

# AM23

## Notice of move from administration to dissolution



Companies House

THURSDAY



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A12

19/10/2017

#166

COMPANIES HOUSE

### 1 Company details

Company number 0 4 5 2 8 9 9 9  
Company name in full A & R Electrical and Solar Supplies Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Court details

Court name Manchester District Registry of the High Court

Court number 3 1 4 9 o f 2 0 1 6

### 3 Administrator's name

Full forename(s) Phil  
Surname Deyes

### 4 Administrator's address

Building name/number Leonard Curtis

Street 36 Park Row

Post town Leeds

County/Region

Postcode L S 1 5 J L

Country

AM23

Notice of move from administration to dissolution

**5 Administrator's name ①**

Full forename(s)

Sean

Surname

Williams

**① Other administrator**

Use this section to tell us about another administrator.

**6 Administrator's address ②**

Building name/number

Leonard Curtis

Street

36 Park Row

Post town

Leeds

County/Region

Postcode

L S 1 5 J L

Country

**② Other administrator**

Use this section to tell us about another administrator.

**7 Final progress report**☒ I have attached a copy of the final progress report**8 Sign and date**Administrator's  
signature

Signature

X



X

Signature date

<sup>d</sup>1<sup>d</sup>8<sup>m</sup>1<sup>m</sup>0<sup>y</sup>2<sup>y</sup>0<sup>y</sup>1<sup>y</sup>7

# AM23

## Notice of move from administration to dissolution



### Presenter information

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

Contact name **Keith Turpin**

Company name **Leonard Curtis**

Address **Tower 12**

**18/22 Bridge Street**

**Spinningfields**

Post town **Manchester**

County/Region

Postcode **M 3 3 B Z**

Country

DX

Telephone **0161 831 9999**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**A & R ELECTRICAL AND SOLAR SUPPLIES  
LIMITED**

**(IN ADMINISTRATION)**

Registered Number: 04528999

Court Ref: 3149/2016

Manchester District Registry of the High Court

**Joint Administrators' second and final progress report in accordance  
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period  
19 June 2017 to 18 October 2017**

**18 October 2017**

**Phil Deyes and Sean Williams - Joint Administrators  
Leonard Curtis  
36 Park Row, Leeds, LS1 5JL  
Tel: 0113 323 8890 Fax: 0113 323 8891  
recovery@leonardcurtis.co.uk  
Ref: E/36/KT/NA783L/1010**

**CONTENTS**

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Disbursements
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration

**APPENDICES**

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 19 June 2017 to 18 October 2017, and cumulative to 18 October 2017
- C Summary of Joint Administrators' Time Costs for the Period from 19 June 2017 to 18 October 2017
- D Summary of Joint Administrators' Time Costs from 19 December 2016 to 18 October 2017, incorporating a Comparison of the Joint Administrators' Fee Estimate
- E Summary of Joint Administrators' Expenses From 19 June 2017 to 18 October 2017, incorporating a Comparison of the Joint Administrators' Statement of Likely Expenses
- F Estimated Outcome Statement
- G Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- H Notice of Move from Administration to Dissolution
- I Creditor's Notice Electing to Opt Out from Receiving Documents
- J Notice of General Use of Website to Deliver Documents

**STRICTLY PRIVATE AND CONFIDENTIAL  
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES  
ALL CREDITORS  
ALL MEMBERS**

**1 INTRODUCTION**

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of A & R Electrical and Solar Supplies Limited ("the Company") for the period from 19 June 2017 to 18 October 2017. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 19 June 2017 to 18 October 2017, being the period since the end of the period covered by the last progress report.

**2 STATUTORY INFORMATION**

- 2.1 Phil Deyes and Sean Williams were appointed as Joint Administrators the Company in the jurisdiction of Manchester District Registry of the High Court, number 3149/2016 on 19 December 2016. The Administration appointment was made by the Director. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Leeds office of Leonard Curtis, which is situated at 36 Park Row, Leeds LS1 5JL.
- 2.3 The principal trading address of the Company was Units 1-3, High Mill Business Park, Mill Street, Morley, Leeds LS27 0WJ. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of Joint Administrators was 27a Lidget Hill, West Yorkshire LS28 7LG. Following the appointment, this was changed to 36 Park Row, Leeds LS1 5JL. The registered number of the Company is 04528999.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that *during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.*
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.
- 2.7 **Opting-out**

If you are a creditor, you can choose to opt out of receiving information regarding the administration, but this does not preclude correspondence in regard to changes in office holder, your claim, or dividend rights. A full list of exceptions can be found at Rule 1.37 of the Insolvency (England and Wales) Rules 2016. Creditors electing

## **A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION**

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to opt out should complete the notice at Appendix I and return it to this office. Creditors can opt back into receiving correspondence by giving notice in writing to this office.

