

AM10

Notice of administrator's progress report



Companies House

SATURDAY



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15/09/2018 #203
COMPANIES HOUSE

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1 Company details

Company number 0 4 8 0 8 5 2 2

Company name in full Park Royal Haulage Limited

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

2 Administrator's name

Full forename(s) Julien

Surname Irving

3 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

4 Administrator's name ①

Full forename(s) Andrew

Surname Poxon

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

② Other administrator
Use this section to tell us about
another administrator.

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Notice of administrator's progress report

6 Period of progress report

From date	d 1 d 7	m 0 m 2	y 2 y 0 y 1 y 8
To date	d 1 d 6	m 0 m 8	y 2 y 0 y 1 y 8

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date	d 1 d 2	m 0 m 9	y 2 y 0 y 1 y 8
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LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**PARK ROYAL HAULAGE LIMITED
(IN ADMINISTRATION)**

Registered Number: 04808522

Court Ref: 2740/2017

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

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

**Report period
17 February 2018 to 16 August 2018**

10 September 2018

**Julien Irving and Andrew Poxon - Joint Administrators
Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel: 0161 831 9999 Fax: 0161 831 9090
General email: recovery@leonardcurtis.co.uk
Ref: M/38/JTO/P898K/1010**

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PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

**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NOT FOR PUBLICATION**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 Rule 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 Park Royal Haulage Limited ("the Company") for the period from 17 February 2018 to 16 August 2018. This is the Joint Administrators' second progress report to creditors.
- 1.2 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 17 February 2018 to 16 August 2018, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Julien Irving and Andrew Poxon were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2740/2017 on 17 August 2017. 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 Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was Borden Way, Croft Lane, Hollins Vale, Bury BL9 8QQ. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Borden Way, Croft Lane, Hollins Vale, Bury, BL9 8QQ. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ. The registered number of the Company is 04808522.
- 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.

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 The Proposals were approved following a decision of creditors conducted by correspondence on 26 October 2017.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in administration).
- 3.5 This objective is likely to be achieved as it is anticipated that there will be a distribution to the unsecured creditors. In the event that this objective is not achievable, then the third objective, namely realising property in order to make a distribution to one or more secured or preferential creditors, will be achieved as it is anticipated that preferential creditors will be repaid in full.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 17 February 2018 to 16 August 2018.

Book debts

- 4.2 On our appointment, the Company held a book debt ledger of £351,529.
- 4.3 At the date of appointment, the directors identified specific provisions of £82,255 which were not considered collectible.
- 4.4 The Joint Administrators initially retained the services of the credit controller to assist in collection however he was subsequently made redundant in October 2017.
- 4.5 In addition, Cerberus Receivables Management ("CRM") have been instructed by the Joint Administrators to oversee collections and assist where required.
- 4.6 To date, book debt realisations total £236,786.27, which is in excess of the initially estimated figure. No further collections are anticipated.

Fixtures and Fittings

- 4.7 The Company held a small amount of office furniture and equipment and workshop equipment on our appointment.
- 4.8 Cerberus Asset Management ("CAM") were instructed to provide a desktop valuation of these assets and advised that the items had an in-situ value of £1,155 and a low ex-situ value of £375.
- 4.9 An offer of £1,000 has been received for these assets from a connected party which has been accepted. Receipt of the funds is anticipated shortly.

Connected Party Debtors

- 4.10 The Company records detail a sum of £11,716 due from connected parties, in respect of loan accounts.
- 4.11 The Joint Administrators have conducted a review of the sums due and have requested payment of the sums due.
- 4.12 In the period of this report, £3,306.13 has been realised. The Joint Administrators do not foresee any future realisations.

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Cash at Bank

- 4.13 The Joint Administrators' Report & Proposals detail a sum of £150,339.28 was anticipated to be received. I can advise that a sum of £145,627.35 has been received. The balance relates to debtor monies which were received on or shortly before appointment but were not banked until after our appointment. As such, the balance is therefore reflected in the increased debtor collections.

Bank Interest

- 4.14 Bank interest in the sum of £119.86 has been received in the period of this report.

