

The Insolvency Act 1986

# Notice of result of meeting of creditors

# 2.23B

Name of Company

The Mortgage Shop (South East) Limited

Company number

04343213

In the

High Court of Justice

Chancery Division, Manchester District Registry

Court case number

2645 of 2014

(a) Insert full name(s) and  
address(es) of the  
administrator(s)  
\*Delete as applicable

I Gordon Craig of  
Refresh Recovery Limited  
Maple View  
White Moss Business Park  
Skelmersdale  
WN8 9TG

hereby report that \*a meeting ~~/an adjourned meeting~~ of the creditors of the above company

(b) Insert place of meeting

was held by correspondence

(c) Insert date of meeting

on (c) 25 July 2014 at West Lancashire Investment Centre, Maple View, White Moss  
Business Park, Skelmerdale, Lancashire, WN8 9TG

at which

\*Delete as applicable

\*1 Proposals ~~/revised proposals~~ were approved

~~\*2 Proposals / revised proposals were modified and approved~~

The modifications made to the proposals are as follows(d)

(d) Give details of the  
modifications (if any)

~~\*3 The proposals were rejected~~

~~\*4 The meeting was adjourned to (e)~~

(e) Insert time and date of  
adjourned meeting

\*5 Other resolutions (f)

(f) Details of other  
resolutions passed

Under Rule 2 67A of the Insolvency (Amendment) Rules 2010 and in the absence of a  
Creditors' Committee, the unpaid pre-administration costs as detailed in the Administrator's  
proposals be approved These are as follows

Turner Parkinson LLP Pre Appointment Fees of £1,642 plus VAT plus disbs of £51

WEDNESDAY



\*Q3D745DV\*

QIQ

30/07/2014

#49

COMPANIES HOUSE

Under Rule 2 106 of the Insolvency (Amendment) Rules 2010 and in the absences of a Creditors' Committee, the remuneration of the Administrator be fixed in reference to time properly spent by him and his staff in attending to matters arising from the Administration


In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw Category 2 disbursements in accordance with his firm's published tariff

In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw remuneration and disbursements as and when funds are available

The Administrator will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon his appointment as Administrator ceasing to have effect

The revised date for automatic end to administration is \_\_\_\_\_

\*Delete as applicable A creditors' committee ~~was~~ / was not formed

Signed   
Administrator

Dated 25 July 2014

\*Delete as applicable A copy of the ~~\*original proposals / modified proposals / revised proposals~~ is attached for those who did not receive such documents prior to the meeting

#### Contact Details:

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

	Tel
DX Number	DX Exchange

Companies House receipt date  
barcode

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

**refreshrecovery**

West Lancashire Investment Centre  
Maple View  
White Moss Business Park  
Skelmersdale  
Lancashire  
WN8 9TG  
T 01695 711 200  
F 01695 711 220  
W www.refreshrecovery.co.uk

**TO ALL KNOWN CREDITORS AND MEMBERS**

When telephoning please ask for  
**Jessica Hughes**

Direct Dial  
**01695 711 217**

**Our Ref T064/GC/LMI/JAH/U&Stat**

**9 July 2014**

Dear Sirs

**THE MORTGAGE SHOP (SOUTH EAST) LIMITED – IN ADMINISTRATION  
(COMPANY NUMBER: 04343213)**

I write further to my letter dated 15 May 2014, and in accordance with Schedule B1 of the Insolvency Act 1986 enclose for your attention the Administrator's proposals, in accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986

At present I believe that there will be a dividend available for unsecured creditors, however this will depend primarily on the level of future realisations in respect of the Company's commission renewals. Enclosed is a claim form for you to complete and return to the above address, when returning the completed form, please also include supporting documentation to back up your claim.

Enclosed with this letter and proposals is Form 2 25B, which I would ask you to complete and return to my office no later than 12 00 hours on **25 July 2014**. Any forms returned after the closing date will be disregarded

Creditors whose debts amount to at least 10% of the total debts of the Company may request that a meeting of creditors be convened, at which the formation of a creditors' committee may also be considered. Under the provisions of Rule 2 48, any requests for an initial creditors meeting must be made in writing to my office by **16 July 2014** and must include details of the purpose of the proposed meeting.

Creditors are invited to provide information on any concerns regarding the way in which the Company's business has been conducted, and on potential recoveries for the estate. If you have any information, please forward it to me.