### **2.8 Provision of Documentation on Website**

Pursuant to Rule 1.50 of the Insolvency (England and Wales) Rules 2016, future documents will be available on a prescribed website, rather than being issued to creditors by post. The information required to access the website is provided at Appendix J, in addition to details of various statutory exemptions.

## **3 JOINT ADMINISTRATORS' PROPOSALS**

3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.

3.2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.

3.3 The objective of the Administration is to realise property in order to make a distribution to one or more secured creditors.

3.4 This objective has been achieved as Lloyds Commercial Finance Limited ("Lloyds CF") has received a distribution under its fixed charge security from book debts collections and the sale of goodwill.

## **4 PROGRESS OF THE ADMINISTRATION**

4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 19 June 2017 to 18 October 2017. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

### **4.2 Sale of Business**

As previously reported to creditors, the business and assets of the Company were sold on 21 December 2016 to LED Site Limited ('the Purchaser'), a connected company by virtue of the fact that the sole director and shareholder of the Purchaser is a shareholder of the Company.

The agreed sale consideration was £38,000, of which £10,000 was payable on completion followed by 6 monthly instalments of £4,666.67. The sale consideration is secured by way of personal guarantees provided by Richard John Brooke and Sarah Louise Brooke.

Payments have been received as specified in the sale agreement and the total sale consideration has now been received.

### **4.3 Interest**

During the period of this report, bank interest totalling £0.52 as accrued on funds held by the Joint Administrators. Total interest in the Administration is £0.58.

4.4 Other than the deferred consideration payments made by the Purchaser of the Company's business and assets during the period of this report, there have been no additional realisations for the benefit of the estate. All assets realised in this matter are included in the Joint Administrators' receipts and payments account at Appendix B. Assets realised in previous periods have been detailed in my previous report dated 12 July 2017.

## A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION

### 5 INVESTIGATIONS

- 5.1 As previously reported, following their initial assessment, no detailed investigations were considered to be required by the Administrators. Nothing further has been brought to the attention of the Administrators in the period of this report.

### 6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

#### Pre-Administration Costs

- 6.1 On 13 January 2017, the secured creditor consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Amount Paid £	Amount Unpaid £
Leonard Curtis	Assessing the financial position of the Company, providing insolvency advice, consideration of whether an administration purpose could be achieved, liaising with the secured creditors and dealing with the marketing of the business, sales contract and preparation of the appointment papers.	22,790.00	16,978.10	5,811.90
Excello Law ("Excello")	Preparation of the sales contract, reviewing security and general legal advice.	5,000.00	5,000.00	-
Cerberus Asset Management ("CAM")	Valuation of physical assets and stock, marketing and dealing with interested parties	2,000.00	2,000.00	-
BPR Heaton ("BPR")	Assistance in valuation of goodwill	1,000.00	1,000.00	-
<b>TOTAL</b>		<b>30,790.00</b>	<b>24,978.10</b>	<b>5,811.90</b>

The third party costs have now been paid and are detailed in the receipts and payments account attached at Appendix B. The unpaid amount of Leonard Curtis's pre-Administration costs will be written off.

#### Joint Administrators' Remuneration

- 6.2 On 13 January 2017, the secured creditor agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £63,225, as set out in a Fee Estimate.
- 6.3 The Joint Administrators' time costs are summarised below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	88.4	311.80	27,563
Time incurred in the period of this report	29.1	258.59	7,525
<b>Total Administrators' time costs</b>	<b>117.5</b>	<b>298.62</b>	<b>35,088</b>



## A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION

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- 6.4 The time charged by the Joint Administrators for the period of this report amounts to £7,525. This represents 29.1 hours at an average rate of £258.59 per hour. A summary of time costs incurred in the period is attached at Appendix C. A detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.
- 6.5 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fee Estimate, is attached at Appendix D.
- 6.6 You will note that time costs incurred do not exceed the time as set out in the Fee Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred are as follows:-
- 6.7 **Liabilities**
- More time was spent in this category due to:-*
- Necessary time being spent dealing with the Debenture Holder, which should have been time coded to the Debenture Holder category but was coded to the Liabilities category; and
- Necessary time being spent on a more than expected number of ROT claims from creditors.
- 6.8 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:  
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 6.9 If you would prefer this to be sent to you in hard copy please contact Keith Turpin of this office on 0113 323 8890.
- 6.10 No Administrators' fees have been drawn and the balance of the time costs incurred will be written off.

