
Electoral Reform International Services Limited – in Administration**



**Nicholas O'Reilly  
Joint Administrator**

**Tel 0207 186 1155  
Fax 0207 186 1177  
Email [ssartin@moorfieldscr.com](mailto:ssartin@moorfieldscr.com)**

Nicholas O'Reilly and Simon Thomas of Moorfields Corporate Recovery Limited, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 19 November 2014. The Administrators now manage the affairs, business and property of the company. The Administrators act as agents only and without personal liability.

## ELECTORAL REFORM INTERNATIONAL SERVICES LIMITED - IN ADMINISTRATION

## STATUTORY INFORMATION

**Company Information:**

<b>Company Number</b>	04194448
<b>Date of Incorporation</b>	4 April 2001
<b>Registered Office</b>	c/o Moorfields Corporate Recovery Limited 88 Wood Street London EC2V 7QF
<b>Former Registered Office</b>	201 Lincoln House 1-3 Brixton Road London SW9 6DE
<b>Trading address</b>	201 Lincoln House 1-3 Brixton Road London SW9 6DE
<b>Principal Activity</b>	Electoral Reform Consultancy Services
<b>Director(s)</b>	Keith Best Michael Carpenter Garth Glentworth Audrey Glover Simon Hearn Darren Hughes Derek Mcleod David Mathieson Michael Ryder Gerald Shamash Kathryn Thomson Rolf Timans
<b>Company Secretary</b>	Joshua Oliech
<b>Nominal Share Capital</b>	N/A – company limited by guarantee
<b>No. of £1 Ordinary shares held</b>	N/A – company limited by guarantee
<b>Registered Shareholders</b>	N/A – company limited by guarantee

## APPENDIX I

Financial Information	Period Ended 31/12/2012	Period Ended 31/12/2011
	£	£
Turnover	2,426,341	1,804,072
Gross Profit	329,730	1,639,740
Net Profit/Loss (after tax)	(79,527)	(169,799)
Directors' remuneration	Nil	Nil
Balance on P & L Account	(213,556)	134,029

### Appointment details

Joint Administrators	Simon Thomas (IP No 8920) and Nicholas O'Reilly (IP No 8309)
Joint Administrators' address	Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF
Date of appointment	19 November 2014
Court	High Court of Justice, Chancery Division
Court Reference	8375/2014
Appointed by	Electoral Reform Services Limited – Holder of Qualifying Floating Charge
Functions	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Joint Administrators acting jointly or alone
EC Regulations	The Company's registered office is from where the Company carries on its business. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation

ELECTORAL REFORM INTERNATIONAL SERVICES LIMITED - IN ADMINISTRATION  
SUMMARY OF STATEMENT OF AFFAIRS AS AT 17 DECEMBER 2014

Summary of Assets & Liabilities	Book Value £	Estimated to realise £
<b>Assets subject to fixed charge</b>		Nil
Surplus/(Deficiency) carried down to unsecured creditors		Nil
<b>Assets subject to floating charge</b>		
Furniture & Equipment	6,000	3,000
Debtors	440,000	50,000
Cash at Bank	22,000	22,000
		<u>75,000</u>
<b>Estimated assets available for preferential creditors</b>		75 000
<b>Liabilities</b>		
Preferential creditors		(26,906)
<b>Estimated surplus as regards to preferential creditors</b>		<u>48,094</u>
Estimated Prescribed Part of net property to carry forward		(12,618)
<b>Estimated total assets available for floating charge holders</b>		<u>35,476</u>
Less Debts secured by floating charges		<u>(200,000)</u>
<b>Estimated deficiency of assets after floating charges</b>		<u>(164,524)</u>
Estimated Prescribed Part of net property brought down		<u>12,618</u>
<b>Funds available to unsecured non preferential claims</b>		12,618
Trade and expense creditors		(645,948)
Employees Redundancy and PILON		(45,323)
ERS Unsecured Loan		(250,000)
<b>Total Unsecured Creditors</b>		<u>(941,271)</u>
<b>Estimated deficiency/surplus as regards non preferential creditors</b>		<u>(928,653)</u>
Issued and called up capital		Nil
<b>Estimated total deficiency/surplus as regards members</b>		<u>Nil</u>