Investigations

- 4.15 The Joint Administrators are currently conducting investigations into a number of connected party transactions and the potential recovery of monies for the benefit of creditors
- 4.16 The Joint Administrators will provide details of these investigations upon conclusion.

5 ASSETS STILL TO BE REALISED

The assets which remain outstanding are and fixtures and fittings detailed at 4.7 and the investigations, detailed at 4.15.

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 The Joint Administrators are aware of a number of antecedent transactions. These investigations are continuing and the relevant parties have been contacted.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 7.1 On 26 October 2017, the general body of creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration.

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Charged by	Services provided	Total amount charged £
Leonard Curtis	Providing Insolvency advice to the directors and the Company on the available options, assisting with employee redundancies, dealing with the appointment formalities including servicing of documents on Natwest as required.	£30,471.00
Cerberus Asset Management	Review of assets position, assistance on site with regards security, cessation of trade and redundancies.	£5,000.00
TOTAL		£35,471.00

- 7.2 These costs have been paid and are detailed in the receipts and payments account attached at Appendix B.

Joint Administrators' Remuneration

- 7.2 On 26 October 2017, the general body of creditors 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 £132,721.50, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £32,859.50. This represents 97 hours at an average rate of £338.76 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed. We also detail where further work is expected to be undertaken and why.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators original fees estimate.
- 7.5 You will note that time costs incurred to date do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. As such, a request to increase fees will be circulated to creditors shortly.
- 7.6 The areas where significant variance has occurred relate to the following categories:

Category	Estimate (£)	Actual (£)	Variance (£)
Receipts and Payments	2,599.50	7,534.50	(4,935.00)
Liabilities	22,209.00	29,061.00	(6,852.00)
Post Appointment Creditors Meetings	12,000.50	15,391.50	(3,391.00)
Investigations	12,666.00	20,432.50	(7,766.50)

Receipts and Payments

- 7.7 The time attributed to the Receipts & Payments tab is higher than the fees estimate by £4,935.00. This has been due to conducting reconciliations of the bank accounts to clarify the difference in respect of the cash at bank held on appointment. In addition, increased time has been spent preparing the pre appointment VAT returns. In addition, increased sums in respect of debtors have been received which have required posting to the Joint Administrators' accounting system.

Liabilities

- 7.8 Time costs of £6,852.00 have been incurred over and above the fees estimate in the liabilities category. This was due to additional time being spent on reports, namely the first progress report and the request to extend the Administration. Furthermore, additional time has been spent extending the Administration and drafting the requesting to increase in fees estimate from creditors. General creditor queries have also been attended to.

Post Appointment Creditors Meetings

- 7.9 Time incurred to the Post Appointment Creditors Meeting tab is more than the fees estimate by £3,391.00. More time was spent preparing the Joint Administrators' Report and Proposals than originally anticipated given the complexity of the case.

Investigations

- 7.10 Time incurred to the Investigations tab is £7,766.50 higher than that of the fees estimate. As the Joint Administrators have become aware of a number of antecedent transactions, a more thorough review of company records was required. Time incurred consists of reviewing bank statements, undertaking a review of electronic records, liaising with our appointed solicitors and the connected parties. The time spent in this category has increased compared to what was initially anticipated from the Joint Administrators' initial assessment.
- 7.11 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The Joint Administrators have exceeded the Fees Estimate and a request for approval of a revised fees estimate report will be sent to the general body of creditors shortly. It should be noted that fees drawn will not exceed the sum approved by creditors until further approval is sought and received. The information provided above is therefore for information purposes only.
- 7.12 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>
- 7.13 If you would prefer this to be sent to you in hard copy please contact Joe Thompson of this office on 0161 831 9999.
- 7.14 The remuneration drawn by the Joint Administrators to date totals £132,721.50 plus VAT.

8 JOINT ADMINISTRATORS' EXPENSES

- 8.1 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 creditors. On 26 October 2017, the general body of creditors approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 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.
- 8.3 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.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

- 8.4 Attached at Appendix F 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.
- 8.5 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.
- 8.6 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.
- 8.7 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.
- 8.8 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 Administration.