Continued/

Should creditors require any further information, please do not hesitate to contact Jessica Hughes of my office

Yours faithfully  
For The Mortgage Shop (South East) Limited



Gordon Craig  
Administrator

Enc

Administrator's Proposals

Pursuant to the Insolvency Act 1986 the affairs, business and property of the Company is being managed by Gordon Craig who was appointed Administrator of the Company on 15 May 2014 and who acts as an agent of the Company without personal liability

The Insolvency Act 1986

# Statement of administrator's proposals

## 2.17B

Name of Company <b>The Mortgage Shop (South East) Limited</b>	Company number <b>04343213</b>
In the <b>High Court of Justice, Chancery Division, Manchester District Registry</b>	Court case number <b>2645 of 2014</b>

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

I, **Gordon Craig**  
**Refresh Recovery Limited**  
**West Lancashire Investment Centre**  
**Maple View**  
**White Moss Business Park**  
**Skelmersdale**  
**WN8 9TG**

\* Delete as applicable

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

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

(b) Insert date

(b) 9 July 2014

Signed

  
Administrator

Dated 9 July 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 searchers of the public record.

	Tel
DX Number	DX Exchange

Companies House receipt date barcode

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

**refresh recovery**

# **Report to Creditors**

**THE MORTGAGE SHOP (SOUTH EAST)  
LIMITED  
(COMPANY NUMBER: 04343213)**

**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS  
IN ACCORDANCE WITH PARAGRAPH 49 OF SCHEDULE B1  
OF THE INSOLVENCY ACT 1986**

**9 JULY 2014**

**IN THE HIGH COURT OF JUSTICE  
MANCHESTER DISTRICT REGISTRY**

**NUMBER 2645 OF 2014**

**REFRESH RECOVERY LIMITED  
WEST LANCASHIRE INVESTMENT CENTRE  
MAPLE VIEW  
WHITE MOSS BUSINESS PARK  
SKELMERSDALE  
LANCASHIRE  
WN8 9TG**

# **THE MORTGAGE SHOP (SOUTH EAST) LIMITED**

## **ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS

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**1. Glossary**

the Company	The Mortgage Shop (South East) Limited (registration number 04343213)
the Administrator	Gordon Craig of Refresh Recovery Limited, Maple View, White Moss Business Park, Skelmersdale, Lancashire, WN8 9TG
Refresh Recovery	Refresh Recovery Limited
the Appointment Date	15 May 2014, being the date of appointment of the Administrator
the Appointor	The Directors
the Directors	David Cook James Cook
the Bank	Natwest Bank Plc, the Company's bankers
the Solicitors	Turner Parkinson LLP
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's property (floating charge assets less costs of realisation) shall be made available to the non-preferential unsecured creditors
QFC	Qualifying Floating Charge
CVA	Company Voluntary Arrangement
SoA	Statement of Affairs
RPS	Redundancy Payments Service
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006



**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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BIS	The Department of Business Innovation and Skills
ICAEW	The Institute of Chartered Accountants in England and Wales
the Act	the Insolvency Act 1986 (as amended)
the Rules	the Insolvency Rules 1986 (as amended)
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Category 1 Disbursements	The Administrator's firms external supplies of incidental services specifically identifiable to the case
Category 2 Disbursements	The Administrator's firms internal costs and expenses in dealing with the Administration that compromises a cost allocation
SIP 9	Statement of Insolvency Practice 9 (E & W), Remuneration of Office Holders
SIP 13	Statement of Insolvency Practice 13 (E & W), Acquisition of assets of insolvent companies by directors
SIP 15	Statement of Insolvency Practice 15 (E & W), Functions to Committees in formal insolvencies
SIP 16	Statement of Insolvency Practice 16 (E & W), pre-packaged sales in administrations

# THE MORTGAGE SHOP (SOUTH EAST) LIMITED

## ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS

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### 2. Introduction

The Administrator was appointed Administrator of the Company in High Court of Justice, Manchester District Registry, Chancery Division, on the Appointment Date Court administration number 2645 of 2014

The appointment was made by the Appointor, in accordance with Paragraph 22 of Schedule B1 of the Act

The purpose of Administration, as defined under the provisions of the Act, is for the Administrator to perform his functions with the following three objectives

- Rescue the Company as a Going Concern,
- 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),
- Realise property in order to make a distribution to one or more secured or preferential creditors,

In accordance with Paragraph 49 of Schedule B1 of the Act, the Administrator now reports to creditors and sets out his proposals for achieving the purpose of Administration and for the conduct of the Administration

This report also includes certain information required to be provided to creditors in accordance with Rule 2.33 of the Rules

### 3. Statutory Information

A summary of the Company's statutory information, as shown at Companies House is set out in Appendix 2

### 4. Background and Events leading to the Administrator's Appointment

The Company was incorporated on 19 December 2001 and began to trade on the same date from 57 Alpha Road, Birchington, Kent. The Company had two Directors who were also the Shareholders, James Cook and David Cook. Both had previous experiences as Directors and were familiar with the financial sector.

