

**2.17B**

The Insolvency Act 1986

**Statement of administrator's proposals**

Name of Company
Hayters Teamwork Limited

Company number
04539827

In the High Court of Justice, Chancery Division, Companies Court (full name of court)
--

Court case number
5670 of 2011

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

I/We (a)  
Robert Pick  
Moorfields Corporate Recovery LLP  
88 Wood Street  
London  
EC2V 7QF

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

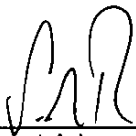
\*Delete as  
applicable

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

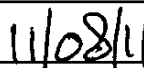
A copy of these proposals was sent to all known creditors on

(b) 11 August 2011

Signed

  
Joint Administrator(s)

Dated

  
11/08/11

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to researchers of the public record

Michael Quinn  
Moorfields Corporate Recovery LLP  
88 Wood Street  
London  
EC2V 7QF

DX Number

0207 186 1147  
DX Exchange

When you have completed and signed this form, please send it to the Registrar of Companies at -  
**Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff**



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## **1. INTRODUCTION**

- 1 1 This report is addressed to the creditors of Hayters Teamwork Limited ("the Company") and incorporates the Joint Administrators' proposals. These proposals are to be considered by the creditors' meeting called pursuant to Paragraph 51 of Schedule B1 of the Insolvency Act 1986 to be held at 11 00am on the Wednesday 31 August 2011 at the offices of Moorfields Corporate Recovery LLP, 88 Wood Street, London, EC2V 7QF.
- 1 2 Creditors may approve the proposals with or without modifications subject to the Joint Administrators' agreement to any such modifications. If the creditors reject the Joint Administrators' proposals a report will be sent to them confirming that the creditors have rejected the proposals. The Court may then discharge the Administration and make consequential directions. Alternatively, it may adjourn the hearing or make some other Order as it thinks fit.
- 1 3 If the Joint Administrators' proposals are agreed the Joint Administrators will continue to control the business of the Company to the extent that it has not been transferred. The Joint Administrators would at some later date arrange for the Company to exit from the Administration, as agreed by the creditors. Based on the direction of the court, the Joint Administrators' proposal is that the Company will move from Administration to Creditors' Voluntary Liquidation ("CVL").

## **2 EVENTS LEADING UP TO ADMINISTRATION**

- 2 1 The Company was incorporated on 19 September 2002 as DWSCO 2324 Limited and trades from its head office at Image House, Station Road, London, N17 9LR.
- 2 2 The Company's principal business interest is the provision of sports related editorial and information services for various media customers.
- 2 3 The Company's directors first became aware that the Company was in financial difficulty when an employee fraud led to the non payment of crown debts. This, in turn, resulted in HM Revenue & Customs ("HMRC") issuing a winding up petition against the Company.
- 2 4 Following this the Company contacted their secured creditor HSBC Bank Plc ("HSBC") in order to discuss the position. HSBC suggested that the directors contact Moorfields Corporate Recovery LLP ("Moorfields") in order to take appropriate advice.
- 2 5 The directors made a court application to appoint Simon Thomas and Robert Pick of Moorfields as Joint Administrators and this order was made on 1 July 2011 in the High Court of Justice, Chancery Division, Companies Court under reference number 5670 of 2011.
- 2 6 As a result of the Administration order, the winding up petition against the Company was dismissed.

## **3 STATEMENT OF AFFAIRS AND STATUTORY INFORMATION**

- 3 1 Statutory information on the Company and a summary of its financial position is included at Appendix I.

- 3 2 A copy of the Statement of Affairs of the Company prepared by the Directors, as at the date of my appointment, is attached at Appendix II. The Statement of Affairs has been prepared from the company records and information available. The Joint Administrators have reviewed the Statement of Affairs but have not carried out any audit or detailed verification work at this time.

#### **4 PRESCRIBED PART**

- 4 1 Under the provisions of Section 176A of the Insolvency Act 1986 the Administrators must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the company has granted a floating charge to a creditor after 15 September 2003.
- 4 2 As a floating charge was registered in favour of HSBC on 2 February 2005, the prescribed part would therefore ordinarily apply.
- 4 3 However, based on current information and realisations to date, there will not be a deficit to HSBC under its fixed charge and therefore the prescribed part will not apply.

