

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company

Longcross Fire and Security LTD

Company number

04222303

In the High Court of Justice
Chancery Division
Leeds District Registry

(full name of court)

Court case number

58 of 2017

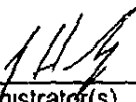
(a) Insert full
name(s) and
address(es) of
administrator(s)I(a)
John Hedger
Seneca IP Limited
Speedwell Mill
Old Coach Road
Tansley
Matlock
DE4 5FY*Delete as
applicable

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

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

(b) 22 February 2017

Signed


Administrator(s)

Dated

22/2/17

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
formThe contact information that you give
will be visible to researchers of the
public recordJohn Hedger
Seneca IP Limited
Speedwell Mill
Old Coach Road
Tansley
Matlock
DE4 5FY

DX Number

01629 761700
DX ExchangeWhen 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

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COMPANIES HOUSE

Administrator's Proposals relating to
Longcross Fire and Security LTD ("the Company") – In Administration
Issued on: 22 February 2017

I John Hedger am the Administrator of the Company and these are my statutory proposals relating to the Company

1. STATUTORY INFORMATION

Statutory information relating to the Company is attached at Appendix 1

2 CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR(S)

The company is an installer and maintainer of fire and security alarm systems to primarily commercial clients nationwide

Longcross is NSI (NACOSS) Gold accredited with respect to the design, installation and maintenance of electronic security systems including CCTV, Access Control and Intruder Alarms in accordance with the requirements of BS EN ISO9001 2008 and NSI Quality Schedule SSQS 101

The Company is also a BAFE accredited company under the adopted BAFE 203-1 scheme and NSI (Fire) Gold in respect to design, installation, commissioning/handover and maintenance of Fire Detection and Alarm Systems

Longcross offered a range of services including

- CCTV surveillance systems
- IP Systems
- Intruder Alarm Systems
- Access Control Systems
- Audio and Video Door Entry Systems
- Fire Detection Systems
- Fire Suppression Systems
- Public Address Systems
- Nurse Call Systems
- Electronic Article Surveillance System
- ANPR Systems
- People Counting Systems
- IT, Local Area Networks, Wide Area Networks
- Evacuation, Refuse and Disable Alarms
- Perimeter Detection
- Barrier and Turnstiles
- Affray Alarms and Cell Call Systems
- Mobile CCTV Vehicles
- Biometric Systems
- Emergency Lighting
- Fire Risk Assessments
- Smoke Extract and Ventilation
- Room Integrity Testing

Originally part of a larger business the current enterprise became independent following a previous insolvency event but was left with an ultimately unsustainable legacy of debts including a cross guarantees of £12,102,064 arising when the parent company went into administration on 29 June 2015 and other liabilities, currently despite a number of successful business elements and achievements the directors recognised that the business was unsustainable

The directors of the company have recognised that the business was facing significant cash flow pressures for some time and had been talking to potential acquirers and investors, however

this has all been exclusive of any insolvency procedure and has centred upon horizontal integration or investment

The company had a number of high profile clients including Sainsbury's, Ikea and Debenhams, together with some major projects which has previously enabled the business historically to generate a significant turnover, almost 9million in 2015, although with the recent restructuring and problems surrounding the insolvency of the parent company this had dropped to an estimated 2 million for the current financial year

The directors attributed the declining sales and the failure of the parent company which left the remaining group companies including Longcross Fire and Security Ltd with a large debt of £12,102,064. A number of their regular customers could not place new work with the company as the customer checks showed the company to be balance sheet insolvent due to the cross guarantees

The company employed a specialist firm BCIA to negotiate with the holder of the cross guarantees and although an agreement was reached it was never signed by the parties involved

At this time, the company staff levels had reduced from 44 employees to just 19 employees including the directors in January 2017. Due to staff leaving, projects such as the Luton Library and Design Museum have unfortunately made significant losses where procedures to capture variation costs were not strictly adhered to. These projects also caused dates slipping on other projects and the company cash flow was greatly affected

The company directors had looked into signing up with a factoring company to aid the company cash flow but the amounts calculated to be advanced would have not achieved the required funds. The company did set up a similar venture with Jardine Norton which slightly improved the situation but unfortunately not enough to keep the company afloat

The company instructed BCIA Recovery and Turnaround specifically to assist them in 2016 to provide assistance in relation to negotiate and settle the intercompany liabilities that had been incurred due to the Administration of the parent company Longcross Group Limited

The company via BCIA had been in negotiations for several months with four bond insurers and had reached a settlement agreement with the bondsman via BCIA but unfortunately in January 2017 BCIA were requested to perform an independent review of the company's business finances and on 10 January 2017 this matter was referred to John Hedger of Seneca IP Limited with a view to placing the company into Administration

Seneca Insolvency Practitioners is connected to BCIA in that the Shareholder and Director of BCIA is also a shareholder of Seneca Insolvency Practitioners, although no fees have been passed between the two companies

BCIA have received the sum of £8,400.00 in relation to their consultancy fees for advice on the business finances of the company

A summary of the Company's recent trading performance is shown below

	Mgmt Accts April 2016 to Oct 2016 £'000	Statutory Accts to March 2016 £'000	Statutory Accts To March 2015 £'000
Turnover	1,437,630	4,539,799	8,851,991
Cost of Sales	(839,946)	(3,051,639)	(7,013,703)
Gross Profit <i>Gross Profit %</i>	597,684	1,488,160	1,838,288
Overheads	(780,401)	(1,452,613)	(2,425,503)
Net Profit/Loss after tax	(182,717)	15,349	(570,970)
	==	==	==

It should be noted that the management accounts have not been verified for accuracy and therefore may not reflect the Company's true trading position

Prior to the commencement of the Administration Seneca IP Limited acted as advisors to the Board as a whole acting on behalf of the Company. No advice was given to the individual directors regarding the impact of the insolvency of the company on their personal financial affairs. Whilst not formally in office at that time, John Hedger was still required to act in its dealings with the Company in accordance with the Insolvency Code of Ethics.

As required by the Insolvency Code of Ethics, I considered the various threats to my objectivity arising from this prior involvement. I concluded that those threats were at an acceptable level such that we could still act objectively and hence could be appointed Administrator of the Company.

On 23 January 2017 I was appointed by the directors as Administrator of the Company and took over from the Boards responsibility for the management of the affairs, business and property of the Company. The appointment permitted the Administrator to take any actions required.

3 OBJECTIVES OF THE ADMINISTRATION AND THE ADMINISTRATORS' STRATEGY FOR ACHIEVING THEM

As Administrator of the Company I am an officer of the Court, and I must perform my duties in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives set out in the insolvency legislation, namely to

- (a) rescue the Company as a going concern, or
- (b) 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), or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate.

As a result, I am seeking to achieve objective (b) for the Company.

After much thought in to the matter, I thought it would be prudent to, and potentially beneficial to, the realisations of the book debt and retentions if the company were to be placed in administration rather than liquidation

As the majority of the book debt relates to ongoing contracts or service agreements, Administration will allow us to review the situation with the debtors on an ongoing basis and assess whether there is merit in completing the contracts or small amounts of work within the contracts which may add value and or protect the value of the book debt and retentions

The insolvency legislation has set a 12months maximum duration for Administrations, unless the duration is extended by the Court or the creditors. If I am unable to complete the Administration of the Company within 12 months then I will either apply to the Court, or hold a meeting of creditors, in order to seek approval to extending the duration of the Administration

4 ACTIONS OF THE ADMINISTRATORS FOLLOWING APPOINTMENT

Since I was appointed Administrator I have spent a significant amount of time liaising with third parties, including creditors, to obtain as much information and documentation pertaining to the Company's assets and affairs as possible. I also took receipt of the Company's books and records and obtained the Company's server for review

I have instructed my agents to sell the company's physical assets and continue to contact potential interested parties who maybe interested in purchasing the business contracts or residual assets

I have instructed debt collection agents to collect the outstanding book debts and retentions of the company and review the work in progress

I had to undertake this work either as part of my routine administrative functions, or in order to protect and realise the assets of the Company. In addition, I have undertaken routine statutory and compliance work, such as filed the notices of my appointment at Companies House, advertised my appointment and written to all the creditors and employees of the company. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be carried out

I decided that the objective of the Administration was best achieved by the Company ceasing trade. As a result, the Company ceased trading on 23 January 2017, the company employees were dismissed on 19 January 2017

Role of the Insolvency Practitioner

As detailed above in this report I was introduced to the Board of the Company by Jamie Buchanan of BCIA – Recovery and Turnaround. I first had contact with the board on 10 January 2017 and first met with the board on 16/01/2017, to discuss the financial affairs of the Company. Prior to the commencement of the Administration I advised the Board as a whole, acting on behalf of the Company, about the Company's financial difficulties and provided advice about the options available to the Company to help determine an appropriate course of action to take. No advice was given to the individual directors regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time, I was still required to act in my dealings with the Company in accordance with the Insolvency Code of Ethics

I have had no prior involvement with the company nor its directors prior to my first meeting with them after the referral from BCIA – Recovery and Turnaround

Ultimately the Company was placed into Administration and I was appointed Administrator. As Administrator I am an officer of the Court and I have taken over the management of the Company from the Board. As indicated above, the purpose of this Administration 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).