# THE MORTGAGE SHOP (SOUTH EAST) LIMITED

## ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS

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The Directors employed David Groves as a Financial Adviser for the Company's clients and he also made became a shareholder of the business

The Company was funded by the shareholders personal funds to provide a wide range of financial services to the public, with the main sector focusing on mortgage broking Through advertising, promotions and referrals, the Directors were able to slowly expand the Company moving to larger premises at High Street, Broadstairs, Kent and then finally moving to Innovation House, Innovation Way, Discovery Park, Kent

In the early stages the Company employed 5 members of staff then at its peak it employed about 30 staff Each year the Company made a profit which varied year on year

Then in 2008 the demand for the Company's services reduced substantially due to the economic crash, however the Company was still profitable and continued to trade well

The Company is regulated by The Financial Services Conduct Authority ("FCA") and was contacted by them in 2013 following an announcement in respect of Self Invested Personnel Pensions The FCA arranged to visit the Company and to discuss its current processes and regulations

Following the review the FCA contacted the Company in respect of a number of concerns it had in respect of the advice the Company provided and the processes that were followed In order for the Company to continue to trade, the Directors would be required to introduce new procedures and increase staff levels to enforce these procedures The Directors calculated the cost in doing so and estimated that they would require around £50,000 in order to continue to trade in accordance with the terms set out by the FCA

The Company did not have the capital in order to continue to proceed with the regulated services and felt that it was in the best interest of all parties to terminate the trading of the Company and seek financial advice

Gordon Craig of Refresh Recovery Limited was approached to act as Administrator and the FCA were contacted in order to seek their approval of the appointment which was obtained A notice to appoint an Administrator was submitted to the High Court of Justice, Manchester District Registry on 15 May 2014 with a formal letter from the FCA

# **THE MORTGAGE SHOP (SOUTH EAST) LIMITED**

## **ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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### **5. Purpose and Progress of the Administration**

In accordance with the purpose of Administration, as outlined in Section 2, the initial objective of an Administration is to rescue the Company as a going concern, however in order for the Company to continue to trade, it was advised by the FCA that new procedures had to be introduced for dealing with clients and advice. In order for the new procedures to be introduced into the Company, it was estimated that this would cost the Company around £50,000 which it did not have available, neither the Company, nor the Directors were in a position to raise the finances required. Additionally, it would take a number of months for all matters to be finalised with the FCA and the Professional Indemnity cover was due to expire in the period, consequently new cover would not be able to be obtained. On this basis it was concluded that this objective was not achievable.

It is therefore intended in this Administration for the second objective to be achieved by realising assets of the Company in order to achieve a better result for the Company's Creditors as a whole. This will be achieved by realising the assets of the Company, which includes the balance at bank and the future renewals, which might otherwise not be collectable if the Company entered into Liquidation.

#### **5.1 Asset Realisations**

##### **5.1.1 Cash at Bank**

The balance at bank at the date of the Administrator's appointment was £5,494.20 which has been received in full. The Administrator has requested that the account remains open in order to collect the future renewal income detailed below.

##### **5.1.2 Renewal Income**

Every month the Company receives renewal commissions for investments made by its clients, the amount received is extremely varied and is dependent upon the amounts invested by the clients and for the period. Each commission can also cease at any time if the clients' money is removed to another investment. Consequently, estimating the realisation in respect of this income is extremely difficult, but has been included in the SoA at £60,000 as an estimated amount.

The balance to be received each month is estimated at £5,000 and since the date of appointment the Company has received £7,992.42 into its account. This balance has been

# **THE MORTGAGE SHOP (SOUTH EAST) LIMITED**

## **ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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transferred into the Administrator's bank account, as well as a number of cheques totalling £1,477 78

The Administrator will continue to collect these monies over the following months to maximise realisations for creditors. However, in the future, he may look to try and sell the renewal monies to a third party in order to finalise the realisations and allow a dividend to be paid to creditors

### **5.1.3 Client Database**

The Directors owned a second company called Investaco Limited which had been dormant for a number of years. The Directors advised the Administrator that they wished to activate the Company in order to start trading again, but no longer provide advice in respect of regulated products

The Company had dealt with a large number of clients over the years and had obtained a contact list estimated at 15,000, however the majority of these were non active clients. Investaco Limited advised that they would like to purchase the database and consequently details of the list were provided to Griffin James Ltd ("Griffin") for valuation

It was advised that research suggests that databases have a wide range of values dependent upon their content, however a value for a database of this size and nature would tend to hold a value in the region of £4,000. Investaco Limited agreed to pay the value quoted and as there were no other interested parties and marketing the sale would outweigh the realisations, the Administrator accepted the offer. The assets were sold to Investaco Limited on 25 June 2014 and the balance has been paid in full

### **5.1.4 Office Equipment**

The Company owned a minimal amount of office equipment which the Directors wished to retain, this included a couple of laptops, which due to their age and condition would have minimal value. Details of these were provided to Griffin, an independent valuer who advised on a desktop valuation basis that the laptops would be worth about £150 each. It was therefore agreed on 25 June 2014 that all of the office equipment would be sold to Investaco Limited for £1,000 as this was above the value that had been quoted and if the items were collected and sold at auction, the cost in doing so would outweigh the realisations