#### **5. ACHIEVING THE PURPOSE OF THE ADMINISTRATION**

- 5 1 The statutory purposes of an Administration consist of three objectives, and I now address the progress that has been made in this respect.
- (a) The first objective is rescuing the Company as a going concern. This was considered unachievable as the Directors were unable to secure additional financing to alleviate cash flow restrictions and restructure the Company in its existing position, nor was a Company Voluntary Arrangement, ("CVA") considered viable given the outstanding winding up petition.
- (b) With regard to the second objective of achieving 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), the Joint Administrators are pursuing this objective.
- (c) The final objective is realising property in order to make a distribution to one or more secured or preferential creditors.
- 5 2 In summary, I am pursuing objective (b). Should it become apparent that this is not achievable then objective (c) will be pursued.

#### **6 MANAGEMENT OF THE COMPANY'S AFFAIRS SINCE THE JOINT ADMINISTRATORS' APPOINTMENT**

##### **6.1 Initial actions**

- 6 1 1 Prior to my appointment as Joint Administrator I undertook an immediate review of the Company's affairs with particular regard to its financial and resource requirements. This assessment was carried out in liaison with the management of the Company having regard to the Company's ongoing business commitments and anticipated cash flows.

- 6 1 2 As a consequence of the review it was not deemed viable for the Company to continue to trade in its existing position

## 6.2 Sale of Business

- 6 2 1 Other insolvency options were considered including trading the Company through Administration or a Company Voluntary Arrangement, however due to a lack of available funds, these options were not viable
- 6 2 2 It was not possible to seek funding from an external lender as a result of the winding up petition and the fact that the Company had few tangible assets on which to support a loan or working capital facility
- 6 2 3 Prior to my appointment I instructed independent valuation agents Edward Symmons LLP ("ES") were instructed to value the Company's tangible assets

The agents valuation is set out below -

<b>Assets</b>	<b>Value (£)</b>
Office furniture and Equipment	2,300
Goodwill	Nil

- 6 2 4 After carrying out a review of the business and assets, ES advised that the Company was "an extremely personal business, with the goodwill of the operation mainly resting in the relationships the directors have with the clients" Therefore ES advised that limited marketing should be undertaken
- 6 2 5 Pre-pack Administration and a sale of the business immediately following the appointment of Joint Administrators was considered to be the most beneficial and viable insolvency procedure as it maximised, for creditors, the value of the Company's business and assets, avoiding further trading losses and minimising any further professional costs
- 6 2 6 Following the Joint Administrators appointment, a sale of the business and assets to Cox Callow Enterprises Limited ("the Purchaser") completed on 5 July 2011
- 6 2 7 The sale consideration was paid in full on completion and was apportioned as follows -

<b>Assets</b>	<b>(£)</b>
Office furniture and equipment	5,000
Goodwill	1,500
<b>Total</b>	<b>6,500</b>

- 6 2 8 In accordance with Statement of Insolvency Practice No 13, I would advise you that the following assets were sold to the Purchaser who has the same Directors as the Company

Date of transaction	Assets involved & nature of transaction	Consideration paid & date	Sold to	Relationship
05/07/2011	Office furniture and equipment	£5,000 on 05/07/11	Cox Callow Enterprises Limited	Common Directors
05/07/2011	Goodwill	£1,500 on 05/07/2011	Cox Callow Enterprises Limited	Common Directors

- 6 2 9 Book debts were excluded from the sale. However it was agreed with the Purchaser that they would assist with collections for a fee of 10%.
- 6 2 10 Work in Progress ("WIP") was also excluded from the sale agreement but the Company agreed that the Purchaser could collect all outstanding WIP and pay 50% of the value to the Company, once completed.
- 6 2 11 The Company's directors Gerald Cox and Nicholas Callow are also directors and shareholders of the Purchaser.
- 6 2 12 Following the completion of the pre-packaged sale of the Company's business and assets on 5 July 2011, the Joint Administrators sent a letter to creditors on 11 July 2011 to provide further information on the sale pursuant to the requirements of Statement of Insolvency Practice No 16. If you wish to receive a further copy of this letter please contact Michael Quinn of this office.

### 6.3 Secured Creditors

- 6 3 1 At the date the Company was placed into Administration, HSBC were owed £23,100. Under the terms of their debenture, HSBC are entitled to fixed charge book debt realisations paid to them and to offset any credit balances in the Company's account against their indebtedness. This was actioned on 12 July 2011 and the remaining credit balance has now been transferred to the Administration estate account. As such, HSBC's indebtedness has been discharged in full.