### **Joint Administrators' Statement of Likely Expenses**

- 6.11 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.
- Expenses are separated into the following categories:
- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
  - (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the administration but are not paid to an independent third party (and which may include an element of allocated costs).
- These are known as "Category 2 disbursements" and are subject to the approval of the secured creditors. On 13 January 2017, the secured creditor also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix G.
- 6.12 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.13 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
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6.14 A summary of those costs that have been exceeded is provided below:

Name	Description	Estimated Amount	Amount Incurred to Date	Amount Paid	Amount Unpaid
		£	£	£	£
Pelstar	Creditor Web Uploads	42.00	75.60	75.60	-
		<u>42.00</u>	<u>75.60</u>	<u>75.60</u>	<u>-</u>

6.15 Attached at Appendix G is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.

6.16 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.

6.17 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.

6.18 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.

6.19 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

## **7 OUTCOME FOR CREDITORS**

### **7.1 Secured Creditors**

#### **Lloyds CF**

Lloyds CF holds a debenture, which incorporates a fixed and floating charge over all of the Company's assets. It was created on 22 August 2011 in respect of an invoice discounting facility to the Company. Lloyds CF were owed £207,353 at the date of Administration. Lloyds CF have advised that they have collected £162,906 since that date. Lloyds CF has also received a further dividend of £10,000 under their fixed charge, following a sale of goodwill. There has not been any further distributions to Lloyds CF during the course of the Administration.

#### **HSBC**

HSBC holds a debenture, which incorporates a fixed and floating charge over all of the Company's assets. It was created on 10 November 2015 in respect of an overdraft to the Company. Due to the shortfall in debtor collections, and Lloyds CF prior ranking charge, there has been no distribution to HSBC under the terms of its security.

### **7.2 Preferential Claims**

The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay. The Joint Administrators do not anticipate receiving any preferential claims during the

## **A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION**

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Administration and none have been received to date. Notwithstanding this, there was insufficient funds to enable a distribution to preferential creditors.

### **7.3 Prescribed Part**

The Prescribed Part will not apply in this matter as there has not been a distribution under the floating charge security of either Lloyds CF or HSBC.

### **7.4 Unsecured Non-Preferential Claims**

There are insufficient funds available to enable any form of distribution to unsecured creditors after applying the associated costs of the Administration. This statement is being made in accordance with paragraph 52(1)(b) of Schedule B1 to the Act.

## **8 MATTERS STILL TO BE DEALT WITH**

- 8.1 All matters have been dealt with and consequently the Administration has now concluded.

## **9 EXTENSIONS TO THE ADMINISTRATION**

- 9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 9.2 In certain circumstances it may be necessary to extend the Administrators' term of office.
- 9.3 In this case, no further extensions are required.

## **10 ENDING THE ADMINISTRATION**

- 10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix H is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.
- 10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Administrators immediately upon their appointment ceasing to have effect.

**A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION**

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If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully

For and on behalf of

**A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED**



**PHIL DEYES**

**JOINT ADMINISTRATOR**

Phil Deyes and Sean Williams are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9089 and 11270, respectively

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

**SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS**

It is proposed that:

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation. It is further proposed that Phil Deyes and/or Sean Williams be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Phil Deyes and/or Sean Williams be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

## APPENDIX B

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
19 JUNE 2017 TO 18 OCTOBER 2017, AND CUMULATIVE TO 18 OCTOBER 2017