9 ESTIMATED OUTCOME FOR CREDITORS

- 9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

Secured Creditors

Natwest

- 9.2 Natwest hold security by way of a debenture created on 22 July 2003 and provided funding by way of an overdraft with a limit of £100,000.
- 9.3 On our appointment, the Company's accounts were in credit. As such, Natwest have no claim in the Administration.

Preferential Claims

- 9.4 The only categories of claims which have preferential status are those of employees in respect of wages (up to £800 each) and accrued holiday pay and outstanding pension contributions (to statutory limits).
- 9.5 I can advise that all employees (with the exception of the credit controller) were made redundant by the directors, with the assistance of the Administrators and Insol, on cessation of trade on 7 August 2017.
- 9.6 The credit controller was initially retained in order to assist in the debtor collections however was made redundant in October 2017.
- 9.7 All salaried employees were owed wages from 1 August 2017 whilst weekly paid employees were owed wages from 17 July 2017.
- 9.8 Employees also had claims for holidays accrued since 1 January 2017, less days taken.
- 9.9 The Company records detail that further pension contributions deducted but not yet paid over are due.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

- 9.10 The employees have made the relevant claims to the Redundancy Payments Office ("RPO") who will make certain payments to the employees and take their place as subrogated creditors. The employees may have further residual claims. We are yet to receive details of the RPO's claim however, for illustrative purposes, Insol, employee agents, have estimated preferential claims to total £31,598.

Prescribed Part

- 9.11 As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 9.12 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.
- 9.13 *All non-preferential claims will be subject to agreement by a subsequently appointed Liquidator in due course, should liquidation be the appropriate exit route from the administration process.*
- 9.14 Based on current information, it is expected that there will be a distribution to the unsecured creditors.
- 9.15 If you have not already done so, please submit details of your claim to my office. A proof of debt form is attached at Appendix H for your ease of use.

10 MATTERS STILL TO BE DEALT WITH

- 10.1 Matters still to be dealt with before conclusion of the Administration include the following:
- The realisation of the remaining assets, as detailed in sections 4 and 5;
 - The formal agreement and payment of preferential creditor claims;
 - Progress investigations,
 - The unpaid remuneration and expenses will need to be defrayed; and
 - Finalise the Administration, likely by way of conversion to Creditors Voluntary Liquidation.

11 EXTENSIONS TO THE ADMINISTRATION

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 11.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.
- 11.3 As you will be aware, the period of the administration was extended until 16 August 2019 with the consent of:
- each secured creditor of the Company; and
 - unsecured creditors via a decision procedure.
- 11.4 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

12 NEXT REPORT

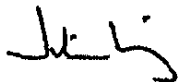
- 12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

13 DATA PROTECTION

- 13.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix 1, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

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
PARK ROYAL HAULAGE LIMITED



JULIEN IRVING
JOINT ADMINISTRATOR

Julien Irving and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 13092 and 8620, 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' APPROVED PROPOSALS

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 Julien Irving and/or Andrew Poxon 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 Julien Irving and/or Andrew Poxon 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.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION**APPENDIX B****SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
17 FEBRUARY 2018 TO 16 AUGUST 2018**