### 6 4 Preferential Creditors

- 6 4 1 The Company's director Gerald Cox, has a subrogated preferential claim in respect of employee wages which he paid. This resulted from the Company having insufficient funds to pay its employees in June 2011. In order to ensure that they received some funds, Mr Cox paid each of the ten staff £800 each. Therefore he will have a preferential claim for £8,000. I do not anticipate any further preferential claims as all remaining employee liabilities have been transferred to the Purchaser but should any arise they will be dealt with accordingly.

## 6.5 Unsecured Creditors

- 6.5.1 The total claims of unsecured creditors are anticipated to be in the region of £209,000. However, to date, no defined clarification of creditors' claims has been undertaken and the list of creditors, attached at Appendix II, is as per the Company records. Creditors are invited to submit details of their claims to this office using the statement of claim form attached at Appendix V.

## 7 EC REGULATIONS ON INSOLVENCY PROCEEDINGS

I am required under the Insolvency Rules 1986 to state whether, and if so to what extent to which the above regulations will apply in respect of this Administration. In this particular case the EC Regulation will apply in respect of this Administration and these proceedings will be the main proceedings as provided by Article 3 of the aforesaid Regulation.

## 8 PRE-ADMINISTRATION COSTS

- 8.1 Under the terms of the Court Order dated 1 July 2011, the costs of the Winding Up Petition that was dismissed and of the application to appoint the Joint Administrators were ordered to be paid as part of the costs of the Administration.
- 8.2 Pre-appointment fees charged and expenses incurred by the administrator are as follows:

Particulars of Administration Costs and Expenses	Total amount charged	Amount paid	Value settled by creditors	Amount due	
Moorfields Corporate Recovery LLP	Professional fees	£8,542	Nil	N/A	£8,542
Edwards Symmons LLP	Valuation of assets	£3,500	Nil	N/A	£3,500
HMRC	Petition Costs	TBC	Nil	N/A	TBC
Thnngs LLP	Court application for Administration order	£6,206	Nil	N/A	£6,206

## **9 JOINT ADMINISTRATORS' REMUNERATION**

9 1 The basis of the Joint Administrator's remuneration may be fixed as one or more of the following bases and different bases may be fixed in respect of different things done by them

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

9 2 Where no Creditors' Committee is appointed, the remuneration of the Joint Administrators shall be fixed by resolution of a meeting of creditors or where the Joint Administrators think that the company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the prescribed part), approval will be sought from the secured and (if necessary) the preferential creditors in accordance with R2 106 of the Insolvency Rules 1986

9 3 In this case, the Joint Administrator is seeking to approve the basis of his remuneration as follows

- By reference to the time properly spent by the Joint Administrators and their staff in attending to matters arising in the Administration

9 4 The Joint Administrators be authorised to draw remuneration as and when funds are available

9 5 Attached at Appendix IV are separate schedules that summarise the time that has been spent both prior to my formal appointment and in administering this Administration from the date of my appointment up to the date of this report, in accordance with Statement of Insolvency Practice 9 These show total timecosts of £8,542 and £10,443 at average charge out rates of £243.36 and £209.49 respectively

9 6 Included within the proposals below is a resolution regarding the Joint Administrators' remuneration, although if a creditors' committee is appointed approval of the Joint Administrators' remuneration will be the committee's responsibility For your information a Creditor's Guide to Administrators' fees can be found on the following website <http://www.insolvency-practitioners.org.uk/admin.pdf> I attach the fees and disbursements policy of Moorfields Corporate Recovery LLP

## **10. POSSIBLE OUTCOMES FOR THE COMPANY**

Under the terms of the Order of 1 July 2011 the appointment of the Joint Administrators will, unless otherwise extended, last until 1 October 2011 only and under paragraph 85(2) of schedule B1 of the Act, the Court shall then discharge the administration order



The Insolvency Act 1986 and Insolvency Rules 1986 provide a variety of options regarding the possible exit routes for the company from the Administration, being primarily a Company Voluntary Arrangement, Liquidation or dissolution of the Company. It is the Joint Administrators' recommendation and proposal, as detailed below, that once realisations are sufficiently completed the Company should move from Administration to CVL or dissolution. Should the CVL route be taken it is proposed that Robert Pick and myself be appointed Joint Liquidators. Creditors may nominate a different person as the proposed liquidator provided that the nomination is made after the receipt of the proposals and before the proposals are approved.

**11. STATEMENT OF PROPOSALS UNDER PARAGRAPH 49 OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986**

In accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 the Joint Administrators make the following proposals for achieving the purpose of the Administration. Approval of these proposals will be considered by the meeting of creditors to be held on 31 August 2011 at 11 00am.