	Estimated Financial Position £	Transactions previously reported £	Transactions this period £	Received/Paid by Lloyds CF £	Cumulative £
<b>RECEIPTS</b>					
<b>Assets Specifically Pledged</b>					
Goodwill	10,000.00	7,544.28	2,455.72	-	10,000.00
Debtors	200,222.00	-	-	162,906.38	162,906.38
	<u>210,222.00</u>	<u>7,544.28</u>	<u>2,456.72</u>	<u>162,906.38</u>	<u>172,906.38</u>
<b>Assets Not Specifically Pledged</b>					
Plant & Machinery	3,000.00	2,262.68	737.26	-	2,999.94
Stock	25,000.00	18,859.72	6,140.36	-	25,000.08
Bank Interest	-	0.58	-	-	0.58
<b>TOTAL RECEIPTS</b>	<u>238,222.00</u>	<u>28,667.26</u>	<u>9,333.34</u>	<u>162,906.38</u>	<u>200,906.98</u>
<b>PAYMENTS</b>					
<b>Pre-appointment Fees</b>					
LCBSG		(10,000.00)	(6,978.10)	-	(16,978.10)
BPR		(1,000.00)	-	-	(1,000.00)
Excello Law		-	(5,000.00)	-	(5,000.00)
CAM		-	(2,000.00)	-	(2,000.00)
<b>Post Appointment Costs and Expenses</b>					
BPR		(2,000.00)	-	-	(2,000.00)
CAM		-	(500.00)	-	(500.00)
Category 1 disbursements		(262.95)	(237.05)	-	(500.00)
Bank Interest and Charges		(22.50)	-	-	(22.50)
<b>TOTAL PAYMENTS</b>		<u>(13,285.45)</u>	<u>(14,715.15)</u>	<u>-</u>	<u>(28,000.60)</u>
<b>DISTRIBUTIONS</b>					
Secured Creditor - Lloyds CF		(10,000.00)	-	(162,906.38)	(172,906.38)
<b>BALANCE IN HAND</b>		<u>5,381.81</u>	<u>(5,381.81)</u>	<u>-</u>	<u>-</u>

# A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION

## APPENDIX C

### SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD FROM 19 JUNE 2017 TO 18 OCTOBER 2017

	Director		Manager 2		Administrator 1		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	4	180.00	-	-	8	208.00	-	-	2	30.00	14	418.00	298.57
Receipts & Payments	3	135.00	1	32.00	16	468.00	1	23.00	16	240.00	39	898.00	230.26
Insurance	-	-	-	-	7	182.00	-	-	-	-	7	182.00	260.00
Assets	-	-	-	-	3	78.00	-	-	-	-	3	78.00	260.00
Liabilities	-	-	-	-	213	5,538.00	12	276.00	-	-	225	5,814.00	258.40
Planning & Strategy	3	135.00	-	-	-	-	-	-	-	-	3	135.00	450.00
Total	10	450.00	1	32.00	249	6,474.00	13	299.00	18	270.00	291	7,525.00	
Average Hourly Rate (£)		<u>450.00</u>		<u>320.00</u>		<u>260.00</u>		<u>230.00</u>		<u>150.00</u>		<u>258.59</u>	

All Units are 6 minutes

Joint Administrators' Second and Final Progress Report  
18 October 2017

**APPENDIX C (continued)**

**DESCRIPTION OF TIME SPENT BY CATEGORY**

**Statutory and Review**

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case management reviews. These will be carried out periodically throughout the life of the case. In the early stages of the case this will involve weekly team meetings to discuss and agree case strategy and a month 1 review by the firm's Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will as a minimum carry out three monthly and six monthly reviews to ensure that the case is progressing as planned; and
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.

**Receipts and Payments**

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Regular review of case bank account by senior member of staff to ensure that fixed and floating charge assets have been properly identified and prescribed part funds have been set aside where appropriate;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

**Insurance, Bonding and Pensions**

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see Insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice;
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company directors to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme, and submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme; and
- Liaising with pension companies to arrange for prompt wind up of schemes.



## **A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION**

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### **Assets**

- Liaising with purchaser with respect to the payment of the deferred consideration on a timely basis as per the Sale and Purchase Agreement.

### **Liabilities**

This category of time includes both statutory and non-statutory matters.

#### *Statutory*

- Processing of claims from the Company's creditors;
- Preparation, review and submission of pre-appointment tax and VAT returns; and
- Preparation and submission of periodic progress reports to creditors.

- 

#### *Non-statutory*

- Dealing with enquiries from the Company's creditors;
- Dealing with ROT enquiries from the Company's creditors; and
- Liaising with secured creditor.

### **Planning & Strategy**

- The Joint Administrator meeting with professional advisors to progress the case.