These assets have been paid for in full

## **5.2      Contingent Mis-selling Claim**

Due to the nature of the work undertaken by the Company, there is possibility that clients who had dealt with the Company and received advice prior to its insolvency, may wish to make a complaint in respect of the advice they received. The Directors advised the Administrator that they were aware that some clients had been advised to invest into a number of schemes which have subsequently failed, so they do believe that there may be some complaints from its clients. Claims of this nature can be raised at any time and it is not possible at this time to determine with any degree of accuracy the quantum of these claims. However, for the purposes of the SoA, a figure of £500,000 has been used as an estimation of any potential claims.

All clients of the Company are being advised of by the Administration and informed that they need to contact the Financial Services Compensation Scheme ("FSCS"), if they wish to make a complaint about the advice that they have received. Any potential claim would rank as an unsecured creditor.

## **5.3      Secured Creditors**

The Company has no secured creditors.

## **5.4      Employees and Preferential Creditors**

The Company had 26 employees who were all made redundant on 30 April 2014. Whilst their wages had been paid in full, it is apparent that the majority of the employees were due holiday pay. The employees have completed RP1 forms which have been sent to the RPS, however the quantum of the preferential claim is not yet known, but have been estimated at £5,500 for the purposes of the SoA.

The employees were also due redundancy and notice pay, therefore there will be an unsecured claim in the Administration from the RPS.

## **5.5      Other Creditors**

As outlined on the Company's SoA attached at Appendix 2, the Company has no trade and expense creditors and the Administrator has not been advised that no sums are due to H M Revenue & Customs. The only known creditors are the employees and the contingent mis-selling claims.

**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
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In accordance with Rule 2.33(l) of the Insolvency (Amendment) Rules 2003, the Administrator must estimate 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. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part. Similarly, the provisions of Section 176A(3) and 176A(5) of the Insolvency Act 1986 will not apply.

**6. Statement of Affairs**

A copy of the Director's SoA as filed at Companies House is attached at Appendix 2.

**7. Receipts and Payments**

A Receipts and Payments Account to date is attached at Appendix 4.

**8. Investigation**

The Administrator has a statutory obligation to carry out a review of the Directors' conduct and submit a report to the Directors Disqualification Unit of the BIS. This report will be submitted within 6 months of the Administrator's appointment.

**9. Pre-Appointment Administrator's Costs and Disbursements**

I can advise that my pre-appointment time costs amount to £9,757 (exclusive of VAT) which comprises 45.35 hours at an average cost of £215.15 per hour. This involved meetings with the Director (and includes travel time), to discuss the options available to the Director and the Company, general advice relating to the insolvency matters and the process of the Administration. A meeting was held with my solicitors to provide instructions to prepare the documentation to place the Company into Administration. This action was necessary to execute the appointment, to ensure a purpose of the Administration could be achieved.

A set fee of £10,000 (inclusive of VAT) was agreed with the Directors in respect of the pre-appointment work carried out which was paid to Refresh Recovery prior to the Administrator's appointment.

# THE MORTGAGE SHOP (SOUTH EAST) LIMITED

## ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS

In addition the following pre-appointment costs have been incurred prior to the Administration -

Legal fees of £1,642 plus VAT, plus disbursements of £51, have been incurred by Turner Parkinson Solicitors in respect of preparing and lodging the Appointment documentation. It is proposed that these are payable as an expense of the Administration.

### 10. Administrator's Costs and Disbursements

A schedule of the Administrator's time costs, as required under the provisions set out in SIP9, is attached as Appendix 4 where creditors will note that I have incurred time costs to date of £3,923.50 which comprises 24.35 hours at an average cost of £161.13 per hour.

It is expected that any remuneration to be drawn by the Administrator will be taken from the realisations.

The current charge out rates for the Administrator and his staff are set out in Appendix 4.

The Administrator has also incurred post appointment disbursements of £476.95 which are as follows:

Supplier	Work Undertaken	Costs incurred	Costs paid	Total costs incurred	Total costs paid
Willis	Bond	£316.00	£0	£316.00	£0
Refresh Recovery	Photocopying	£3.75	£0	£3.75	£0
Courts Advertising	Advertisement of Appointment	£84.60	£84.60	£84.60	£84.60
Refresh Recovery	Postage	£3.80	£0	£3.80	£0
Refresh Recovery	Search Fees	£4.00	£0	£4.00	£0

As detailed above, the Administrator also instructed Griffin to carry out a desktop valuation of the Company's assets. Griffin charged a fee of £500 which has been paid in full by the Administrator from the assets already realised.