**Formal Proposals – the Joint Administrators propose that:**

- (a) they continue to manage the Company's business affairs and property for the purposes of achieving Objective (b) of the statutory purpose for the Administration (a better realisation than a winding up) failing which Objective (c) will be pursued, and to realise assets in accordance with the second objective of the statutory purposes of the Administration, and
- (b) they exit the Administration by way of a Creditors' Voluntary Liquidation ("CVL") and that Simon Thomas and Robert Pick be appointed Joint Liquidators. If there are any matters which the Joint Administrators think need be dealt with through the appointment of a liquidator by the court (eg, investigations or disclaiming of onerous property) in which case the Joint Administrators will make an application for the company to be wound-up by the court and that the Joint Administrators be the liquidators in the subsequent compulsory winding-up, and

NB Under Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117(3) creditors may nominate different liquidators, but in the absence of such nomination the above named would become the liquidators.

- (c) creditors consider and if thought fit appoint a creditors' committee to assist the Joint Administrators (such committee must comprise of between 3 and 5 creditors), and

In the absence of a creditors' committee,

- (d) creditors approve the remuneration of the Joint Administrators on a time costs basis, and
- (e) that the Joint Administrators be authorised to draw category 2 disbursements, and
- (f) if considered reasonably necessary by the Joint Administrators they may apply to court for an extension of the Administration, and

- (g) the Joint Administrators shall be permitted to apply to court to be discharged from liability under the Administration pursuant to Paragraph 98 of schedule B1 of the Insolvency Act 1986 and which discharge shall take effect, immediately upon the Joint Administrators' filing at court and/or with the registrar of companies their final progress report to creditors or upon such other date as the court may specify

Dated 11 August 2011

A handwritten signature in black ink, appearing to be 'ST' or similar initials, written over a horizontal line.

**Simon Thomas**  
**Joint Administrator**

## HAYTERS TEAMWORK LIMITED - IN ADMINISTRATION

## STATUTORY INFORMATION

**Company Number** 04539827

**Date of Incorporation** 19 September 2002

**Registered Office** 88 Wood Street  
London  
EC2V 7QF

**Former Registered Office** Image House  
Station Road  
London  
N17 9LR

**Trading address** As above

**Director(s)** Gerald Cox  
Nicholas Callow

**Company Secretary** Gerald Cox

**Nominal Share Capital** £252,778

**Registered Shareholders** Gerald Cox  
Nicholas Callow

<b>Financial Information</b>	<b>Year Ended 31/05/10 (Abbreviated) £</b>	<b>Year Ended 31/05/09 (Abbreviated) £</b>
Turnover	375,968	636,966
Gross Profit	196,734	133,353
Net Profit (after tax)	(16,019)	314,911
Directors Remuneration	96,405	99,674

# Hayters Teamwork Limited ("the Company")

## Appendix II

Estimated Statement of Affairs as at 1 July 2011

	Book Value	Estimated to Realise
<b>ASSETS SUBJECT TO FIXED CHARGE</b>		
Goodwill		1,500
Less HSBC Bank Plc		(23,500)
		<u>(22,000)</u>
<b>ASSETS SUBJECT TO FLOATING CHARGE</b>		
Book Debts	73,472	58,778
WIP	32,810	16,405
Furniture & Equipment	7,000	2,300
Claim against Kevin Taylor	108,120	Uncertain
Insurance claim	25,000	Uncertain
		<u>75,183</u>
Less Preferential Creditors		(8,000)
<b>Estimated surplus as regards preferential creditors</b>		<u>67,183</u>
Less Prescribed Part		(16,437)
<b>Estimated total assets for floating charge holders</b>		<u>50,746</u>
Less HSBC Bank Plc		(22,000)
		<u>28,746</u>
<b>Estimated prescribed part carried forward</b>		16,437
<b>Total assets available for unsecured creditors</b>		<u>45,183</u>
<b>LESS UNSECURED CREDITORS</b>		
Trade creditors		(16,977)
HMRC		(192,137)
<b>Estimated total deficiency as regards creditors</b>		<u>(163,931)</u>
Issued and called up share capital		(252,778)
<b>Estimated total deficiency/surplus as regards members</b>		<u>(416,709)</u>

Please note - The Prescribed Part is no longer applicable as HSBC applied their right to set-off to funds held in the Company's current account which, in accordance with their fixed charge debenture, discharged their debt in full