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS  
FROM 19 DECEMBER 2016 TO 18 OCTOBER 2017  
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEE ESTIMATE**

	FEE ESTIMATE			INCURRED TO DATE			VARIANCE
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	
Statutory and review	190	5,959.50	313.66	135	3,846.00	284.89	(2,083.50)
Receipts and payments	104	2,599.50	249.95	113	2,624.00	232.21	(5.50)
Insurance, bonding and pensions	27	943.50	349.44	9	234.00	260.00	(709.50)
Assets	590	21,210.00	359.49	89	3,948.00	443.60	(17,262.00)
Liabilities	411	12,004.00	292.07	667	18,903.50	283.41	6,899.50
Landlords	17	565.00	332.35	-	-	-	(565.00)
Debenture Holder	51	1,854.50	363.63	-	-	-	(1,854.50)
General Administration	181	4,813.50	265.94	35	935.00	267.14	(3,878.50)
Appointment	80	2,375.00	296.88	33	1,485.00	450.00	(890.00)
Planning & Strategy	24	796.00	331.67	3	135.00	450.00	(661.00)
Post Appointment Creditors Meetings	171	5,212.50	304.82	45	1,770.00	393.33	(3,442.50)
Investigations	120	3,842.00	320.17	45	1,192.50	265.00	(2,649.50)
Legal Services	50	1,050.00	210.00	1	15.00	150.00	(1,035.00)
<b>Total</b>	<b>2,016</b>	<b>63,225.00</b>	<b>313.62</b>	<b>1,175</b>	<b>35,088.00</b>	<b>298.52</b>	<b>(28,137.00)</b>

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES  
FROM 19 JUNE 2017 TO 29 SEPTEMBER 2017  
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'  
STATEMENT OF LIKELY EXPENSES**

**Standard Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	10.00	-	10.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	40.00	40.00	-	40.00	-
Company Searches	Companies House	Extraction of company information from Companies House	10.00	-	-	-	-
Document Hosting	Pelstar	Hosting of documents for creditors	42.00	75.60	25.20	75.60	-
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	89.50	80.55	-	80.55	-
Storage Costs	Auctus Limited	Storage of books and records	100.00	-	-	-	-
<b>Total standard expenses</b>			<b>378.50</b>	<b>293.15</b>	<b>25.20</b>	<b>293.15</b>	<b>-</b>

# A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED – IN ADMINISTRATION

## Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	BPR	Assistance with Statement of Affairs	750.00	750.00	-	750.00	-
Professional Fees	BPR	Tax advice regarding potential tax refund	1,250.00	1,250.00	-	1,250.00	-
Legal Fees	Excello	Costs of appointed solicitors	2,000.00	-	-	-	-
Staff Mileage	LCBSG	Category 2 disbursement requiring specific creditor / committee approval	100.00	-	-	-	-
Agent's Fees	CAM	Professional advice in connection with the stock, examining the offer and providing a recommendation	500.00	-	-	-	-
<b>Total case specific expenses</b>			<b>5,600.00</b>	<b>2,000.00</b>	<b>-</b>	<b>2,000.00</b>	<b>-</b>

ESTIMATED OUTCOME STATEMENT

	Secured £'000	Financed £'000	Preferential £'000	Unsecured £'000
Estimated realisable value of assets available for class of creditor per Appendix B	172	-	28	-
Less: Pre-Appointment Fees per Paragraph 6.1	-	-	(16)	-
Less: Joint Administrators' Fees Estimate per Appendix D	-	-	(63)	-
Less: Expenses per Appendix E	-	-	(6)	-
Amount available to class of creditor	172	-	-	-
Amount due to creditor per Estimated Financial Position	(210)	-	(580)	-
Estimated dividend rate (as a %)	82%	0%	0%	0%

**LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS**

The following Leonard Curtis policy information is considered to be relevant to creditors:

**Staff Allocation and Charge Out Rates**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

**Subcontractors**

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Expenses**

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) **Standard Expenses** – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

## APPENDIX G (cont)

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors	<table> <tr> <th>Type</th><th>100 creds</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	100 creds	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	100 creds	Every addtl 10																								
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CPL	£7.00	£0.70																								
CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £185.00 3-6 months £275.00 6-12 months £445.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

## Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£70.40 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**FORM AM23 – NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION**



# AM23

## Notice of move from administration to dissolution



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 5 2 8 9 9 9

Company name in full A & R Electrical and Solar Supplies Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Court details