In order to help me achieve the objective I have a wide range of powers, as set out in the insolvency legislation, and I must perform my functions as quickly and efficiently as is reasonably practicable. I must also act in the interests of the creditors of the Company as a whole other than where objective c) is being pursued. I need only ensure that I do not unnecessarily harm the interests of the creditors of the Company as a whole.

Valuation of the business and assets

Roger Cutting of Charterfields Limited were instructed to value and market the business by the directors and the proposed administrator.

The valuers/advisors have confirmed their independence and they have confirmed that they hold adequate Professional Indemnity Insurance.

Roger Cutting is a member of the RICS, qualifying in 2001, and a Registered Valuer, specialising in machinery and business assets and distressed business brokerage.

Tangible Business Assets

Computer Equipment and Office Furniture

The business has an office suite including around twenty workstations, with personal computers, printers and general office furniture. There are also six meeting and conference suites with wide screen television monitors.

Stock

The company generally purchased stock only on a needed basis, the stock holding on site would appear to be residual stock or recently ordered in for a current project, and would be subject to retention of title claims.

Our agents' view was that the about tangible assets may only yield around £1,500 to £2,000 at an open market sale.

Motor Vehicles

The company operated a fleet of cars and vans. All of these vehicles were on operating leases and had no value to the company.

Website

The company website at longcross-security.co.uk, this is not thought to generate much income and is believed to have no value.

Marketing of the business and assets

Offers were sought prior to my appointment for the sale of the business and assets comprising of tangible and intangible assets, stock, work in progress, ongoing contracts and projects, goodwill and intellectual property rights.

Charterfields Limited prepared a sale pack on behalf of the directors and the proposed administrator in early January 2017, they contacted various companies in the fire and security industry and advertised the business for sale on 10 January 2017

The agents set a deadline for interested parties to quantify their interest with immediate effect no later than 23 January 2017

The agents received several enquiries from potential interested parties and also arranged several sight viewings with interest parties

Unfortunately, there were no formal offers received from any of the interested parties to purchase the business as a going concern and as such no sale has been attained in this matter

Conclusion

I confirm that the sale price achieved, and also the outcome, was the best available outcome for creditors of the Company as a whole in all the circumstances of the case and that this achieves the statutory purpose of the Administration that I am seeking to achieve in respect of the Company

The assets were sold for £3,200 plus VAT via an online auction. An outline of the different types of asset sold and the amount for which they were sold, together with a comparison against the valuation realised,

Asset category	Valuation basis & amount (£)	Sale Consideration £
Stock	750 00 plus VAT	1250 00 plus VAT
Office Equipment	1000 00 plus VAT	1950 00 plus VAT
Total	1750 00 plus VAT	3200 00 plus VAT

5 FINANCIAL POSITION OF THE COMPANY

A summary of the Company's estimated financial position as at 23 January 2017, which is known as a Statement of Affairs, is attached at Appendix 2

Comments on the Statement of Affairs of the financial position of the Company

5.1. Cash at Bank

At the point of my instruction, the company bank account held £22,755.55 cash at bank, which has been collected in full

5.2. Book debts

The company's total outstanding debtors are £275,862 with £32,366 being due in outstanding retentions. The realisable value given to book debts takes into account known bad debts of £165,517 and estimates that 60% of the debts will not be paid due to the nature of the contracts for ongoing maintenance that will now not be fulfilled by the company

The book debts are being collected by Contract Recovery Solutions Limited on behalf of the Administrator. Their collection fee is 30% of realisations. We are still trying to establish if there are any set off applicable with these contracts and outstanding debtors so at present the figures are purely only an estimate and the full balance is currently being pursued.

5.3. Preferential creditors

The only known preferential creditors are former employees of the Company for unpaid wages and holiday pay. Their claims are subject to a maximum limit set by the insolvency legislation at £800 per employee.

5.4 Prescribed part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property". A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property,

up to a maximum of £600,000

The Company gave a fixed and floating charge to The Royal Bank of Scotland on 11 August 2016. The money due to The Royal Bank of Scotland has been fully repaid. As a result, I will not have to pay them any money under their floating charge, and the prescribed part provisions will not apply.

6 ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, 23 January 2017, to the date of these proposals, at Appendix 3.

7 PROPOSED FUTURE ACTIONS OF THE ADMINISTRATORS TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration of the Company I propose to realise the company's outstanding debtors and any work in progress.

8. ADMINISTRATORS' REMUNERATION AND EXPENSES

I attach at Appendix 7 a copy of my practice fee recovery policy. In this case I am seeking to fix the basis of my remuneration on a time cost basis as detailed below.

Time costs

Some work cannot be identified with enough certainty for me to seek remuneration on a fixed or percentage basis. For these tasks, I propose to seek approval on a time cost basis, i.e. by reference to time properly spent by me and members of staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach a "Fees estimate summary" at Appendix 7 that sets out the work that I intend to

undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

As indicated in the fees estimate the following areas of work will be charged on a time cost basis: investigations, the liquidation of the Company and any case specific matters. The following explains about the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 7.

Administration This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Investigations The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

Realisation of Assets This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Creditors

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions.

Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

More details of the tasks included in these categories are included in the fees estimate. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £67,973 at a "blended" rate of £360.98 per hour.

This estimate has been provided to creditors at a relatively early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

I anticipate needing to seek approval to exceed the estimate if this work leads to further areas of investigation, potential further asset recoveries and any associated action, such as arbitration or legal proceedings.

To date a total of 30.55 hours have been spent working on the above tasks in the Administration, and total time costs to date are £12,327 charged at an average charge out rate of £403.50. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed at Appendix 4. I attach, in respect of the areas of work where I am seeking to charge fees on a time cost basis, an analysis of time costs incurred to date by reference to grade of staff and work done at Appendix 7.

I also propose I am permitted to charge and recover what are known as category 2 expenses. Information about category 2 expenses is set out in our practice fee recovery policy at Appendix 7.

To date no category 2 disbursements have been incurred.

The approval of the basis of my remuneration as Administrator and category 2 expenses forms part of the proposals for which I am seeking approval as summarised at section 12 below, but if a creditors' committee is appointed then I will seek approval from that committee instead.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <http://www.seneca-ip.co.uk/procedures>. There are different versions of these Guidance Notes, and in this case please refer to the October 2015 version. Please note that we have also provided further details in the practice fee recovery sheet which is also available on the above website.

I have incurred total expenses of £858.11 since my appointment as Administrator as detailed below.

Type of expense	Amount incurred/accrued since appointment	Amount still to be paid
Statutory Advertising	£78.11	£78.11
Bond	£780.00	£780.00
Post Redirection	£175.00	£175.00

I have used the following agents or professional advisors since my appointment as Administrator

Professional Advisor	Nature of Work	Basis of Fees
Chartfields Limited	Valuer/Auctioneer	Time Cost Basis
Wilkin Chapman LLP	Solicitors	Time Cost Basis
CRS Limited	Debt Collection	Percentage of Realisations
Greenfrog Computing	IT	Time Cost Basis

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

In addition to the expenses already incurred, I anticipate that expenses totalling £7,608.42 will arise in these proceedings, as detailed in the attached schedule of expenses.

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Administration the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences.

9. PRE-APPOINTMENT FEES AND EXPENSES

A Where approval for any of the pre-appointment fees or expenses is being sought

The Board of Directors instructed me to assist them in placing the Company in Administration on 10 January 2017. They agreed that I should be paid my pre-appointment fees and expenses as a fixed fee of £5,000. I attach at Appendix 6 a detailed time cost table showing the pre-appointment time costs incurred by category and staff grade at my firm.

The following work was undertaken:

I completed anti-money laundering checks on the Company, its director and the qualifying floating charge holder. I also reviewed the Insolvency Code of Ethics and prepared an ethics check. In addition to these checks, I also completed a bribery checklist as part of my firm's standard procedure.