**Moorfields Corporate Recovery LLP**  
**Hayters Teamwork Limited**  
**B - Company Creditors**

Key	Name	Address	£
CA00	AXA PPP Healthcare	Phillips House, Crescent Road, Tunbridge Wells, Kent, TN1 2PL	0.00
CA01	Action Images	1st Floor, Aldgate House, 33 Aldgate High Street, London, EC3N 1DL	0.00
CB00	Nathan Bartley	Flat 6 Waterloo Court, Townfield Lane, Bebington, Wirral, CH63 7NP	0.00
CB01	BT	Durham, DN98 1BT	0.00
CB02	Blue Square Telecom Limited	Stirchley House, Reddick Trading Estate, Sutton Coldfield, West Midland, B75 7BU	0.00
CB03	Mark Bishop	Woodlands, 37 Beaconsfield Road, Claygate, Surrey, KT10 0PN	0.00
CB04	Julian Bennetts	32 Aubert Road, London, N5 1TU	0.00
CB05	Ultimate Finance Limited	c/o Francis Wilks and Jones, 6 Coldbath Square, London, EC1R 5HL	0.00
CC00	Campion Media Limited	18 Catherlon Road, Cleobury Mortimer, Shropshire, DY14 8EB	0.00
CC01	CF Asset Finance Limited	Cornwallis House, Instone Road, Dartford, Kent, DA1 2AG	0.00
CC02	Cooler Aid Limited	CoolerAid House House, Dales Manor Business Park, East Way, Sawston, Cambridge, CB22 3TJ	0.00
CC03	Centurycomm Limited	Accounts Receivable, Floor 23, One Canada Square, Canary Wharf, London, E14 5AP	0.00
CD00	Paul Dodd	Unit 74, 151 Great Ancoats Street, Manchester, M4 6DH	0.00
CD01	Wally Downes	13 Wilton Avenue, Southampton, Hampshire, SO15 2HA	0.00
CE00	E-ON Electricity	PO Box 123, Nottingham, NG1 6HD	0.00
CF00	Chris Ford	133 Strathmore Road, Gosforth, Newcastle, NE3 5JS	0.00
CH00	Haringay Council	Benefits and Local Taxation Division, PO Box 10505, Wood Green, London, N22 7WJ	0.00
CH01	HM Revenue & Customs	Debt Management & Banking, National Insolvency Unit, 3rd Floor North West, Queens Dock, Liverpool, L74 4AA	0.00
CH02	HM Revenue & Customs	ICHU, RM BP 320, Benton Park View Longbenton, Newcastle Upon Tyne, NE98 1ZZ	0.00
CH03	HM Revenue & Customs	c/o Peter Bandy, Durrington Bridge House, Barrington Road, Worthing, West Sussex, BN12 4SE	0.00
CI00	Infostrada B V	Binnenwal 2, Nieuwegein, Utrecht, 3432 GH, The Netherlands	0.00
CI01	iCity Media	212 Burton Road, West Didsbury, Manchester, M20 2LW	0.00
CM00	L Madden	3 Balmoral Mews, Lodge Moor, Sheffield, S10 4NU	0.00
CM01			0.00
CM02	MAPA	Danish Buildings, 44-46 High Street, Hull, HU1 1PS	0.00
CN00	Pedro Navarro	16B Regina Road, London, N4 3PP	0.00
CP00	Pravin Patel	Patel Kiosk, Tottenham Hale Station, Tottenham, N17 9NA	0.00

Signature



**Moorfields Corporate Recovery LLP**  
**Hayters Teamwork Limited**  
**B - Company Creditors**

Key	Name	Address	£
CR00	Nina Raphael	62 Brentham Road, London, W5 1BE	0.00
CS00	Tom Simpson	8 Sawley Close, Runcorn, Cheshire, WA7 6RD	0.00
CS01	Sky Business	PO Box 1805, Livingston, West Lothian, EH54 7XG	0.00
CS02	Star Images	Swallowmead, Stockings Lane, Berkhamstead, Hertfordshire, SG13 8LW	0.00
CT00	Tapes UK Limited	Unit 22-23 SBI Centre, Memorial Road, Hanham, Bristol, BS15 3JY	0.00
CW00	Wordflow Office Products	32-38 Scrutton Street, London, EC2A 4SS	0.00
CY00	David Yuill	5 Piermont Green, East Dulwich, London, SE22 0LP	0.00
<b>34 Entries Totalling</b>			<b>0.00</b>

re

Signature



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Hayters Teamwork Limited  
C - Shareholders