Electoral Reform International Services Limited  
B - Company Creditors

**Note** You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Creditor Name & Address		Amount of Debt £	Details of any security held by creditor	Date security given	Value of Security
<b>Secured Creditor</b>					
Electoral Reform Services Limited The Election Centre, 33 Clarendon Road, Hornsey, London N8 0NW		450,000 00	Debenture	August 2013	200,000
Creditor Name & Address		Amount of Debt £	Notes		
<b>Trade &amp; Expense Creditors</b>					
HM Revenue & Customs		17,822 17	PAYE for October		
Robert Adams Via Messina, 19, 09126 Cagliari (CA), ITALIA		4,606 82			
Muhammad Al Musbeh MONTELMAR 2070, GUADALUPE, SAN JOSE, COSTA RICA		14,560 00			
MIGUEL ARRANZ 88B RUE IONGUE HAIE, LINKEBEEK 1630, BELGIUM		10,429 16			
ASOCIACION TRANSPARENCIA BOLIVIA AV ARCE 2308 - 3ER, PISO ZONA CENTRAL		6,400 00	Offset this against monies held for the project		
CAPRIOGLIO Tomasso Strada Petre Andrei n 20, 700495 IASI, Romania		23,781 00			
CRONJE Pieter Ajax Street, Olympus Pretoria 0086, PO Box 39858 Faerie Glen, 0043 South Africa		5,077 61			
M ERIC DES PALLIERES 3 RUE DARCOLE, 75004 PARIS, France		3,379 17			
DRI Democracy Reporting International, Prinzessinnenstraße 30, 10969 Berlin, Germany		39,073 80	Offset this against monies held for the project		
GIZ Rue de la Charité 33,, BE - 1210 Brussels		41 80	GIZ to take over EODS project		
Paolo Iorio VIA TACITO 50, 00193 ROME-1		1,600 00			
KISTER Jean-Luc 26 RUE BEROUARD, 57000 METZ, France		2,400 00			

Creditor Name & Address	Amount of Debt £	Notes
MAIOLA Giovanna VICOLO SAN COLOMBANO 2, 27100 PAVIA, ITALY	1,591 00	
MALCHIODI MANUELA VIA MICHELE DA ZERBO, 14, 27100 PAVIA (PV), ITALY	2,433 60	
MALNATI ANDREA via Montovani 12, 27100 Pavia, Italy	2,433 60	
MAQABLEH Jalal 8 Abu Al Atahya Street, Sport City, Amman, Jordan	3,558 49	
C A R E S Cooperativa Analisi E Rilevazioni EcoVia Roma 10, 27100 Pavia, Italy	44,920 00	
PEREZ Victor Cami Son Vida 24, 2B, 07013 Palma de Mallorca, SPAIN	12,270 00	
Hannah Roberts 74 St Mary's Road, Oxford, OX4 1QD	16,815 80	
Saphy Giles Avenue du Parc 32, B-1060 Bruxelles, Belgium	21,668 24	Contract taken over by GIZ.
SAYARI, MOHAMED BP 70-BORIS LOUZI R 2073, TUNISIA	1,840 00	
SHUAIBI, ASHRAF SHUAIBI BUILDING, IRSAL STREET, ELBIREH, RAMALLAH, PALESTINE	21,813 60	
Barbara Smith Rue Anneessens 7, 1000 Bruxelles, Belgium	20,127 25	Contract taken over by GIZ
Vanbreda International Plantin en Moretuslei 299, Antwerpen, Belgium	1,528 64	
KONRAD OLSZEWSKI FILTROWA 67 M 35A	18,130 40	
BLANCHET DELPHINE IMMEUBLE LAGOS, RUE SADAT, ALHAMRA, LEBANON	2,400 00	
BALKE, Edward 4, RUE TANIT, TUNISIA	1,680 00	
ALY MAHMOUD SHAIMAA 1317 ALZBETIN DVOR, 90042, SLOVAKIA	1,806 90	
Cristina dos Ramos Alves Bairro de Belem, Rua 4, nr 13, 1400-304 Lisbon, Portugal	13,118 40	
Abbas Abouzeid Beirut Sanayeh Area, , ElRashidin Street,, Alsabbah Bldg 8th floor,, Lebanon	5,109 60	
Vahram Abadjian Hegergasse 19, 1030 Vienna, Austria	8,850 15	
Rajesh Budhiraja G-29,77-78,Sector-3, Rohini, Delhi-, 110085 India	1,634 25	
Mohammed Abdulmageed Alnfaie Sana'a Hadda - Diplomatic Area, Po box 1464	2,400 00	