I also printed out information available from Companies House to show the recorded directors and shareholders, any charges over the assets of the company and the Company's Articles of Association.

When satisfied with the information given, I issued a letter of instruction to the directors detailing the terms of my instruction. When this was returned, I provided the requisite paperwork to allow for my appointment as Administrator of the Company.

I also assisted the Board take the appropriate steps to place the Company into Administration. This task, together with some of the other tasks mentioned above are required by statute or regulatory guidance, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

The following statement sets out my pre-appointment fees and expenses incurred. The statement also shows those fees and expenses that were paid prior to the Administration and those where approval is being sought to pay them from Administration funds.

In addition to my own time costs, the following expenses were incurred:

Description	Paid pre-appointment £	To be paid £
Administrator's remuneration		5,000
Valuation agents & Marketing		1,500
Legal fees		1407
Total		7,907

If a committee is appointed, then I will initially seek approval from the committee for payment of the pre-appointment fees and expenses that have not yet been paid. If the committee does not approve those fees, or it approves the fees at a level that I feel is insufficient, I may seek approval from a further meeting of creditors or, failing that, from the Court.

If a committee is not appointed, then since the pre-appointment fees and expenses that have not yet been paid cannot be approved within these proposals, I will be seeking a separate resolution to approve them.

10. ADMINISTRATORS' INVESTIGATIONS

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf. I should be pleased to receive from you any information you have that you consider will assist me in this duty. I would stress that this request for information forms part of my normal investigation procedure.

11 EC REGULATION ON INSOLVENCY PROCEEDINGS

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company. I also consider that they are "main" proceedings since the Company's registered office and its trading address 2 Kings Hill Avenue, Kings Hill, West Malling, Kent in the United Kingdom.

12 ADMINISTRATORS' PROPOSALS

In order to achieve the objective set out at section 3 above, I formally propose to creditors that

- (a) I continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, that we
 - (i) sell the Company's assets at such time(s) on such terms as we consider appropriate,
 - (ii) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company, and
 - (iii) do all such things and generally exercise all their powers as Administrators as we consider desirable or expedient at our discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or

maximise the realisations of those assets, or of any purpose incidental to these proposals

- (b) the Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I John Hedger am appointed the Liquidator of the Company. Creditors may nominate a different person(s) as the proposed liquidator(s), but you must make the nomination(s) at any time after you receive these proposals, but before they are approved. Information about the approval of the proposals is set out at section 12
- (c) I am authorised to be remunerated by reference to time properly spent by the Administrator and my staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. Details of the current charge out rates for our staff are outlined at Appendix 4, and a fee's estimate summary providing more information is attached at Appendix 5
- (d) the Administration of the Company will end by filing notice of dissolution with the Registrar of companies. The Company will then automatically be dissolved by the registrar of companies three months after the notice is registered
- (e) I am authorised to draw category 2 expenses as outlined in our practice fee recovery policy attached at Appendix 4

13 APPROVAL OF PROPOSALS

A meeting of creditors by correspondence will be held to consider and vote on the formal proposals to achieve the objective of the Administration of the Company. A formal notice of conduct of business by correspondence (Form 2 25B) and a proof of debt form are enclosed. You can only vote at the meeting by correspondence if you complete and return the proof of debt form and Form 2 25B to me, having completed the voting section of the form. I must receive your completed forms by no later than noon on 16 March 2017. You are not required to vote at the meeting by correspondence, and if you do not do so then this will not affect your rights against the Company. Creditors whose claims are wholly secured are not entitled to vote at the meeting by correspondence.

The meeting of creditors by correspondence gives creditors the opportunity to appoint a creditors' committee. A committee is made up of between three and five representatives of creditors who will then meet me on a regular basis to discuss the Administration of the Company. If a committee is appointed then it will be for them to approve pre-appointment costs and expenses and the basis of our remuneration as well as our category 2 expenses. If a committee is not appointed then the separate resolution in the Form 2 25B to approve pre-appointment costs and expenses will be taken. The approval of our remuneration as well as our category 2 expenses and the fees paid will be considered as part of these proposals, such that a resolution approving the proposals will approve those fees.

I am holding a meeting by correspondence in order to save costs, but any creditor, or group of creditors, whose debts amount to at least 10% of the total debts of the Company may require me to summon an actual meeting of creditors to consider these proposals. Such a request must be made to me on Form 2 21B within 5 business days of the date of these proposals.

14 FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Seneca IP Limited, including about our complaints policy and Professional Indemnity Insurance, can be found at www.seneca-ip.co.uk/procedures

If creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available on-line, they should contact Sarah Gill on the above telephone number, or by email at sarah.gill@seneca-ip.co.uk

A handwritten signature in black ink, appearing to be 'J Hedger', written in a cursive style.

John Hedger
Administrator

The Administrator is an agent of the Company and act without personal liability

Appendix 1 – Statutory information

Company Information

Company name	Longcross Fire and Security LTD
Previous name	Longcross Security Limited
Trading name	As above
Company number	04222303
Date of incorporation	23 May 2001
Trading address	2 Kings Hill Avenue, Kings Hill, West Mailing, Kent ME19 4AQ
Current registered office	Speedwell Mill, Old Coach Road, Tansley DE4 5FY
Former registered office	NA
Principal trading activity	Fire and Security Services

Appointment Details

Administrator	John Hedger
Administrator address	Speedwell Mill, Old Coach Road, Tansley DE4 5FY
Date of appointment	23 January 2017
Court name and reference	Leeds District Registry 58 of 2017
Appointment made by.	Directors
Actions of Administrators	Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone

Officers of the Company

Directors	Name	Shareholding
	Richard Harte	18,000
	Timothy Pickles	2,000
Company secretary	No Secretary appointed	

Share capital

Authorised	Allotted, called up and fully paid
20,000 ordinary shares £1.00 each	20,000

Charges

The Royal Bank of Scotland registered on 17 August 2016

Statement of affairs

Name of Company
Longcross Fire and Security LTD in Administration

Company number
04222303

In the
Leeds District Registry

Court case number
58 of 2017

(a) Insert name and address of
registered office of the company

Statement as to the affairs of (a) LONGCROSS FIRE & SECURITY LTD

2 LINKS HILL, NEWDE, LINKS HILL, WEST MALING, ME19 4AD

(b) Insert date on the (b) 23 January 2017, the date that the company entered administration

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) 23rd JANUARY 2017 the date that the company entered administration.

Full name RICHARD JAMES HARTE

Signed [Signature]

Dated 27.01.17

A - Summary of Assets

Assets

Assets subject to fixed charge.

Assets subject to floating charge.

Uncharged assets:

Office Equipment
Computers

Book Value £	Estimated to Realise £
£ 815.00	
£6047.00	
£6862.00	

Estimated total assets available for preferential creditors

Signature *PAHLO* Date 27.1.17

A1 - Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£
Liabilities	
Preferential creditors:-	£0.00
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£0.00
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£0.00
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£0.00
Total assets available to unsecured creditors	£
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£12,780,164.28
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)	£
Shortfall to floating charge holders (brought down)	£0
Estimated deficiency/surplus as regards creditors	£
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£

Signature

Kelli

Date

27-1-17

B COMPANY CREDITORS

NOTE You must include all creditors and identify any 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.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £
Allianz Insurance Plc	57 Ladymead Guildford Surrey GU1 1DB	£6070.00			
Arco LTD	PO Box 21 Waverley Street Hull HU1 2SJ	£42.17			
Belron UK Payments	1 Priory Business Park Bedford MK44 3US	£126.37			
Baldwin Boxall Communications	Wealden Industrial Estate Farningham Road Crowborough TN6 2JR	£219.20			
Blue Helix LTD	South Corner Old Brighton Road Crawley West Sussex RH11 0PH	£434.54			
Cathexis Europe Ltd	Unit 3 Prime Enterprise Park Prime Parkway Derby DE1 3QB	£870.00			
CF Corporate Finance Limited	Reading International Business Park Reading Berkshire RG2 6AA	£4199.36			
City Electrical Factors Ltd	North Eastern Division PO Box 55 3a Audax Close Clifton Moor York YO30 4RA	£86.72			
Contacta Systems Ltd	Office 13, Dana Estate Transfesa Road Paddock Wood Tonbridge TN12 6UT	£951.00			
CPC	Faraday Drive Fulwood Preston PR2	£3529.85			