Key	Name	Address	Pref	Ord	Other	Total
HC01	Gerald Cox	60 Sandall Road, London, W5 1JD	0	126,389	0	126,389
HC00	Nick Callow	24 Regina Road, London, N4 3PP	0	126,389	0	126,389
2 Entries Totalling						252,778

*re*

*N. Zeller*

Signature

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**Hayters Teamwork Limited - In Administration**

**APPENDIX III**

**Receipts & Payments Account  
1 July 2011 to 11 August 2011**

<b>RECEIPTS</b>	<b>Total (£)</b>
Book Debts	23,745
Office furniture and equipment	5,000
Goodwill	1,500
	<u><b>30,245</b></u>
<b>PAYMENTS</b>	
Legal fees	5,000
	<u><b>5,000</b></u>
<b>BALANCE</b>	<u><u><b>25,245</b></u></u>



## SIP9 Time & Cost Summary

## Appendix IV

Hayters Teamwork Limited  
Pre appointment timecosts to 30 June 2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.50	12.00	6.30	-	20.80	6,111.00	293.80
Asset Realisation	-	-	14.30	-	14.30	2,431.00	170.00
Case Specific Matters	-	-	-	-	-	-	-
Chargeable - expenses	-	-	-	-	-	-	-
Creditors	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-
Non-chargeable - expenses	-	-	-	-	-	-	-
Trading	-	-	-	-	-	-	-
<b>Total Hours</b>	<b>2.50</b>	<b>12.00</b>	<b>20.60</b>	<b>0.00</b>	<b>35.10</b>	<b>8,542.00</b>	<b>243.36</b>

## SIP9 Time & Cost Summary

## Appendix IV

Hayters Teamwork Limited  
Post appointment timecosts - 1 July 2011 to 11 August 2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2 50	5 00	16 70	1 15	25 35	5,768 00	227 53
Asset Realisation	1 00	1 00	17 30	-	19 30	3,791 00	196 42
Case Specific Matters	-	-	-	-	-	-	-
Chargeable - expenses	-	-	-	-	-	-	-
Creditors	-	-	3 70	-	3 70	629 00	170 00
Investigations	-	-	1 20	-	1 20	204 00	170 00
Non-chargeable - expenses	-	-	-	-	-	-	-
Trading	-	-	0 30	-	0 30	51 00	170 00
<b>Total Hours</b>	<b>3 50</b>	<b>6 00</b>	<b>39 20</b>	<b>1 15</b>	<b>49 85</b>	<b>10,443 00</b>	<b>209 49</b>

**HAYTERS TEAMWORK LIMITED  
– IN ADMINISTRATION**

**Explanation of office-holders charging and disbursement recovery policies**

This report outlines the time costs to date in relation to activities undertaken during this matter. The activities are summarised as follows:

**1.1 Administration and planning**

The following activities have been undertaken:

- Statutory duties associated with the appointment including the filing of relevant notices
- Notification of the appointment to creditors, members, employees and other interested parties
- Setting up of case files
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts
- Implementing the strategy for the Administration

Staff of different levels were involved in the above activities depending upon the experience required.

**1.2 Realisation of assets**

Appendix II shows the realisations made to date for the benefit of the creditors. In this case the assets belonging to the Company were as follows:

- Book Debts - £23,745
- Office furniture and equipment - £5,000
- Goodwill - £1,500

The time spent includes the following matters:

- Liaising with the purchasers leading up to the sale of the business and assets of the Company
- Dealing with legal advisors with regards to the sale agreement
- Corresponding with agents in relation to valuation and realisation of assets
- Corresponding with agents and dealing with interested parties whilst marketing the assets for sale
- Liaising with insurers in respect of the insurance claim for the employee fraud

**1.3 Creditors**

The time spent includes the following matters:

- Recording and maintaining the list of creditors
- Liaising with HSBC

**HAYTERS TEAMWORK LIMITED  
– IN ADMINISTRATION**

- Recording creditor claims
- Dealing with specific creditor calls and correspondence
- Reporting to creditors
- Dealing with creditor queries

#### 1 4 Investigations and communications

The time spent includes the following matters

- Corresponding with Company directors for purposes of conduct report,
- Issuing questionnaires and requests for Statement of Affairs

#### **Moorfields Corporate Recovery LLP Remuneration and Disbursements Policy**

In accordance with best practice I provide below details of policies of Moorfields Corporate Recovery LLP, in respect of fees and disbursements for work in relation to the above insolvency