Creditor Name & Address	Amount of Debt £	Notes
RAOUL WALLENBERG INSTITUTET Bos 1155, SE -221 05 Lund, Sweden	1,600 00	
PARVINDER SINGH 309/SECTOR – 12,, R K PURAM, NEW DELHI-110022, INDIA	17,000 00	
Marie Voilette Cesar 149 Rue Breteuil, 13006 Marseille, France	31,029 60	
Indonesia Corruption Watch Jl Kalibata Timur IV / D, No 6 Jakarta Selatan, Indonesia	25,600 00	Confirm project accounts
AI COHEN 61 Crowstone Road, Westcliff on Sea, Essex	0 00	Audit for 2013 not carried out
ALBANY SUPPORT SERVICES LTD THE HYDE, NAZEING, SS0 8BG	10,248 00	
BDO 4th floor Citypoint, 65 Haymarket Terrace, Edinburgh, EH12 5HD	840 00	
BES Commercial Electricity Parkside Stand, Fleetwood Town Football Club, Park Avenue, Lancashire, FY7 6TX	220 27	
CLEAR INSURANCE MANAGEMENT LTD 1 Great Tower Street, London, EC3R 5AA	0 00	Insurance to be cancelled from December
DHL International (UK) LTD 178-188 Great South West Road, Hounslow, Middlesex, TW4 6JS	74 48	
DIVERSITY TRAVEL Manchester One, 53 Portland Street, Manchester, M1 3LD	8,929 49	
EXCELL Network Solutions 4-6 Langford Arch, London Road Sawston, Cambridge, CB22 3FX	1,092 41	
HUCKERBY MARTIN 272 Camberwell New Road, London, SE5 0RP	1,358 94	
INTRALAN GROUP LTD Unit 12 Epsom Park, Kiln Lane, Epsom, Surrey, KT17	638 40	
LONDON BOROUGH OF LAMBETH Business Rates, PO BOX 67072, London, SW2 9JE	0 00	Business Rates Cancelled from December
MARSH PRIVATE CLIENTS The Nexus Building, Broadway, Letchworth Garden City, Hertfordshire, SG6 3TT	308 99	Offset against initial deposit to be recovered
O'GRADY PAUL 15 Arden Grove, Harependen, Herts AL5 4SJ or Rue Edorad Oliveier, 36, Watermel, Boitfort, B11 7O, Belgium	3,600 00	
PARRY SIMON 2A, New Road,, Harrold, Bedfordshire, MK437EH	6,892 37	
PS FINANCIALS ISIS House, Isis Way, Minerva Business Park, Peterborough, PE2 6QR	9,901 69	
RUTHRAUFF HOLLY Rue Francois Gay 316, 1150 Brussels, Belgium	10,800 00	
SAHLI-MAJIRA KARINE BP 5417 YAOUNDE, CAMEROON	4,413 63	