A Creditors' Guide to Administrator's Fees, can be downloaded from the following site -

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-administrators-fees-final.pdf>

**refresh recovery**



# THE MORTGAGE SHOP (SOUTH EAST) LIMITED

## ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS

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Please note that if you wish to have a hard copy of the Creditors' Guide to Administrator's Fees please contact this office and a copy will be supplied to you free of charge

### 11. Conclusion of the Administration

Upon the completion of the Administrator's duties in accordance with Paragraph 83 of Schedule B1 of the Act, it is proposed that the Company is moved from Administration to Creditors' Voluntary Liquidation subject to the resolutions below

### 12 EC Regulation

It is the Administrator's view that the EC regulations apply and that these proceedings are the main proceedings. The centre of main interest of the Company is in England

### 13. Creditors' Meeting

Under Paragraph 51 of Schedule B1 of the Insolvency Act 1986 the Administrator is required to call an initial meeting of creditors in order to present his proposals to creditors. However, in order to save costs, I am proposing to deal with this by correspondence under the provisions of Rule 2.48 of the Insolvency Rules 1986

The Administrator would be grateful for the return of the form by **25 July 2014**.

Creditors whose debts amount to at least 10% of the total debts of the Company may request that a meeting of creditors be convened, at which the formation of a creditors' committee may also be considered. Under the provisions of Rule 2.48, any requests for an initial creditors meeting must be made in writing to my office by **16 July 2014** and must include details of the purpose of the proposed meeting

### 14 Creditors' Committee

In accordance with the requirements of SIP15, the creditors shall have a right to establish a Creditors' Committee consisting of a minimum of 3 creditors and a maximum of 5 creditors, if it thinks it appropriate

The purpose of the Creditors' Committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, which are set out in the guidance note SIP15, it may also serve to assist the Administrator

**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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generally and act as a sounding board for them to obtain views on matters pertaining to the Administration. A copy of SIP15 can be downloaded from the following site -

<http://www.insolvency-practitioners.org.uk/uploads/Technical/SIPS/England/15.%20SIP%2015%20-%20August%202005.pdf>

**15. The Administrator's Proposals**

The Administrator's proposals are as follows

- 1 It is proposed that the Administrator will continue to manage the affairs of the Company in order to achieve the objective of the Administration which has been outlined above
- 2 When it is anticipated that no further realisations will be made in the Administration than would be available in a winding up, to take the necessary steps to put the Company into Creditors' Voluntary Liquidation (subject to 4 below)
- 3 If Creditors' Voluntary Liquidation is deemed appropriate, the Administrator be permitted to seek the appointment of Gordon Craig as Liquidator of the Company, without further recourse to creditors. In accordance with paragraph 87(3) of Schedule B1 of 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 these proposals are approved
- 4 To seek an extension to the Administration period if deemed necessary by the Administrator
- 5 If, in accordance with Paragraph 84(1) of Schedule B1, the Company has no property which would permit distribution to creditors, the Administrator be permitted to move the Company from Administration to Dissolution rather than placing the Company into Creditors' Voluntary Liquidation
- 6 The Administrator shall have the authority to sanction and agree the fees of any solicitors or chattel agents by reference to the time costs of by such solicitors agents and their staff, in attending to matters arising in the Administration

**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**

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- 7 Without prejudice to the provisions of Schedule B1 of the Act, the Administrator may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in their achievement of the stated purposes of the Administration Order or any variation thereto

**16. Additional Resolutions**

Approval of the following additional resolutions will be requested from the creditors

**Resolution 2**

Under Rule 2.67A of the Insolvency (Amendment) Rules 2010 and in the absence of a Creditors' Committee, the unpaid pre-administration costs as detailed in the Administrator's Proposals be approved. These are as follows

Solicitors Fees, Turner Parkinson                      £1,642 plus VAT, plus disbursements of £51

**Resolution 3**

Under Rule 2.106 of the Insolvency (Amendment) Rules 2010 and in the absence of a Creditors' Committee, the remuneration of the Administrator be fixed in reference to time properly spent by him and his staff in attending to matters arising from the Administration

**Resolution 4**

In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw Category 1 and 2 disbursements in accordance with his firm's published tariff.

**Resolution 5**

In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw remuneration and disbursements as and when funds are available

**Resolution 6**

The Administrator will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon his appointment as Administrator ceasing to have effect



Gordon Craig  
Administrator

**THE MORTGAGE SHOP (SOUTH EAST) LIMITED**  
**(COMPANY NUMBER: 04343213)**

**Statutory Information**

<b>Company number</b>	04343213
<b>Date of Incorporation</b>	19 December 2001
<b>Nature of Business</b>	Activities of mortgage finance companies
<b>Current Director</b>	James Cook David Cook
<b>Company Secretary</b>	James Cook
<b>Registered Office</b>	
<b>Currently:</b>	c/o Refresh Recovery LLP Maple View White Moss Business Park Skelmersdale Lancashire WN8 9TG
<b>Previously:</b>	Innovation House Innovation Way Discovery Park Sandwich Kent CT13 9FF
<b>Auditors</b>	Cleverdons 7 The Broadway Broadstair Kent CT10 2AD
<b>Bankers</b>	Natwest Bank Plc 34-36 North Street Ashford Kent TN24 8JR
<b>Issued Share Capital</b>	119 Ordinary shares of 1 each
<b>Shareholders</b>	James Cook (57 shares) David Cook (56 shares) David Groves (6 shares)