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

#### **GRADE**

	<u>£</u>
Partner	440
Director	325
Manager	300-325
Assistant Manager	250
Senior Administrator	200-220
Administrator	100-185
Cashier	125-140
Support	70

The rates charged by Moorfields Corporate Recovery LLP, 88 Wood Street, London, EC2V 7QF are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time Units of time can be as small as 5 minutes

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

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs

**HAYTERS TEAMWORK LIMITED  
– IN ADMINISTRATION**

**OTHER COSTS**

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories

**Category 1**

This heading covers expenses where Moorfields Corporate Recovery LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, travel (by public transport), couriers, searches at company house, land registry searches, fees in respect of swearing legal documents, external printing costs etc. In each case the recharge will be reimbursement of a specific expense incurred.

A further disbursement under this heading is the cost of travel where staff use their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 40p per mile is raised which is in line with the HM Revenue & Customs' approved Mileage Rates (median – less than 10,000 miles per annum) which is the amount the firm pays to staff.

Where applicable, disbursements will be subject to VAT at the prevailing rate.

**Category 2**

**Allocated disbursements**

It is proposed that the following allocated expenses of administering the case be charged -

- Company searches. Searches are obtained by the firm's company secretarial department and are charged at the cost of the search.
- Meeting room charge for statutory meetings, charged at £100 per meeting summoned.
- Document storage - £25.70 per box.
- Mileage allowances are paid at HM Revenue & Customs' approved rates. For personnel using their own vehicles these are currently 40p per mile for the first 10,000 miles and 25p per mile thereafter.
- Stationery and postage charge for sending out circulars – 5p per sheet and postage at cost.

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

## Rule 2.35

## Notice of a meeting of Creditors

Name of Company

Hayters Teamwork Limited

Company number

04539827

In the  
High Court of Justice , Chancery Division,  
Companies Court

(full name of court)

Court case number  
5670 of 2011(a) Insert full name(s)  
and address(es) of  
administrator(s)Notice is hereby given by (a)  
Simon Thomas  
Moorfields Corporate Recovery LLP  
88 Wood Street  
London  
EC2V 7QFRobert Pick  
Moorfields Corporate Recovery LLP  
88 Wood Street  
London  
EC2V 7QF(b) Insert full name and  
address of registered  
office of the company

that a meeting of creditors of (b)

Hayters Teamwork Limited  
88 Wood Street  
London  
EC2V 7QF(c) Insert details of place  
of meeting

is to be held at (c)

Moorfields Corporate Recovery LLP  
88 Wood Street  
London  
EC2V 7QF(d) Insert date and time  
of meeting

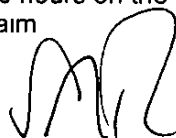
on Wednesday 31 August 2011 at 11 00am

The meeting is

\*Delete as applicable

an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986  
(('the schedule'))  
I invite you to attend the above meetingA proxy form is enclosed which should be completed and returned to me by the date of the  
meeting if you cannot attend and wish to be representedIn order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later  
than 12 00 hours on the business day before the day fixed for the meeting, details in writing  
of your claim

Signed



Joint / Administrator(s)

Dated

11/08/11

\*Delete as applicable

A copy of the proposals is attached

## Proxy (Administration)

## Hayters Teamwork Limited

Name of Creditor \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held at 11 00am on 31 August 2011 at the offices of Moorfields Corporate Recovery LLP, 88 Wood Street, London, EC2V 7QF, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

## Voting Instructions for resolutions

\*Please delete as appropriate

1 For the acceptance/rejection\* of the administrator's proposals/revised proposals\* as circulated

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2 For the appointment of

\_\_\_\_\_  
 of \_\_\_\_\_

representing \_\_\_\_\_

as a member of the creditors' committee

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature

\_\_\_\_\_  
 \_\_\_\_\_

Remember there may be resolutions on the other side of this form

**HAYTERS TEAMWORK LIMITED – IN ADMINISTRATION**

**RESOLUTIONS TO BE PUT TO THE MEETING OF CREDITORS TO BE HELD ON 31  
AUGUST 2011**

The Joint Administrators propose that

- a) they continue to manage the Company's business affairs and property for the purposes of achieving Objective (b) of the statutory purpose for the Administration (a better realisation than a winding up) failing which Objective (c) will be pursued, and to realise assets in accordance with the second objective of the statutory purposes of the Administration, and
- b) they exit the Administration by way of a Creditors' Voluntary Liquidation ("CVL") and that Simon Thomas and Robert Pick be appointed Joint Liquidators. If there are any matters which the Joint Administrators think need be dealt with through the appointment of a liquidator by the court (eg, investigations or disclaiming of onerous property) in which case the Joint Administrators will make an application for the company to be wound-up by the court and that the Joint Administrators be the liquidators in the subsequent compulsory winding-up, and