Creditor Name & Address	Amount of Debt £	Notes
SCOTTS TRAVEL MANAGEMENT LTD 141 Whitfield Street, London, W1T 5EW	10,921 89	
VIKING DIRECT Office Depot International (UK) Ltd, 501 Beaumont Leys Lane, Leicester, LE4 2BN	178 39	
ZANGANA GORAN 5/22 Drybrough Crescent, Edinburgh, EH16 4FD	3,545 46	
H AL Kibsi P O Box 19820, Diplomatic Area, Street 17, Villa 18, Sana'a, Republic of Yemen	6,993 06	
ALKhair P O Box 19398, Mogadishu Street, Sana'a, Republic of Yemen	1,056 69	
Anglo Arab Insurance Brokers PO Box 812009, Amman 11181, Jordan	6,618 24	
Garda World International Headquarters International Headquarters, Office 303, Currency House, DIFC, P o box 482069, Dubai, United Arab Emirates	133,921 40	Confirm they have received ~£20,000 from Libyan accounts, and reduce amount accordingly
Morbiket 33 Hacine Center, Habib Bourguiba Avenue, Bardo 2000, Tunisia	10,763 32	
The McDougall Trust,	2,100 00	
<b>Total Trade &amp; Expense Creditors</b>	<b>645,948.17</b>	
<b>Employees</b>		
Meghan Brown 1 Jersey Road, London E11 4BL	5,076 60	
Beata Matysiewicz 34a Elm Park Mansions, The Terrace, SW13 0NS	3,576 60	
Machteld Bierens de Haan 132 Woolstaplers Way, London, SE16 3UR	3,768 84	Check address
Andrew Bruce 16 Potter Street, London, SE1 4UX	8,999 50	
Miguel Angel Castaneda Forero Flat 99, 5 Chicheley Street, London SE1 7PN	2,550 00	
Alice Crabtree 97B Thorpedale Road, London, N4 3BQ	2,786 74	
George Evans 3 Chapel Way, Finsbury Park, London N7 6RQ	3,494 42	
Eiman Elinaiem 210 Bilsby Lodge, Chalklands, Wembley HA9 9DY	2,875 20	
Grace Favrel Flat 16, 262 Vauxhall Bridge Road, London SW1V 1BP	8,076 96	

Creditor Name & Address	Amount of Debt £	Notes
Leila Fitt Flat 13, 16 Vallance Road, London E1 5BS	500 00	
Iwona Grzyb 45 Kings Road, Slough, Berkshire, SL1 2PS	6,915 19	
Emella Jackson 58 Wivenhoe Close, Heaton Road, London SE15 3QN	363 00	
Allen Mutoni 53 Bolton Road, Chessington, Surrey KT9 2JF	3,284 46	
Joanna Onisk 23b Harpenden Road, London SE27 0AG	2,315 16	Check address
Joshua Oliech 46 Broom Mead, Bexleyheath, Kent DA6 7NY	4,269 37	
Thomas Oldham 7A Dewar Street, London SE15 4JP	1,636 76	
Mark Stevens Flat 11 , 45 Fortess Road, London NW5 1AD	4,230 54	
Magnus Smidak 14 Prospect House, Frean Street, London SE16 4AE	3,461 60	
Kate Upshon Old Tiles, Hoe Lane, Flansham, West Sussex PO22 8NU	3,547 92	
Francesco Varasano 33 Cranstine Lodge, Cotterells, Hemel Hempstead, Herts HP1 1AJ	500 00	
<b>Total Staff</b>	<b>72,228.86</b>	
<b>Board</b>		
Keith Best 15 St Stephens Terrace, London SW8 1DJ	0 00	
Michael Carpenter Oaks Hill, Oakshade Road, Oxshott, Leatherhead, Surrey KT22 0JU	0 00	
Garth Glentworth 8 Effingham Road, Long Ditton, Surbiton, Surrey KT6 5JY	0 00	
Audrey Glover Flat 8, 25 Cheyne Place, London SW3 4HJ	0 00	
Simon Hearn 7 Shorter Avenue, Shenfield, Essex CM15 8RE	0 00	
Darren Hughes, c/o Electoral Reform Society, 2-6 Boundary Row, London SE1 8HP	0 00	
Derek Mcleod 2/1 Stanthorpe Street, Edinburgh, Scotland EH12 5JB	0 00	
David Mathieson 29 Chartwell Place, Epsom, Surrey KT18 5JH	0 00	