**STATEMENT OF AFFAIRS**

<b>Name of Company</b> The Mortgage Shop (South East) Limited t/a Investaco	<b>Company Number</b> 04343213
<b>In the</b> High Court of Justice, Chancery Division, Manchester District Registry	<b>Court case number</b> 2645 / 2014

Statement as to the affairs of

The Mortgage Shop (South East) Limited t/a Investaco

c/o Refresh Recovery Limited  
West Lancashire Investment Centre  
Maple View

White Moss Business Park

Skelmersdale


Lancashire

on the 15 May 2014, the date that the company entered administration

**Statement of Truth**

I believe 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 15 May 2014 the date that the company entered administration

Full Name JAMES JOHN COOK

Signed 

Dated 17/6/14

The Mortgage Shop (South East) Limited t/a Investaco  
Statement Of Affairs as at 15 May 2014

A - Summary of Assets

Assets	Book Value £	Estimated to Realise £
<b>Assets subject to fixed charge:</b>		
<b>Assets subject to floating charge:</b>		
<b>Uncharged assets:</b>		
Cash at Bank	5,494.20	5,494.20
Renewal Income		60,000.00
<b>Estimated total assets available for preferential creditors</b>		<b>65,494.20</b>

Signature

*K. M. L. L.*

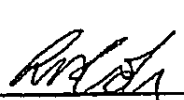
Date

17/6/14

**The Mortgage Shop (South East) Limited t/a Investaco**  
**Statement Of Affairs as at 15 May 2014**

**A1 - Summary of Liabilities**

		<b>Estimated to Realise £</b>
<b>Estimated total assets available for preferential creditors (Carried from Page A)</b>		<b>65,494.20</b>
<b>Liabilities</b>		
<b>Preferential Creditors -</b>		
DE Arrears & Holiday Pay	5,500 00	<u>5,500 00</u>
<b>Estimated deficiency/surplus as regards preferential creditors</b>		<b>59,994 20</b>
<b>Debts secured by floating charge pre 15 September 2003</b>		
<b>Other Pre 15 September 2003 Floating Charge Creditors</b>		<u><b>NIL</b></u>
		<b>59,994 20</b>
<b>Estimated prescribed part of net property where applicable (to carry forward)</b>		<u><b>NIL</b></u>
<b>Estimated total assets available for floating charge holders</b>		<b>59,994.20</b>
<b>Debts secured by floating charges post 15 September 2003</b>		
		<u><b>NIL</b></u>
<b>Estimated deficiency/surplus of assets after floating charges</b>		<b>59,994 20</b>
<b>Estimated prescribed part of net property where applicable (brought down)</b>		<u><b>NIL</b></u>
<b>Total assets available to unsecured creditors</b>		<b>59,994 20</b>
<b>Unsecured non-preferential claims (excluding any shortfall to floating charge holders)</b>		
Employees	50,000 00	
Estimated Contingent Creditors	500,000 00	<u>550,000 00</u>
<b>Estimated deficiency/surplus as regards non-preferential creditors</b>		
<b>(excluding any shortfall in respect of F.C's post 14 September 2003)</b>		<u><b>(490,005 80)</b></u>
<b>Estimated deficiency/surplus as regards creditors</b>		<b>(490,005 80)</b>
<b>Issued and called up capital</b>		
Ordinary Shareholders	119 00	<u>119 00</u>
<b>Estimated total deficiency/surplus as regards members</b>		<u><b>(490,124 80)</b></u>

Signature  Date 17/6/14

Refresh Recovery Limited  
The Mortgage Shop (South East) Limited t/a Investaco  
B - Company Creditors

Key	Name	Address	£
CC00	Estimated Contingent Creditors		500,000.00
CE00	Total Employees		50,000.00
CI00	HM Revenue & Customs - PAYE & NIC	Insolvency & Securities, 3rd Floor, Euston Tower, 286 Euston Road, London NW1 3UQ	0.00
RC00	Mr J Cook	57 Alpha Road, Burchington, Kent, CT7 9ED	0.00
RC01	Mr D Cook	Apartment 15, Castle View, Joss Gap Road, Broadstairs, Kent, CT10 3PE	0.00
5 Entries Totalling			550,000.00

Signature 



Refresh Recovery Limited  
The Mortgage Shop (South East) Limited t/a Investaco  
C - Shareholders