NB Under Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117(3) creditors may nominate different liquidators, but in the absence of such nomination the above named would become the liquidators

- c) creditors consider and if thought fit appoint a creditors' committee to assist the Joint Administrators (such committee must comprise of between 3 and 5 creditors), and

In the absence of a creditors' committee,

- d) creditors approve the remuneration of the Joint Administrators on a time costs basis, and
- e) that the Joint Administrators be authorised to draw category 2 disbursements, and
- f) if considered reasonably necessary by the Joint Administrators they may apply to court for an extension of the Administration, and
- g) the Joint Administrators shall be permitted to apply to court to be discharged from liability under the Administration pursuant to Paragraph 98 of schedule B1 of the Insolvency Act 1986 and which discharge shall take effect, immediately upon the Joint Administrators' filing at court and/or with the registrar of companies their final progress report to creditors or upon such other date as the court may specify



## **Insolvency Rules 1986 Extract**

### **Rule 2.38 – Entitlement to Vote**

- (1) Subject as follows, at a meeting of creditors in administration proceedings a person is entitled to vote only if -
- (a) he has given to the administrator, not later than 12 00 hours on the business day before the day fixed for the meeting, details in writing of the debt which -
    - (i) he claims to be due to him from the company, or
    - (ii) in relation to member State liquidator, is claimed to be due to creditors in proceedings in relation to which he holds office,
  - (b) the claim has been duly admitted under the following provisions of this Rule, and
  - (c) there has been lodged with the administrator any proxy which he intends to be used on his behalf,

and details of the debt must include any calculation for the purposes of Rules 2 40 to 2 42

- (2) The chairman of the meeting may allow a creditor to vote, notwithstanding that he has failed to comply with paragraph (1)(a), if satisfied that the failure was due to circumstances beyond the creditor's control
- (3) The chairman of the meeting may call for any document or other evidence to be produced to him, where he thinks it necessary for the purpose of substantiating the whole or part of the claim
- (4) Votes are calculated according to the amount of a creditor's claim as at the date on which the company entered administration, less any payments that have been made to him after that date in respect of his claim and any adjustment by way of set-off in accordance with Rule 2 85 as if that Rule were applied on the date that the votes are counted
- (5) A creditor shall not vote in respect of a debt for an unliquidated amount, or any debt whose value is not ascertained, except where the chairman agrees to put upon the debt an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose
- (6) No vote shall be cast by virtue of a claim more than once on any resolution put to the meeting
- (7) Where
  - (a) A creditor is entitled to vote under this Rule,
  - (b) Has lodged his claim in one or more sets of other proceedings, and
  - (c) Votes (either in person or by proxy) on a resolution put to the meeting, and
  - (d) The member State liquidator casts a vote in respect of the same claimOnly the creditor's vote shall be counted
- (8) Where –
  - (a) a creditor has lodged his claim in more than one set of other proceedings, and
  - (b) more than one member State liquidator seeks to vote by virtue of that claim,the entitlement to vote by virtue of that claim is exercisable by the member State liquidator in main proceedings, whether or not the creditor has lodged his claim in the main proceedings
- (9) For the purposes of paragraph (6), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim
- (10) For the purposes of paragraphs (7) and (8), "other proceedings" means main proceedings, secondary proceedings or territorial proceedings in another member State

**End Extract Rule 2 38 – Entitlement to vote**

**HAYTERS TEAMWORK LIMITED – IN ADMINISTRATION**

**DATE OF APPOINTMENT: 1 JULY 2011**

**CREDITOR'S STATEMENT OF CLAIM**

Name and address of creditor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount claimed in the Administration  
(Including VAT)

£ \_\_\_\_\_

Signature of creditor

\_\_\_\_\_

Name of creditor

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

\_\_\_\_\_

E-mail

\_\_\_\_\_

Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please provide appropriate documentation in support of your claim

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

Please return this form when you have completed it to Michael Quinn at Moorfields Corporate Recovery LLP, 88 Wood Street, London EC2V 7QF

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

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

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