Creditor Name & Address	Amount of Debt £	Notes
Michael Ryder Loghouse Dome, Hill Park, London SE26 6SP	0 00	
Gerald Shamash 1 Woodside, London NW11 6HH	0 00	
Kathryn Thomson 15 Knockmore Park, Bangor, Co Down, BT20 3SL, N Ireland	0 00	
Rolf Timans 62 Avenue Des Petits Champs, Waterloo, Brussels, Belgium B-1410	0 00	
<b>Total Creditors</b>	<b>1,168,177.03</b>	

Signature 

Date 17<sup>th</sup> December 2014

Electoral Reform International Services Limited  
C - Company Shareholders

Name of Shareholder	Address (with postcode)	No of shares held	Nominal Value	Details of Shares held
None	The members of ERIS are the 15 elected Council of the Electoral Reform Society			
TOTALS				

Signature 

Date 17<sup>th</sup> December 2014

**APPENDIX III****Electoral Reform International Services Limited - in Administration****Joint Administrators Receipts & Payments Account for the period  
from 19 November 2014 to 19 December 2014**

	Notes	Estimated to Realise per Statement of Affairs £	Realised to date £
<b>RECEIPTS</b>			
Furniture & Equipment		6,000 00	-
Debtors		50,000 00	-
Cash at Bank	1	22,000 00	943 56
			<hr/> 943 56
<b>PAYMENTS</b>			
Consultancy Fees			(200 00)
Bank Charges			(25 00)
			<hr/> (225 00)
<b>BALANCES IN HAND</b>			<hr/> <hr/> 718 56

**Notes**

1 - Coutts are holding the Company bank account balances and the Administrators have requested that these be paid over to the Administration estate

APPENDIX IV

SIP9 Time & Cost Summary

Electoral Reform International Services Limited - in administration  
Pre Appointment Time Costs to 19 November 2014

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Case Planning	4.00	0.00	0.00	0.00	4.00	1,940.00	485.00
Pre Appointment Work	1.00	0.00	16.70	0.00	17.70	4,875.00	275.42
Admin & Planning	5.00	0.00	16.70	0.00	21.70	6,815.00	314.06
Debtors	0.00	0.00	1.80	0.00	1.80	360.00	200.00
Identifying, Securing, Insuring	0.00	0.00	0.30	0.00	0.30	60.00	200.00
Asset Realisation	0.00	0.00	2.10	0.00	2.10	420.00	200.00
Case Specific	2.00	0.00	0.00	0.00	2.00	970.00	485.00
Case Specific Matters	2.00	0.00	0.00	0.00	2.00	970.00	485.00
Total Hours	7.00	0.00	18.80	0.00	25.80	8,205.00	318.02
Total Fees Claimed						0.00	0.00

## SIP9 Time &amp; Cost Summary

Electoral Reform International Services Limited - in administration  
Post Appointment Time Costs from 19 November 2014 to 19 December 2014