Construction Industry Solution	9PP						
Detection Supplies	COINS Building The Grove Slough SL1 1QP	NIL					
Edmundson Electrical Ltd	Unit 4 Fordingbridge Business Park Ashford Road Fordingbridge Hampshire SP6	£7439.65					
EE Limited (Mobiles)	St Marks House (2nd Floor) Lombard Street Newark-On-Trent Nottinghamshire NG	£7730.17					
EMCS Ltd	PO Box 52 Sheffield S98 1DX	£985.37					
Enterprise Security Distributi	Waterside House Tissington Close Chilwell Nottingham NG9 6QG	£777.50 + £1063.10					
Exponential-e Limited	Unit B&C Amber Trading Centre Artic Way Giltbrook Nottingham NG16 2HS	£791.00					
ezCCTV.com	100 Leman Street London E1 8EU	£2100.00					
ezCCTV.com -- Debenhams Only	3 City Business Park Lacerta Court Works Road Letchworth Herts SG6 1FH	£11935.37					
First Insurance Solutions Ltd	3 City Business Park Lacerta Court Works Road Letchworth Herts SG6 1FH	£23840.86					
ADI Gardiner Security Ltd Cray	First Insurance Solutions House Centre 3000 St. Leonards Road Maidstone, Ken	£13697.20					
Harper Martin Ltd	Unit 40 Acorn Industrial Park Crayford Kent DA1 4AL	£53852.62 + £48.11					
T/A Harper O	Unit 6 Ashton Gate Ashton Road Harold Hill Essex RM3 8UF	£255.70					
Hill Wooldridge & Co	107 Hindes Road Harrow Middx HA1 1RU	£156.00					

Hochiki Europe (UK) Ltd	Grosvenor Road Gillingham Business Park Gillingham Kent ME8 0SA	£4151.16			
HSS Hire Service Group (Gainsb)	25 Willow Lane Mitcham Surrey CR41 4TS	£3027.69 + £76.03			
HSS Hire Service Group Ltd	25 Willow Lane Mitcham Surrey CR41 4TS	£3887.03			
ICS Security Services Ltd	25 Willow Lane Mitcham Surrey CR41 4TS	£2688.52			
	25 Willow Lane Mitcham Surrey CR41 4TS	NIL			
	25 Willow Lane Mitcham Surrey CR41 4TS	£924.07196			
	25 Willow Lane Mitcham Surrey CR41 4TS	£7534.18			
Kings Hill Unit Trust - Current	29 Liberty Square Kings Hill West Malling Kent ME19 4RG	£2439.68			
M4 Property Solutions Limited	11 The Parklands Hullavington Chippenham Wiltshire SN14 6DL	£540.00			
Maxey Moverley LTD	6 Broad Ground Road Lakeside Redditch Worcestershire B98 8YP	£3265.20 + £278.47			
Esmond White Ltd T/A Minster C	Aylesford Business Centre 17 High Street Aylesford Kent ME20 7AX	£679.66			

myPremier Ltd	Lymedale Business Park Hooters Hall Road Newcastle Under Lyme Staffordshire	£12811.27				
National Security Screening Ag	Wessex House Upper Market Street Eastleigh Hampshire SO50 9FD	£360.00				
NV Nederlandsche Apparatenfabr	P.O Box 103 7141 DC Groenlo The Netherlands 7141 DC	£15110.55				
Norbain SD Ltd	Votec House Hambridge Lane Newbury Berks RG14 5TN	£17048.75 - £228.00				
Norbain 124217	Votec House Hambridge Lane Newbury Berks RG14 5TN	£25523.78				
Norbain -- Debenhams Only	Votec House Hambridge Lane Newbury Berks RG14 5TN	£33380.76				
NSI Support Services Ltd	Sentinel House 5 Reform Road Maidenhead SL6 8BY	£1081.20				
Park Publishing Company Ltd	1 Lyric Square London W6 0NB	£7982.64				
Penton UK Limited	Unit 2, Teville Industrials Dominion Way Worthing West Sussex BN12 4AD	£6774.18				
Colyer Reprintpoint Ltd	15 Poole Road Woking Surrey GU21 6BB GB	£197.07				
Rico Logistics Ltd	886 Plymouth Road Slough Berks SL1 4LP	£101.57				
R.S Components	PO Box 888 Corby Northants NN17 5UB	£238.39				
Screwfix Direct	Selectapost 28 Sheffield S97 3GE					

LTD T/A Trade									
Securit World Ltd	Spectrum House Hillview Gardens London NW4 2JQ								
CDelight Ltd	21 Sandringham Avenue London SW20 8JY								
Technical Resources	Chantrey Court Minorca Road Weybridge KT13 8DU								
Trinity Fire & Security System	180D Milton Park Abingdon Oxon OX14 4SE								
Tonbridge and Malling Borough	Gibson Drive Gibson Dr Kings Hill ME19 4LZ								
URA Ventures Ltd T/A GKL Leasi	CENTENARY HOUSE BERESFORD WAY CHESTERFIELD S41 9FG								
Urmet Domus Communication and	Urban Hive Skyline 120 Avenue West Great Notley Essex CM77 7AA								
Vicon Industries Ltd	17 Brunel Way Fareham Hampshire PO15 5TX								
Voice Mobile Ltd	Fort Dunlop Fort Parkway Birmingham West Midlands B24 9FD								
WF Senate	6 Chieftain Close Gillingham Business Park Gillingham ME8 0PP								
Zenitel UK Ltd	Mack House Crawley West Sussex RH10 9RJ								
AA Electrical Installations Services	54 Cherry Crescent Brentford Middlesex TW8 8NN gb								

Alpha Peerless Fire Systems Ltd	Wiltshier House Tovil Business Centre Tovil Green Maidstone, Kent ME15 6RJ	£216.00			
Apple Fire & Security Ltd	stamford House 27 Stamford Drive Groby Leicester LE6 0YD GB	£3360.00 + £1072.32			
Camtech S.S.L. Limited	3 Doughton Green Widnes Cheshire WA8 9AX	£5268.00			
Camerotech Projects Ltd	Foxleigh House Trethynyll Cowbridge CF71 7TN	£324.00 + £198.00			
CCH Security Ltd	Flat 3 Barnett House Northchurch Berkhamsted HP43QS	£840.00			
Construction Recruitment Services LT	Catchpell House Business Ctr Carpet Lane Edinburgh EH6 6SP GB	£7926.00			
Detection Solutions Ltd	16 Worcester Close Scunthorpe DN14 3TL	£1140.00			
G.A Fire Ltd	13 Pragnell Road London SE12 0LF	£21781.20			
Harry Sands	145 Browning Avenue Worcester Park Surrey KT4 8LB	£260.00			
INFOKUS LTD	70 Hillcrest Road Langho Blackburn BB6 8EN	£4380.00 + £2385.00			
Intrepid Security	Unit 7, First Quarter Blenheim Road Epsom Surrey KT19 9QN	£1140.00			
James Wildsmith	19 Woodside Avenue Flackwell Heath Bucks HP10 9LG GB	£480.00			
Key Solutions Europe Limited	Chislehurst Business Centre 1 Bromley La	£8156.86 +£13100.40			

NH Security Systems	Chislehurst Kent BR7 6LH 34 Polhill Drive Chatham Kent ME5 9NX	£2838.00				
Omega Fire Limited	Prentis Quay Mill Way Sittingbourne Kent ME10 2QD	£8700.00 + £9918.00				
Q-Tec Solutions Ltd	Unit 5, Orchard Industrial Estate Parkwood Maidstone Kent ME15 9YE	£8294.40				
RACAM Security & Communications Ltd	Wing 5, 15 Edison Street Hilington Park Glasgow G52 4JW	£784.50				
S7 Systems	40 Dobcroft Avenue Sheffield South Yorkshire S7 2LX GB	£850.00				
Scorpion Security Ltd	68 Auchinleck Gardens Glasgow G33 1PL	£12909.00				
Speakman Electrical Security Solutio	56 Mildenhall Close Great Sankey Warrington Cheshire WA5 1ZD	£1013.75				
Total Security Protection Ltd	6 Century Court Tolpits Lane Watford Hertfordshire WD18 9RS	£1645.35				
T & L Wright	177 Penhill Road Bexley Kent DA5 3EU GB	£7740.00				
XS Secure	111 Maplegate Loughton Essex IG10 1PR	£2934.00				
Tony Lawrence	Old Mill Cottage High Street Bexley DA5 1JX	£1500.00				
2D Security Systems	272 Bath Street Glasgow G2 4JR	£756.00				