Key	Name	Address	Pref	Ord	Other	Total
HC00	Mr J Cook	57 Alpha Road, Burchington, Kent, CT17 9ED	0	57	0	57
HC01	Mr D Cook	Apartment 15, Castle View, Joss Gap Road, Broadstairs, Kent, CT10 3PE	0	56	0	56
HG00	Mr David Groves	50 Albion Road, Burchington, Kent	0	6	0	6
3 Entries Totalling						119

Signature



Page 1 of 1

IPS SQL Ver 2010

27 May 2014 10:55

**Refresh Recovery Limited**

TIME &amp; CHARGEOUT SUMMARIES (POST)

The Mortgage Shop (South East) Limited

DateRange

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	1 00	2 50	7 75	3 20	14 45	2,496 00	172 73
Investigations	0 00	0 00	1 00	0 00	1 00	140 00	140 00
Realisation of Assets	0 00	0 00	1 50	0 00	1 50	210 00	140 00
Creditors	0 00	0 00	3 75	1 40	5 15	665 00	129 13
Statutory Matters	0 50	0 00	1 75	0 00	2.25	412 50	183 33
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	502 50	700 00	2,205 00	516 00		3,923 50	
Total Hours	1 50	2 50	15 75	4 60	24 35		
Average Rate	335 00	280 00	140 00	112 17			

**The Mortgage Shop (South East) Limited t/a Investaco  
(In Administration)**

**ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 15/05/2014 To 09/07/2014 £	From 15/05/2014 To 09/07/2014 £
<b>RECEIPTS</b>			
Office Equipment		1,000 00	1,000 00
Client Database		4,000 00	4,000 00
Cash at Bank	5,494 20	5,494 20	5,494 20
Renewal Income	60,000 00	9,470.20	9,470 20
Bank Interest Net of Tax		1 15	1 15
		<u>19,965 55</u>	<u>19,965 55</u>
<b>PAYMENTS</b>			
Bordereau		316.00	316 00
Agents/Valuers Fees		500 00	500 00
Irrecoverable VAT		16 92	16 92
Statutory Advertising		84 60	84 60
DE Arrears & Holiday Pay	(5,500 00)	0 00	0 00
Employees	(50,000 00)	0 00	0 00
Estimated Contingent Creditors	(500,000 00)	0 00	0 00
Ordinary Shareholders	(119 00)	0 00	0 00
		<u>917 52</u>	<u>917 52</u>
Net Receipts/(Payments)		<u>19,048 03</u>	<u>19,048 03</u>
<b>MADE UP AS FOLLOWS</b>			
Bank 2 Current		19,048 03	19,048 03
		<u>19,048 03</u>	<u>19,048 03</u>

Note

\_\_\_\_\_  
Gordon Craig  
Administrator

## **REFRESH RECOVERY LIMITED'S FEE AND EXPENSES**

### **1. TIME COST AND CHARGES OUT RATES**

The expected work involved in this Administration will mainly relate to the realisation of the assets, investigation into the Company's affairs (including the submission of reports on the conduct of the directors to the Department of Business, Innovation and Skills), assisting the employees to submit their claims to the Redundancy Fund and complying with various statutory obligations including, submission of Proposals to creditors, progress and final progress reports and statutory filing at Companies House and Court

The current charge out rates for this Firm is as follows -

<b>Grade of Staff</b>	<b>(£ per hour)</b>
Insolvency Practitioner/Partner	335
Senior Manager	280
Manager	250
Case Supervisor	180
Senior Case Administrator	140
Case Administrator	100

All charge out rates are subject to periodic review. Any material amendments to charge out rates shall be advised to Creditors (or the Creditors' Committee, if appropriate) in subsequent statutory reports. Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried out as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff. Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

A creditors' guide to Administrator's fees is can be downloaded from the following site -

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-administrators-fees-final.pdf>

Please note that if you wish to have a hard copy of the Creditors' Guide to Fees please contact this office and a copy will be supplied to you free of charge.

### **2. EXPENSES & DISBURSEMENT COSTS**

Where the Insolvency Practitioner in the firm acts as office-holder in an Administration, the firm will seek to re-charge these costs (plus VAT where applicable). In such cases to comply with Statement of Insolvency Practice 9 (SIP9), the standard disbursement cost and expense re-charge calculations will be based upon the firm's standard policy which is as follows:

#### **Category 1 Disbursements**

These costs will include, among other -

Statutory Advertising	As per advertisers/agents invoice
Statutory Bonding	Charged at cost
Postal Redirection	Charged at cost
Courier	Charged at cost

Postage	First class postal charges based on the weight of the circular.
Storage	Pro rata per number of boxes per storage charge invoice An external storage provider provides this facility to the firm. Current charges are £2.50 for the box and £4 25 per box per annum for the storage
Room Hire	No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost
Land Registry Searches	As per Land Registry invoice
Companies House Search	As per Companies House invoice
Travel	Charged at costs for public transport, taxis and car parking