Court name Manchester District Registry of the High Court

Court number 3 1 4 9 o f 2 0 1 6

### 3 Administrator's name

Full forename(s) Phil

Surname Deyes

### 4 Administrator's address

Building name/number Leonard Curtis

Street 36 Park Row

Post town Leeds

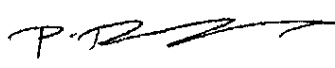
County/Region

Postcode L S 1 5 J L

Country

AM23

Notice of move from administration to dissolution

<b>5 Administrator's name <sup>1</sup></b>	
Full forename(s)	Sean
Surname	Williams
<b>Other administrator</b> Use this section to tell us about another administrator.	
<b>6 Administrator's address <sup>2</sup></b>	
Building name/number	Leonard Curtis
Street	36 Park Row
Post town	Leeds
County/Region	
Postcode	L S 1 5 J L
Country	
<b>Other administrator</b> Use this section to tell us about another administrator.	
<b>7 Final progress report</b>	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
<b>8 Sign and date</b>	
Administrator's signature	<div>Signature</div> <div>X  X</div>
Signature date	<div><sup>d</sup> 1 <sup>d</sup> 8 <sup>m</sup> 1 <sup>m</sup> 0 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 7</div>

AM23

Notice of move from administration to dissolution



**Presenter information**

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

Contact name Keith Turpin

Company name Leonard Curtis

Address Tower 12

18/22 Bridge Street

Spinningfields

Post town Manchester

Country/Region

Postcode M 3 3 B Z

Country

DX

Telephone 0161 831 9999



**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



**Important information**

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



**Where to send**

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

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



**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

## CREDITOR'S NOTICE ELECTING TO OPT OUT FROM RECEIVING DOCUMENTS

Insolvency (England and Wales) Rules 2016  
Rule 1.38Insert full name of  
Company

<b>Re:</b>	<b>A&amp;R Electrical and Solar Supplies Limited (In Administration)</b>
<b>Previous Name:</b>	<b>N/A</b>
<b>Registered No:</b>	<b>04528999</b>

<b>Address of Company</b>	<b>36 Park Row, Leeds, LS1 5JL</b>
-------------------------------	------------------------------------

a) Insert full name  
and address of  
creditor making the  
election

<b>I, (a)</b>	
---------------	--

a creditor of the above Company, elect to opt out of receiving documents.

I acknowledge that I shall remain an opted-out creditor for the duration of these and any following proceedings unless and until I elect in writing to revoke my opt out.

I acknowledge that I shall continue to receive:

- all documents that the Insolvency Act 1986 or the court requires to be delivered to all creditors;
- notice of any change in the office-holder or their contact details; and
- notice of any distributions applicable to me.

b) Insert name and  
address of office  
holder to whom you  
will deliver this notice

<b>(b)</b>	<b>Phil Deyes and Sean Williams- Joint Administrators 36 Park Row, Leeds, LS1 5JL</b>
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\*This form can be authenticated for submission by email by entering your name and email address and sending the form as an attachment from an email address which clearly identifies you.

<b>Signed / Authenticated*</b>	
<b>Date</b>	
<b>Name (BLOCK LETTERS)</b>	
<b>Relationship to Creditor</b>	

**NOTICE OF GENERAL USE OF WEBSITE TO DELIVER DOCUMENTS**

**INSOLVENCY (ENGLAND AND WALES) RULES 2016  
RULE 1.50**

**A & R ELECTRICAL AND SOLAR SUPPLIES LIMITED - IN ADMINISTRATION ("THE COMPANY")**  
**COMPANY NUMBER: 06599042**

NOTICE IS HEREBY GIVEN THAT Phil Deyes and Sean Williams will deliver all future documents in this case (other than those listed below) to <http://leonardcurtis.insolvencydata.co.uk>

The documents will be made available for viewing and downloading on <http://leonardcurtis.insolvencydata.co.uk> without any further notice to you. The details of the website are:

Address of website: <http://leonardcurtis.insolvencydata.co.uk> ("the Website")

Password: **X2KMPBE3**

Phil Deyes and Sean Williams are not obliged to deliver any documents to you (other than those listed below) unless they are requested to do so by you.

You may, at any time, request a hard copy of any or all of the following:

- All documents currently available for viewing on the Website
- All future documents which may be made available on the Website

Such requests should be made to:

Telephone number: 0161 831 9999  
Email address: Keith Turpin  
Postal address: Leonard Curtis, Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ

This notice does not apply to the delivery of the following documents:

- a document for which personal delivery is required
- a notice under Rule 14.29 of the Insolvency (England and Wales) Rules 2016 of intention to declare a dividend; and
- a document which is not delivered generally

Documents will continue to be available on the website until 2 months after the end of the insolvency proceedings, or the release of the last person to hold office as office-holder in those proceedings

Contact details of Phil Deyes and Sean Williams- Joint Administrators  
36 Park Row, Leeds, LS1 5JL  
0113 323 8990