Essentra	Spectrum House Hillview Gardens London NW4 2JQ England	£1794.87			
Gunnebo	Fairfax House Pendeford Business Park Wobaston Road Wolverhampton WV9 5HA	£360.00			
LX Engineering (North) Ltd	10 Hall Amex, Thorncliffe Park, Chapelton, Sheffield, S35 2PH	£10,000.00			
HMRC PAYE	DMB 440 BX5 5AB	£92,500.19			
HMRC Corporation tax	DMB 440 BX5 5AB	£20,257.00			
HMRC VAT	DMB 440 BX5 5AB	£93,416.54			
Royals Sun Alliance		£2,818,815.65			
Aviva		£2,627,452.79			
HCCI		£3,128,796.10			
QBE		£3,527,000.00			

Signature



Date

27-1-17

Shareholders

NOTE: If more convenient, a list of the company's shareholders may be attached to this page

¹ No.	² Name of Shareholder	³ Address (with postcode)	⁴ Type of shares held	⁵ Nominal amount of share £	⁶ Number of shares held	⁷ Amount per share called up £	⁸ Total amount called up £
1	Richard James Harte	11 Fountains Close, Willesborough, Ashford, Kent, TN24 0TH	Ordinary	£1	£18,000	£1	£18,000
2	Timothy Nigel Pickles	The Cottage, London Road, West Kingsdown, Kent, TN15 6EJ	Ordinary	£1	£2,000	£1	£2,000
						TOTAL	20,000

Signature  Date 27-1-17

Longcross Fire and Security Ltd
(In Administration)
ADMINISTRATOR's Summary of Receipts & Payments
To 22/02/2017

S of A £	£	£
ASSET REALISATIONS		
Cash at Bank	22,755 65	22,755 65
COST OF REALISATIONS		
Statutory Advertising	73 00	(73 00)
		22,682.65
REPRESENTED BY		
Vat Receivable		14 60
Bank 1 Current - interest bearing		22,668 05
		22,682.65

John Hedger
ADMINISTRATOR

Time Entry - Detailed SIP9 Time & Cost Summary

0491 - Longcross Fire and Security Ltd
From 23/01/2017 To 22/02/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
01 Pre-appointment	0.00	1.50	0.00	0.00	1.50	632.00	395.00
02 Post-appointment statutory matters	2.60	7.50	0.00	0.00	10.10	4,119.50	407.87
11 Cashiering	0.00	0.20	0.00	0.45	0.65	145.50	225.38
18 Checklist / Review	0.00	2.30	0.00	0.00	2.30	908.50	395.00
Administration & Planning	2.60	11.50	0.00	0.45	14.55	5,805.50	398.35
06 Secured creditors	0.00	0.40	0.00	0.00	0.40	158.00	395.00
08 Unsecured creditors	1.10	4.10	0.00	0.00	5.20	2,108.00	405.58
09 Employee claims and D of E	0.00	3.00	0.00	0.00	3.00	1,185.00	395.00
Creditors	1.10	7.50	0.00	0.00	8.60	3,452.00	401.40
12 Investigation	0.90	1.50	0.00	0.00	2.50	1,032.50	413.00
Investigations	0.90	1.50	0.00	0.00	2.50	1,032.50	413.00
03 Fixed and floating charge asset realisations	0.00	0.80	0.00	0.00	0.80	316.00	395.00
04 Book debt realisations	0.00	1.20	0.00	0.00	1.20	474.00	395.00
05 Other asset realisations	2.80	0.00	0.00	0.00	2.80	1,246.00	445.00
Realisations of Assets	2.80	2.00	0.00	0.00	4.80	2,036.00	424.17
Total Hours	7.40	22.70	0.00	0.45	30.55	12,327.00	403.50
Total Fees Claimed						0.00	

**Seneca IP Limited
Longcross Fire and Security Ltd
B - Company Creditors**

Key	Name	Address	£
CA00	AA Electrical Installation Services Ltd	54 Cherry Crescent, Brentford, Middlesex, TW8 8N	5,544 00
CA01	Alpha Perfless Fire Systems Ltd	Wiltshire House, Tovil Business Centre, Tovil Green, Maidstone, ME15 6RJ	216 00
CA02	Apple Fire & Security Ltd	Stamford House, 27 Stamford Drive, Groby, Leicester, LE6 0YD	3,360 00
CA03	Allianz Insurance PLC	57 Ladymead Guildford, Surrey, GU1 1DB	6,070 75
CA04	Arco Ltd	PO BOX 21 Waverly Street, Hull, HU1 2SJ	42 17
CA05	ADI Gardiner Security Ltd - Crayford Branch	Unit 40, Acorn Industrial Park, Crayford, Kent, DA1 4AL	53,740 55
CA06	Aviva Insurance	Pitheavis, Perth, PH2 0NH	2,627,452 79
CA07	Alternative Network	1 The Crescent, Surbiton, KT6 4BN	0 00
CA08	Audi Finance	One Delaware Drive, Tongwell, Milton Keynes, MK15 8HG	0 00
CA09	Autoglass	PO Box 161, Lowton Way, u, Hellaby, Sheffield S98 1JE	0 00
CB00	Baldwin Boxall Communications Ltd	Wealdon Industrial Estate, Farningham Road, Crowborough, TN6 2JR	219 20
CB01	Blue Helix Ltd	South Corner, Old Brighton Road, Crawley, West Sussex, RH11 0PH	434 54
CB02	Belron UK Payments		126.37
CC00	Camtech S L Limited	3 Doughton Green, Widnes, Cheshire, WA8 9AX	4,416 00
CC01	CCH Security Ltd	Flat 3 Barnett House, Northchurch, Berkhamsted, HP4 3QS	840 00
CC02	Construction Recruitment Services Ltd	Coppergate House, 16 Brune Street, London, E1 7NJ	8,172 00
CC03	Cathexis Europe Ltd	Unit 3, Prime Enterprise Park, Prime Parkway, Derby, DE1 3QB	586 80
CC04	CF Corporate Finance Limited	c/o Baker Tilly Creditor Services, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	4,199 36
CC05	Chubb Fire and Security Limited	Number 1 @ The Beehive Lions Drive, Shadworth Business Park, Blackburn, BB1 2Q	1 00
CC06	City Electrical Factors Ltd	North Eastern Division, PO BOX 55, 3a Audax Close Clifton Moo, York, YO30 4R	388 86
CC07	Contacta Systems Ltd	Office 13, Dana Estate, Transfes Road, Paddock Wood, Tonbridge, TN12 6UT	951 00
CC08	CPC	Farady Drive, Fulwood, Preston, PR2 9PP	2,463 54
CC09	Colyer Repropoint Ltd	15 Poole Road, woking, surrey, GU21 6BB	197 07
CC0A	Cameratech Projects Ltd	Foxleigh House, Trehingyll, Cowbridge, Vale of Glamorgan, CF71 7TN	198.00
CC0B	Stuart Clark	4 Sunnymead Road, London, SW15 5HY	0 00
CD00	Detection Supplies	Unit 4 Fordingbridge Business Park, Ashford, Fordingbridge, Hampshire, SP6 1BD	7,439 65
CE00	Edmundson Electrical Ltd	1st Floor, Academy Place, 1 - 9 Brook street, Brentwood, Essex, CM14 5NQ	7,730 17
CE01	EMCS Ltd	Waterside House, Tissington Close, Chitwell, Nottingham, NG9 6QG	1,840 60
CE02	Enterprise Security Dist (Yorkshire) Ltd	Unit 12 Carlisle Business Park, 40 Chambers Lane, Sheffield, South Yorkshire, S4 8DA	398 28