## Category 2 Disbursements

This relates to expenditure which may be directly related to the Administration or where the costs is apportioned or allocated over a number of such cases and estimates are used in the calculation Such disbursements require creditor approval

Photocopier/Paper	£0 15 per sheet – irrespective of size Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper	
Fax.	£0 60 per page sent Based on the average costs involved in the use of fax machine consumables (toner cartridges, maintenance etc) and line costs	
Stationery	Lever arch files	£3.63 each
	A-Z dividers	£2 69 each
	Multi punched pockets	£0.03 each
	C5 window envelopes	£0.04 each
	C4 (A4 unfolded) window envelopes	£0 08 each
Travel	45p per mile which is the cost reimbursed to staff	
Telephone	Conference and international calls are charged at cost	

All the above costs are subject to periodic review Any material amendments to costs shall be advised to Creditors (or the Creditors' Committee, if appropriate) in subsequent statutory reports

# Notice of conduct of business by correspondence

Name of Company

The Mortgage Shop (South East) Limited

Company number

04343213

In the High Court of Justice  
Chancery Division,  
Manchester District Registry  
(full name of court)

Court case number  
2177 of 2014

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

Notice is hereby given by (a)  
Gordon Craig  
Refresh Recovery Limited  
West Lancashire Investment Centre  
Maple View  
White Moss Business Park  
Skelmersdale  
WN8 9TG

(b) Insert full name and  
address of registered

office of the company

to the creditors of (b) The Mortgage Shop (South East) Limited  
West Lancashire Investment Centre  
Maple View  
White Moss Business Park  
Skelmersdale  
WN8 9TG

(c) Insert number of  
resolutions enclosed

that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed is (c) 6  
resolutions for your consideration Please indicate below whether you are in favour or  
against the resolutions

(d) Insert address to  
which form is to be  
delivered

This form must be received at (d)  
Refresh Recovery Limited, West Lancashire Investment Centre, Maple View White Moss  
Business Park, Skelmersdale, Lancashire, WN8 9TG

(e) Insert closing date

by 12 00 hours on (e) 25 July 2014 in order to be counted It must be accompanied by  
details in writing of your claim Failure to do so will lead to your vote(s) being disregarded

Repeat as necessary for  
the number of resolutions  
attached

## Resolution

- 1 That the Administrator's proposals as  
circulated be approved

I am \*in Favour / Against

- 2 Under Rule 2 67A of the Insolvency  
(Amendment) Rules 2010 and in the  
absence of a Creditors' Committee, the  
unpaid pre-administration costs as  
detailed in the Administrator's Proposals  
be approved These are as follows

Solicitors Fees, Turner Parkinson  
£1,642 plus VAT, plus disbursements of  
£51

I am \*in Favour / Against

- 3 Under Rule 2 106 of the Insolvency  
(Amendment) Rules 2010 and in the  
absence of a Creditors' Committee, the  
remuneration of the Administrator be  
fixed in reference to time properly spent  
by him and his staff in attending to  
matters arising from the Administration

I am \*in Favour / Against

- 4 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw Category 1 and 2 disbursements in accordance with his firm's published tariff I am \*in Favour / Against
- 5 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw remuneration and disbursements as and when funds are available I am \*in Favour / Against
- 6 The Administrator will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon his appointment as Administrator ceasing to have effect I am \*in Favour / Against

\*Delete as appropriate

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

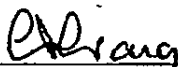
Name of creditor

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 at the address above

Signed



\_\_\_\_\_  
Administrator

Dated 9 July 2014

## PROOF OF DEBT - GENERAL FORM

The Mortgage Shop (South East) Limited (Company Number: 04343213)	
Date of Administration: 15 May 2014	
1	Name of Creditor (If a company please also give company registration number)
2.	Address of Creditor for correspondence
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into Administration (see note) £
4	Details of any documents by reference to which the debt can be substantiated [Note there is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting]
5	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates
9	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator



Rule 2.37

# Creditor's request for a meeting

Name of Company

**The Mortgage Shop (South East) Limited**

Company number

**04343213**

In the  
**High Court of Justice, Chancery Division**  
**Manchester District Registry**

(full name of court)

Court case number

**2645 of 2014**

(a) Insert full name and  
 address of the creditor  
 making the request

I (a)

(b) Insert full name and  
 address of registered

request a meeting of the creditors of (b)  
**The Mortgage Shop (South East) Limited**

office of the company

C/O Refresh Recovery Limited  
 West Lancashire Investment Centre  
 Maple View  
 White Moss Business Park  
 Skelmersdale  
 Lancs WN8 9TG

(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

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Dated

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