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10 Case Planning	8 50	0 00	9 30	0 00	17 80	6,073 50	341 21
11 Administrative Set Up	0 00	0 00	2 50	0 00	2 50	500 00	200 00
12 Appointment Notification	0 00	0 00	6 40	0 00	6 40	1,280 00	200 00
18 Cashiering	0 00	0 00	0 00	3 00	3 00	480 00	160 00
<b>Admin &amp; Planning</b>	<b>8 50</b>	<b>0 00</b>	<b>18 20</b>	<b>3 00</b>	<b>29 70</b>	<b>8,333 50</b>	<b>280 59</b>
34 Debtors	0 00	0 00	5 70	0 00	5 70	1,469 00	257 72
36 Identifying, Securing, Insuring	0 00	0 00	16 00	0 00	16 00	3,200 00	200 00
71 Other Assets	0 00	0 00	0 50	0 00	0 50	100 00	200 00
<b>Asset Realisation</b>	<b>0 00</b>	<b>0 00</b>	<b>22 20</b>	<b>0 00</b>	<b>22 20</b>	<b>4,769 00</b>	<b>214 82</b>
50 Creditor Correspondence	0 00	0 00	4 20	0 00	4 20	883 00	210 24
57 Employee creditor claims	0 00	0 00	6 00	0 00	6 00	1,200 00	200 00
63 Secured creditor reports	0 00	0 00	1 00	0 00	1 00	200 00	200 00
<b>Creditors</b>	<b>0 00</b>	<b>0 00</b>	<b>11 20</b>	<b>0 00</b>	<b>11 20</b>	<b>2,283 00</b>	<b>203 84</b>
<b>Total Hours</b>	<b>8 50</b>	<b>0 00</b>	<b>51 60</b>	<b>3 00</b>	<b>63 10</b>	<b>15,385 50</b>	<b>243 83</b>
<b>Total Fees Claimed</b>						<u>0 00</u>	<u>0 00</u>

**Moorfields Corporate Recovery Limited**  
**Statement of Policy on Charging Remuneration and Disbursements January**  
**2013**

In accordance with best practice we provide below details of policies of Moorfields Corporate Recovery Limited, in respect of fees and disbursements for work in relation to insolvency estates

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows; this in no way implies that staff at all such grades will work on the case.

<b>GRADE</b>	<b>£</b>
Partner	485
Director/ Senior Manager	400
Manager	325
Assistant Manager	270
Senior Administrator	200-240
Administrator	125-200
Cashier/ Support	160

The rates charged by Moorfields Corporate Recovery Limited are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.



Approved remuneration will be drawn at such times that sufficient funds are available

### OTHER COSTS

In accordance with Statement of Insolvency Practice No 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories

#### Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn

#### Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields Corporate Recovery Limited for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn

The following Category 2 disbursements are currently charged by this firm

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier

## Rule 2.37

## Creditor's request for a meeting

Name of Company

Electoral Reform International Services  
Limited

Company number

04194448

In the  
High Court of Justice

(full name of court)

Court case number  
8375 of 2014(a) Insert full name and  
address of the creditor  
making the request

I (a)

(b) Insert full name and  
address of registered  
office of the companyrequest a meeting of the creditors of (b)  
Electoral Reform International Services Limitedc/o Moorfields Corporate Recovery Limited  
88 Wood Street  
London EC2V 7QF

(c) Insert amount of claim

My claim in the administration is (c)

(d) Insert full name(s) and  
address(es) of creditors  
concurring with the  
request (if any) and their  
claims in the  
administration if the  
requesting creditor's  
claim  
is below the required 10%

(d)

concur with the above request, and I attach copies of their written confirmation of  
concurrence(e) Insert details of the  
purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated

**ELECTORAL REFORM INTERNATIONAL SERVICES LIMITED**

**CREDITOR'S STATEMENT OF CLAIM**

Name and address of creditor

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---

Amount claimed in the administration  
(Including VAT)

£ 

---

Signature of creditor

---

Name of creditor

---

Telephone

---

Fax

---

E-mail

---

Date

---

Please provide appropriate documentation in support of your claim

If you are registered for VAT the amount claimed should include VAT even if VAT bad debt relief has been claimed under the Value Added Tax Act 1994

Please return this form when you have completed it to **Steven Sartin, Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF**

-----  
Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 Value Added Tax Act 1994. In broad terms relief is available when the debt is six months old and "written off" by the creditor entering it on his VAT refunds-for-bad-debts-account.

Claims lodged in the liquidation should be gross, including any VAT element. If/when dividends are paid, creditors who have claimed VAT bad debt relief must apportion the dividend between VAT and the net element of their claim and account to HM Revenue & Customs for the VAT element through their VAT return.

Insolvency practitioners have no role in administering VAT bad debt relief under the Value Added Tax Act 1994. Creditors who are uncertain how to claim should contact their VAT office or take professional advice.