Signature _____

Seneca IP Limited
Longcross Fire and Security Ltd
B - Company Creditors

Key	Name	Address	£
CE03	Exponential-e Limited	100 Lehman Street, london, E1 8EU	2,100 00
CE04	EZCCTV com	Unit 3 City Business Park, Works Road, Letchworth, SG6 1FH	23,840 86
CE05	EE	PO Box 52, Sheffield, S98 1DX	0 00
CE06	EDF	Shrewsbury Avenue, Peterborough, Camb, PE27 BH	0 00
CE07	Essentra Security	Landford Locks, Kidlington, Oxfordshire, OX5 1HX	2,100 00
CF00	First Insurance Solutions Ltd	C/o Premium Credit, 60 East Street, Epsom, KT17 1HB	13,697 20
CF01	Fleethire	Old Station Rd, Hampton in Arden, Solihull, B92 0HA	0 00
CG00	G A Fire Ltd	13 Pragnall Road, London, SE12 0LF	21,781 20
CG01	GKL Leasing	Centenary House, 32 The Bridge Business Centre Beresford Way, Chesterfield, Derbyshire, S41 9FG	0 00
CG02	Gunnerbo Uk Ltd	Fairfax house, Pendeford Business Park, Wolverhampton, WV9 5HA	360 00
CH00	HM Revenue & Custom- VAT	ICHU, RM BP 3202, Benton Park View, Longbenton, Newcastle Upon Tyne, NE98 1ZZ	140,971 17
CH01	Harry Sands	145 Browning Avenue, Worcester Park, Surrey, KT4 8LB	260 00
CH02	HM Revenue & Customs - PAYE/ CORP	Debt Management & Enforcement, Durrington Bridge House, Barrington Road, Worthing, BN12 4SE	137,432 89
CH03	Harper Martin Ltd T/A Harper Office	Unit 6 Ashton Gate, Ashton Road, Harold Hill, RM3 8UF	255 70
CH04	Hochiki Europe (UK) Ltd	Grovevenor Road, Gillingham Business Park, Gillingham, Kent, ME8 0SA	4,151 16
CH05	HSS Hire Service Group (Sainsburys) Ltd	25 Willow Lane, Mithcam, surrey, CR4 4TS	2,223 93
CH06	HCC International Insurance Company	1 Aldgate, London, EC3N 1RE	3,128,796 10
CI00	Infokus Ltd	70 Hillcrest Road, Langho, Blackburn, BB6 8EN	4,380 00
CI01	Intrepid Security	Unit 7 First Quarter, Belnhein Road, Epsom, Surrey, KT19 9QN	1,140 00
CI02	ICS Security Solutions LTD	Units 1&2 JBJ Business Park, Northampton, Blisworth, Northampton, NN7 3DW	288.52
CI03	Insight Direct (UK) Ltd	The Technology Building, insight Campus, Terry Street, Sheffield, S9 2BU	3,220 27
CI04	Infokus Limited	70 Hillcrest Road, Langho, Blackburn, BB6 8EN	240 00
CI05	Interlink Express Parcels Limited	Litigation Department, 15th Floor, Castlemead, Lower Castle Street, BS1 3AG	0 00
CJ00	James Wildsmith	19 Woodside Avenue, Flackwell Heath, Bucks, HP10 9LG	480 00
CK00	Key Solutions Europe Limited	38 Tregony Road, Orpington, Kent, BR6 9XG	8,156 86
CK01	Kings Hill Unit Trust (Rent)	11 Tower View, Kings Hill, West Malling, Kent, ME19 4RL	23,071 00
CK02	Kings Hill Unit Trust (Service Charge)	29 Liberty Square, Kings Hill, West Malling, Kent, ME19 4RG	3,756 47
CL00	Lumin Wealth- Pension	S Sandridge Park, St Albans, AL3 6PH	3,326 35

Signature _____

Seneca IP Limited
Longcross Fire and Security Ltd
B - Company Creditors

Key	Name	Address	£
CM00	M4 Property Solutions Limited	11 The Parklands, Hullavington, Chippenham, Wiltshire, SN14 6DL	540 00
CM01	Maxey Moverley Ltd	6 Broad Ground Road, Lakeside, Redditch, Worcestershire, SN14 6DL	818 40
CM02	Esmond White Ltd T/A Minster Cleaning Service	ayelsford Business Centre, 17 High Street, Ayelsford, Kent, ME20 7AX	679 66
CM03	MyPremier Ltd	Lymedale Business Park, Hoovers Hall road, Newcastle Under Lyme, Staffordshire, ST5 9QF	12,811 27
CN00	NH Security Systems	34 Polhill Drive, Chatham, Kent, ME5 9NX	2,838 00
CN01	National Security Screening Agency	Wessex House, Upper Market Street, Eastleigh, Hampshire, SO50 9FD	360 00
CN02	NV Nederlandsche Apparatenfabriek 'Nedap	c/o Atradius Collections, 3 Harbour Drive, Cardiff Bay, CF10 4WZ	15,110 55
CN03	Norbain SDL	210 Wharfedale Road IQ Winnersh, Wokingham, Berkshire, RG41 5TP	28,869 86
CN04	NSI Support Services Ltd	Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY	1,048 20
CN05	Nationwide Leasing	PO Box 75, Greenhithe, DA10 9BY	0 00
CO00	Omega Fire Limited	Prentis Quay, Mill Way, Sittingbourne, Kent, ME10 2QD	8,700 00
CP00	Park Publishing Company	1 Lyncs Square, London, W6 0NB	7,982 64
CP01	Penton UK Limited	Unit 2 Teville Industrials, Dominion Way, worthing, West Sussex, BN12 4AD	6,774 18
CP02	Personal Data Computers	135A Belgrave Drive, Bothferry Road, Hull, HU4 6DP	2,527 20
CP03	Premier Inn Business Account	1 Trinity Court, Broadlands, Wolverhampton, WV10 6UH	0 00
CQ00	Q-Tec Solutions Ltd	Unit 5, Orchard Industrial Estate, Parkwood, Maidstone, ME15 9YE	8,294 40
CQ01	QBE Insurance (Europe) Ltd	Plantation Place, 30 Fenchurch Street, London, EC3M 3BD	3,527,000 00
CR00	RACAM Security & Communications LTD	Wing 5, 15 Edison Street, Hilington Park, Glasgow, G52 4JW	451 50
CR01	Rico Logistics Ltd	886 Plymouth Road, Slough, Berks, SL1 4LP	101 57
CR02	R S Components	PO BOX 888, Corby, Northants, NN17 5UB	112 15
CR03	Royal and Sun Alliance Insurance	42 Queen Street, Belfast, BT1 6HL	2,818,815 65
CS00	S7 Systems	40 Dobcroft Avenue, Sheffield, South Yorkshire, S7 2LX	850 00
CS01	Scorpion Security Ltd	68 Auchinleck Gardens, Glasgow, G33 1PL	309 00
CS02	Speakman Electrical Security	56 Mildenhall Close, Great Sankey, Warrington, Cheshire, WA5 1ZD	1,013 75
CS03	Screwfix Direct T/A Trade UK	Mead Avenue, Houndstone Business Park, Yeovil, DA22 8RT	45 39
CS04	Securit World Ltd	Spectrum House, Hillview Gardens, London, NW4 2JQ	789 41
CS05	Southern Monitoring Services Ltd	security House, 212/218 London Road, Waterloo, Hants, PO7 7AJ	32 80
CT00	Total Security Protection Ltd	6 Century Court, Tolpits Lane, Watford, Hertfordshire, WD18 9RS	1,469 85
CT01	T & L Wright	177 Penthill road, Bextey, Kent, DA5 3EU	75 96

Signature

Seneca IP Limited
Longcross Fire and Security Ltd
B - Company Creditors

Key	Name	Address	£
CT02	Technical Resources	Rivermead House, Hamm Moor Lane, Addlestone, Surrey, KT15 2SF	374 40
CT03	Trinity Fire & Security systems Ltd	180D Milton Park, Abingdon, Oxon, OX14 4SE	504 00
CT04	Tonbridge and Malling Borough Council	Gibson Drive, Kings Hill, ME19 4LZ	9,765 00
CT05	Teletrac Navman	K1 First Floor, Kents Hill Business Park, Milton Keynes, MK7 6BZ	0 00
CT06	Trade Uk	Selectapost 28, Sheffield, S97 3GE	0 00
CU00	URA Ventures Ltd T/A GKL Leasing	Centenary House, Beresford Way, Chesterfield, S41 9FG	750 00
CU01	Urmet Domus Communication and Security	Urban Hive Skyline, 120 Avenue West, Essex, CM77 7AA, Great Notley	634 04
CV00	Vicon Industries Ltd	17 Brunel Way, Fareham, Hampshire, PO15 5TX	222 00
CV01	Voice Mobile Ltd	Fort Dunlop Fort, Parkway, Birmingham, West Midlands, B24 9FD	465 60
CW00	Wired Up electrical		1,147 50
CW01	WF Senate	Fround Floor Eagle Court 2, Hatchford Brook, Hatchford Way, Sheldon, Birmingham, B26 3RZ	0 00
CX00	XS Secure	111 Maplegate, Loughton, Essex, IG10 1PR	2,634 00
CZ00	Zentinel UK Ltd	Mack House, Crawley, West sussex, RH10 9RJ	499 20
99 Entries Totalling			12,728,475.51

Signature _____

Longcross Fire and Security Ltd - In Administration

Comparative Estimated Outcome Statement
as at 22 February 2017

	Notes	Compulsory Liquidation		Administration	
		£	£	£	£
ASSETS					
Book Debts	1	55,172		110,345	
Cash At Bank		22,756		22,756	
Office Equipment		1,950		1,950	
Stock		1,250		1,250	
			81,128		136,301
ESTIMATED TOTAL ASSETS			<u>81,128</u>		<u>136,301</u>
Estimated costs					
Petition costs		(2,500)		-	
OR General fee		(6,000)		-	
Company winding up administration fee		(6,000)		-	
Liquidator's costs		(60,000)		-	
Debt Collection Fees 30% of realisations		(16,551)		(33,103)	
Agents Fees		(2,000)		(2,000)	
Administrator's costs		-		(67,973)	
			(93,051)		(103,076)
ASSET AVAILABLE FOR CREDITORS			<u>(11,923)</u>		<u>33,225</u>
LIABILITIES					
Preferential Creditors					
Employees Wage Arrears and Holiday Pay Capped at £800			(15,200)		(15,200)
Balance available for unsecured creditors			<u>(11,923)</u>		<u>33,225</u>
Unsecured Creditors					
Trade & Expense Creditors		(351,007)		(351,007)	
HM Revenue and Customs		(278,404)		(278,404)	
Insurance Bond Creditors		(12,102,065)		(12,102,065)	
Redundancy & Notice Pay		(92,300)		(92,300)	
ESTIMATED TOTAL LIABILITIES			<u>(12,823,775)</u>		<u>(12,823,775)</u>
ESTIMATED SURPLUS/(DEFICIENCY) TO CREDITORS			<u>(12,835,699)</u>		<u>(12,790,551)</u>
Shareholders					
			<u>(20,000)</u>		<u>(20,000)</u>
ESTIMATED SURPLUS/(DEFICIENCY) TO SHAREHOLDERS			<u>(12,855,699)</u>		<u>(12,810,551)</u>
DIVIDENDS					
ESTIMATED RETURN TO UNSECURED CREDITORS (pence in the pound)			(0)		0
ESTIMATED RETURN TO SHAREHOLDERS			(0)		(0)

PRACTICE FEE RECOVERY POLICY FOR SENECA IP LIMITED

Introduction

The insolvency legislation was changed in April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The legislation now allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed by the creditors failing which the creditors in general meeting, or the Court. Further details about how an office holder's fees are approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SiP 9) and can be accessed at www.seneca-ip.co.uk. Alternatively a hard copy may be requested from Seneca IP Limited, Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn and time costs incurred and will also enable the recipients to see the average rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under the old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

This is the basis that we use in the majority of cases and we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 January 2017 £	Previous charge-out rate per hour, effective from 1 January 2016 £
Partner/Appointment taker/Director	£445	£425
Senior Manager - Manager	£285 - £395	£275 - £375
Supervisor/Senior Administrator/Administrator	£220 - £295	£200 - £275
Cashier	£150	£145
Support Staff	£150	£145

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.

These charge-out rates charged are reviewed on 1st January 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. Each unit of time is 6 minutes. The work is recorded under the following categories:

- Administration and Planning – which includes work such as planning how the case will be administered and progressed, the administrative set up of the case, notifying creditors and others of the appointment; keeping the records relating to the case up to date, and reporting on progress of the case to creditors and others.
- Investigations – which includes work such as undertaking an initial review of the financial affairs of the Company and bankrupt, undertaking a detailed investigation with a view to making recoveries for the benefit of creditors where matters such as preferences or wrongful trading come to light as a result of the initial review, and reporting to the Insolvency Service on the conduct of the Directors.
- Realisation of Assets – which includes work such as identifying, securing and insuring assets, dealing with retention of title claims; collecting debts owed, and selling assets.
- Employee matters – which includes work such as dealing with employees, and liaising with the redundancy payments office.
- Creditors – which includes work such as communicating with creditors, dealing with creditors' claims, and where funds realised allow, paying dividends to creditors.
- Trading – which includes work such as managing and controlling all aspects of the business, and preparing financial records and information relating to that trading.

Percentage basis

The legislation now allows fees to be charged on a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. Where we would like to realise any asset or type of assets on a percentage basis we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

Fixed fee

The legislation now allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Where we would like to charge a set amount for a task or different set amounts for different tasks we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Seneca IP Limited, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered

Storage and Debt Collection, Contested Asset Recovery and Related Services and Legal Services

A separate amount will be charged by the way of an expense to recover the cost of Category 2 disbursements for services provided by Silverlining Finance Limited. Contested debt collection will on occasions be referred to Silverlining Finance Limited, an associated company of Seneca IP Limited. The Fees of Silverlining Finance Limited shall be charged at no more than 25% of realisations where legal action has been initiated, 20% on other book debt collection and 30% on construction book debt collection. Silverlining Finance Limited may also provide staff to assist in larger cases on a consultancy agreement basis with their charges being on a time cost basis at the following rates, director £350, manager £250, case administrator £150, support staff £75. The charge for the use of meeting rooms will be a flat rate of £100 per meeting for both premises. This includes where requested, the use of computer and media facilities. Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate £0.45p per mile.

Stationery

Stationery/fax/telephone per credit	£15.00 one off cost
Stationery/fax/telephone per debtor	£10.00 one off cost
Internal storage of IP's work papers	£10.00 p/a for 10 years (£100.00)
File & Indices	£45.00 one off cost
Photocopying (other than to creditors)	£0.25

The charges stated above are subject to small annual increments and creditors will be advised of these with future circulars.

Appendix 5 Details of work to be undertaken in the Administration

A. Work for which the Administrator is seeking to be remunerated on a fixed fee basis.

Administration

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case
Setting up physical/electronic case files (as applicable)
Setting up the case on the practice's electronic case management system and entering data
Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable)
Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate)
Preparing, reviewing and issuing proposals to the creditors and members
Filing the proposals at Companies House
Convening and holding a meeting of creditors to consider the proposals
Reporting on the outcome of the meeting of creditors to the creditors, Companies House and the Court
Dealing with all routine correspondence and emails relating to the case
Opening, maintaining and managing the office holder's estate bank account
Creating, maintaining and managing the office holder's cashbook
Undertaking regular reconciliations of the bank account containing estate funds
Reviewing the adequacy of the specific penalty bond on a quarterly basis
Undertaking periodic reviews of the progress of the case
Overseeing and controlling the work done on the case by case administrators
Preparing, reviewing and issuing 6 month progress reports to creditors and members
Filing progress reports at Companies House
Preparing and filing VAT returns
Preparing and filing Corporation Tax returns
Seeking closure clearance from HMRC and other relevant parties
Preparing, reviewing and issuing final reports to creditors and members
Filing final reports at Companies House

Creditors

Obtaining information from the case records about employee claims
Completing documentation for submission to the Redundancy Payments Office
Corresponding with employees regarding their claims
Liaising with the Redundancy Payments Office regarding employee claims
Dealing with creditor correspondence, emails and telephone conversations regarding their claims
Maintaining up to date creditor information on the case management system

Investigations

Recovering the books and records for the case
Listing the books and records recovered
Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc

Realisation of assets

Agreeing a sale of the company's physical assets
Corresponding with debtors and attempting to collect outstanding book debts
Liaising with agents regarding the collection of the debtor ledger

B Work for which the Liquidator is seeking to be remunerated on a time basis

Administration

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case
Setting up physical/electronic case files (as applicable)
Setting up the case on the practice's electronic case management system and entering data
Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable)
Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate)
Preparing, reviewing and issuing proposals to the creditors and members
Filing the proposals at Companies House
Convening and holding a meeting of creditors to consider the proposals
Reporting on the outcome of the meeting of creditors to the creditors, Companies House and the Court
Dealing with all routine correspondence and emails relating to the case
Opening, maintaining and managing the office holder's estate bank account
Creating, maintaining and managing the office holder's cashbook
Undertaking regular reconciliations of the bank account containing estate funds
Reviewing the adequacy of the specific penalty bond on a quarterly basis
Undertaking periodic reviews of the progress of the case
Overseeing and controlling the work done on the case by case administrators
Preparing, reviewing and issuing 6 month progress reports to creditors and members
Filing progress reports at Companies House
Preparing and filing VAT returns
Preparing and filing Corporation Tax returns
Seeking closure clearance from HMRC and other relevant parties
Preparing, reviewing and issuing final reports to creditors and members
Filing final reports at Companies House

Realisation of assets

Corresponding with debtors and attempting to collect outstanding book debts

Creditors

Obtaining information from the case records about employee claims
Completing documentation for submission to the Redundancy Payments Office
Corresponding with employees regarding their claims
Maintaining up to date creditor information on the case management system
Issuing a notice of intended dividend and placing an appropriate gazette notice
Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend
Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims
Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend
Paying tax deducted from the dividends paid to employees

Investigations

Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

FEES ESTIMATE SUMMARY

Longcross Fire and Security Limited

The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The hourly charge out rates that will be used on this case are:

£

Partner – appointment taker

445 00

Senior Manager

395 00

Manager

Supervisor/Senior Administrator

270 00

Case Administrator

Cashier

150 00

Support staff

150 00

ADMINISTRATION

Description of the tasks to be undertaken in this category of work

Estimated time to be taken to undertake the work

Estimated value of the time costs to undertake the work £

Blended charge out rate to undertake the work £

	Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case	1.00	420.00	
	Setting up physical/electronic case files (as applicable)	2.20	756.50	
	Setting up the case on the practice's electronic case management system and entering data	1.50	470.00	
	Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable)	5.10	1,799.50	
	Obtaining a specific penalty bond	1.20	416.00	
	Convening and holding general meetings of creditors and members (as applicable)	6.50	2,642.50	
	Dealing with all routine correspondence and emails relating to the case	15.00	5,485.00	
	Opening, maintaining and managing the office holder's estate bank account (delete if not applicable)	2.00	300.00	
	Creating, maintaining and managing the office holder's cashbook	3.00	450.00	
	Undertaking regular bank reconciliations of the bank account containing estate funds	6.00	1,490.00	
	Reviewing the adequacy of the specific penalty bond on a quarterly basis	0.10	44.50	
	Undertaking periodic reviews of the progress of the case	13.00	5,285.00	
	Preparing, reviewing and issuing annual progress reports to creditors and members (as applicable)	2.50	1,012.50	
	Filing returns at Companies House and/or Court (as applicable)	-	-	
	Preparing and filing VAT returns (delete if not applicable)	2.00	300.00	
	Preparing and filing Corporation Tax returns (delete if not applicable)	1.00	150.00	
	Seeking closure clearance from HMRC and other relevant parties	1.00	150.00	
	Preparing, reviewing and issuing final reports to creditors and members (as applicable)	3.00	1,235.00	
	Convening and holding final meeting meetings of creditors and members (as applicable) (delete in Administrations)	1.00	617.50	
	Total	67.10	£23,024.00	£343.13

	NB The blended rate might be higher or lower than elsewhere as this will reflect and or the complexity of the job and therefore the level of expertise require, the case handlers experience, or the unusual circumstance of the case				
	INVESTIGATIONS				
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £	
	Recovering the books and records for the case	1 50	592 50		
	Listing the books and records recovered	7 00	1,050 00		
	Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act (delete if not applicable)	6 00	2,420 00		
	Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc	6 00	2,370 00		
	Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors	10 00	3,950 00		
	Total.	30 50	£10,382 50	£340 41	
	NB The blended rate might be higher or lower than elsewhere as this will reflect and or the complexity of the job and therefore the level of expertise require, the case handlers experience, or the unusual circumstance of the case				
	REALISATION OF ASSETS				
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £	
	Corresponding with collection agents regarding outstanding debtors	22 00	8,790 00		

	Liaising with the bank regarding the closure of the account	1 00	395 00	
	Instructing agents to value known assets	0 10	44 50	
	Liaising with agents to realise known assets	5 00	2,025 00	
	Instructing solicitors to assist in the realisation of assets	-	-	
	Total.	28 10	£11,254 50	£400 52
	NB The blended rate might be higher or lower than elsewhere as this will reflect and or the complexity of the job and therefore the level of expertise require, the case handlers experience, or the unusual circumstance of the case			
	CREDITORS			
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
	Obtaining information from the case records about employee claims	0 50	197 50	
	Completing documentation for submission to the Redundancy Payments Office	3 00	1,185 00	
	Corresponding with employees regarding their claims	8 10	3,204 50	
	Liaising with the Redundancy Payments Office regarding employee claims	3 00	1,185 00	
	Dealing with creditor correspondence, emails and telephone conversations regarding their claims	46 00	16,995 00	
	Maintaining up to date creditor information on the case management system	2 00	545 00	
	Total	62 60	£23,312 00	£372 40
	NB The blended rate might be higher or lower than elsewhere as this will reflect and or the complexity of the job and therefore the level of expertise require, the case handlers experience, or the unusual circumstance of the case			

Category	188 30	£67,973 00	£360 98
GRAND TOTAL FOR ALL CATEGORIES OF WORK			

Longcross Fire and Security LTD in Administration		
Standard Estimate of expenses to be incurred		
Category of work	Nature of expense to be incurred	Estimated amount of expense, net of VAT, to be incurred £
General Case Administration	Case management system fee x 1 year	£60 00
	Specific penalty bond	£780 00
	Gazette notice of appointment	£75 14
	Gazette notice of winding up resolution	£74 14
	Redirection of post	£120 00
	Gazette notice of final meeting	£75 14
Sub total for general case administration		£1,184 42
Investigations		
	Collection of books and records	£100 00
	Est Storage of books and records x 40 boxes x 1 year	£3,600 00
Sub total for investigations		£3,700 00
Realisation of assets		
	Valuation agents fees	£1,500 00
	Agents' realisation fees	£320 00
	Book debt collection agents fees	Percentage of realisations
Sub total for realisation of assets		£1,820 00
Creditors		
	EPA agents fees	£700 00
	Postage x 92 creditors estimated four letters/reports	£204 00
Sub total for reporting to creditors		£904 00
Total		£7,608 42

Note This estimate has been provided to creditors at an early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and so does not take into account any unknown complexities or difficulties. If this estimate is exceeded, or is likely to be exceeded, the office holder will provide an explanation to the creditors in the next report to creditors and provide a revised estimate.

PROOF OF DEBT FORM
for an Administration

Name of Company

Longcross Fire and Security LTD in Administration

Please return to:

Seneca IP Limited
Speedwell Mill
Old Coach Road
Tansley
Matlock
DE4 5FY

Creditors name and
Address

Important Note: The VAT element of any debt you have outstanding may be reclaimed on your normal VAT return after a period of six months from the relevant invoice date.

Amount of Claim
Including VAT

£

Please attach a detailed statement of your account

Signed on behalf of Creditor

Print Name of Signatory

Position Held

Date

Acknowledgement of Claim by Administrator

I formally acknowledge receipt of your total claim in the Administration amounting £
to
as listed above

The claim is scheduled with the other unsecured/preferential creditors for dividend purposes.

Signed for Administrator

Date

Rule 2.37

Creditor's request for a meeting

Name of Company

Longcross Fire and Security Limited

Company number

04222303

In the High Court of Justice
Chancery Division
Leeds District Registry

(full name of court)

Court case number

58 of 2017

(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)
Longcross Fire and Security LTDSpeedwell Mill
Old Coach Road
Tansley
Derbyshire

(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

APPENDIX 11

Form 2.25B - Notice of conduct of business by correspondence

Rule 2.48

Notice of conduct of business by correspondence

Name of Company Longcross Fire and Security LTD	Company number 04222303
In the High Court of Justice Chancery Division Leeds District Registry (full name of court)	Court case number 58 of 2017

- (a) Insert full name(s) and address(es) of administrator(s) Notice is hereby given by (a) John Hedger Of Seneca IP Limited, Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY
- (b) Insert full name and address of registered to the creditors of (b) Longcross Fire and Security LTD Speedwell Mill, Old Coach Road Tansley, Derbyshire, DE4 5FY
- (c) Insert number of resolutions enclosed that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are (c) three resolutions for your consideration Please indicate below whether you are in favour or against each resolution
- (d) Insert address to which form is to be delivered This form must be received at (d) Seneca IP Limited, Speedwell Mill, Old Coach Road Tansley, Matlock, DE4 5FY
- (e) Insert closing date by 12 00 hours on (e) 17 March 2017 in order to be counted It must be accompanied by details in writing of your claim unless those details have already been submitted for the purpose of a meeting of creditors Failure to do so will lead to your vote(s) being disregarded

Repeat as necessary for the number of resolutions attached
*Delete as appropriate

Resolution (1) Acceptance of Administrator's Proposal

I am *in Favour / Against

Resolution (2) Administrator's Category 1 and Category 2 disbursements

I am *in Favour / Against

Resolution (3) that the pre-appointment costs and disbursements are paid out of funds realised in the Administration

I am *in Favour / Against

Resolution (4) Appointment of

I am *in Favour / Against

Representing

To the Creditors' Committee

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

Name of creditor

Signature of creditor
(If signing on behalf of creditor, state capacity
e.g. director/solicitor)

If you require any further details or clarification prior to returning your votes, please contact me/us at the address above

Signed

Administrator

Dated