	Estimated to realise	Transactions Previously Reported	Transactions This Period	Cumulative
	£	£	£	£
RECEIPTS				
Cash at Bank	150,339	145,627.15	-	145,627.15
Fixtures and fittings	1,000	-	-	-
Trade Debtors	215,347	236,786.27	-	236,786.27
Stock	-	-	-	-
Connected Party Debtors	-	-	3,306.13	3,306.13
Prepayments and Investments	-	-	-	-
Bank Interest	-	20.64	119.86	140.50
Rates Refund	-	8,827.36	-	8,827.36
	<u>366,686</u>	<u>391,261.42</u>	<u>3,425.99</u>	<u>394,687.41</u>
PAYMENTS				
Destruction Costs		(549.89)	-	(549.89)
Pre Appointment Fee		(30,471.00)	-	(30,471.00)
Pre Appointment Agents Fee		-	(5,000.00)	(5,000.00)
Administrators' Remuneration		(93,529.00)	(39,192.50)	(132,721.50)
Agents' Fees and Expenses		-	(11,357.05)	(11,357.05)
Solicitors Fees and Expenses		(2,075.00)	(9,215.00)	(11,290.00)
Debt Collection Expenses		(22,227.67)	-	(22,227.67)
Other Professional Fees		(6,595.00)	(2,384.15)	(8,979.15)
Category 1 Disbursements		(662.02)	(130.40)	(792.42)
Category 2 Disbursements		(288.00)	(54.82)	(342.82)
Bank Charges		(30.00)	(7.50)	(37.50)
Wages and Salaries		(3,148.66)	(569.38)	(3,718.04)
		<u>(159,576.24)</u>	<u>(67,910.80)</u>	<u>(227,487.04)</u>
BALANCE		<u>231,685.18</u>	<u>(64,484.81)</u>	<u>167,200.37</u>

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 17 FEBRUARY 2018 TO 16 AUGUST 2018**

	Total		Average
	Units	Cost £	Hourly Rate £
Statutory & Review	23	1,035.00	450.00
Receipts & Payments	66	1,572.00	238.18
Insurance	20	857.50	428.75
Assets	332	14,855.00	447.44
Liabilities	400	10,785.00	269.63
General Administration	59	945.00	160.17
Post Appointment Creds Mtngs	5	182.50	365.00
Investigations	65	2,627.50	404.23
Total	970	32,859.50	
Average Hourly Rate (£)		338.76	
All Units are 6 minutes			

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 carry out regular reviews to ensure that the case is progressing as planned.

Time incurred in the period of this report relates to a review of the case file to ensure that all statutory guidelines had been adhered to.

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.

- Managing estate expenses;

Time has been spent defraying case disbursements and expenses. Further time has been spent liaising with the Company's accountant and HM Revenue & Customs with regards the outstanding pre appointment aggregate levy returns.

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.

- Notification and progression of post-appointment insurance claims;

Time has been spent liaising with Nexus Solicitors with regards the progression of post appointment insurance claims.

Assets

- Agreeing strategy for realisation of Company assets;

Time has been spent monitoring debtor receipts on a regular basis. This also included liaising with CRM and the credit controller with regards to the collections. Time has also been spent liaising with CAM with regards to the fixtures and fittings.

Further time has been spent investigating antecedent transactions.

The Joint Administrators have held various meetings with the Company's accountant to investigate the inter-company debtors.

Time has also been spent liaising with instructed solicitors, Nexus solicitors. Correspondence in the form of emails and letters were used.

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Liabilities

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

Statutory

- Processing of claims from the Company's creditors – all claims received from the Company's 104 creditors have been logged. It should be noted that claims have not yet been formally agreed at this stage.

Non-statutory

- Dealing with enquiries from the Company's creditors – a large amount of time has been spent liaising with the company's unsecured creditors by way of post, emails and telephone conversations.

Time attributed to this category consists of drafting, reviewing and circulating the Joint Administrators First Progress Report.

Further time was spent gaining a 12 month extension to the Administration.

Time has also been spent drafting the Joint Administrators Request for Approval of a Revised Fee Estimate via a Decision Procedure which will be circulated shortly.

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- Arranging collection and storage of company records; and
- Dealing with general correspondence and communicating with directors and shareholders.

Post Appointment Creditors' Decisions

Time posted to this category was posted in error. The work carried out relates to the investigation of the antecedent transactions and should have been posted to "investigations".

Investigations

- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986:
 - Transactions at an Undervalue;
 - Preferences;
 - Transactions putting assets beyond the reach of creditors
 - Misfeasance or breach of any fiduciary duty
 - Wrongful trading
 - Undue retention of Crown monies

Time attributed to this category consists of correspondence between the Joint Administrators and our appointed solicitors with regards to the antecedent transactions. The Joint Administrators have attended meetings, exchanged emails and interacted via telephone.

**SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO 16 AUGUST 2018
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEE ESTIMATE**

	INITIAL FEES ESTIMATE			INCURRED TO 16 AUGUST 2018			VARIANCE	
	Units No	TOTAL Cost £	Average hourly rate £	Units No	TOTAL Cost £	Average hourly rate £	Cost £	
Statutory and Review	339	11,233.50	331.37	223	8,662.50	388.45	2,571.00	
Receipts and Payments	104	2,599.50	249.95	308	7,534.50	244.63	(4,935.00)	
Insurance, Bonding and Pensions	45	1,405.50	312.33	88	2,979.50	338.58	(1,574.00)	
Assets	1,487	51,378.00	350.00	1,231	51,387.00	417.44	(9.00)	
Liabilities	727	22,209.00	305.49	1,038	29,061.00	279.97	(6,852.00)	
Landlords	43	1,320.50	307.09	58	1,798.00	310.00	(477.50)	
Trading	28	898.00	320.71	-	-	-	898.00	
Debenture Holder	51	1,854.50	363.63	-	-	-	1,854.50	
General Administration	181	4,813.50	265.94	176	4,150.00	235.80	663.50	
Pre-Appointment Creditors Meetings	-	-	-	10	450.00	450.00	(450.00)	
Appointment	251	7,759.00	296.88	286	8,633.50	307.87	(874.50)	
Planning & Strategy	24	796.00	331.67	48	1,248.00	260.00	(452.00)	
Post Appointment Creditors Meetings	403	12,000.50	297.78	467	15,391.50	329.58	(3,391.00)	
Investigations	368	12,666.00	344.18	493	20,432.50	414.45	(7,766.50)	
Legal Services – Preparation	70	1,616.00	230.86	72	1,906.00	264.72	(290.00)	
Legal Services – Attendance	1	26.00	260.00	1	26.00	260.00	-	
Legal Services – Drafting Documents	7	105.00	150.00	7	105.00	150.00	-	
Legal Services – Letter Out	1	26.00	260.00	1	26.00	260.00	-	
Legal Services – Telephone Call	-	-	-	1	15.00	150.00	(15.00)	
Legal Services – Email Out	1	15.00	150.00	1	15.00	150.00	-	
	3,101	132,721.50	322.84	4,509	153,821.00	341.14	(21,099.50)	

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 17 FEBRUARY 2018 TO 16 AUGUST 2018
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses (Category 1)

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	5.00	25.00	-	25.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	400.00	400.00	-	400.00	-
Company Searches	Companies House	Extraction of company information from Companies House	5.00	-	-	-	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	70.00	72.80	30.80	57.40	15.40
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	83.02	83.02	-	83.02	-
Storage Costs	Auctus Limited	Storage of books and records	100.00	147.13	147.13	90.00	57.13
Miscellaneous	Court Fee	Court fee for Notice of Intention	-	50.00	-	50.00	-
		Total standard expenses	750.02	864.95	177.93	792.42	72.53

PARK ROYAL HAULAGE 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 £
Legal Fees	Nexus Solicitors	General Legal Advice	10,000.00	11,290.00	9,215.00	11,290.00	-
Agent's Fees	Cerberus Asset Management	Costs of valuing and realising assets, advice with regards asset disposals	7,500.00	11,357.05	-	11,357.05	-
Debt Collection Fees	Cerberus Receivables Management	Assistance with debt collection process	23,651.00	22,227.67	-	22,227.67	-
Professional Fees	N/a	Pension advice	2,500.00	-	-	-	-
Staff Mileage	Leonard Curtis Staff	Category 2 disbursement requiring specific creditor / committee approval	200.00	369.07	31.57	342.82	26.25
Accountancy Fee	David West and Associates	Assistance with Statement of Affairs and Tax work	5,000.00	5,225.00	-	5,225.00	-
Insurance	N/a	Premium in relation to retained employee	1,000.00	-	-	-	-
Destruction Costs	ECS Limited	Destruction of files	-	549.89	-	549.89	-
Professional Fees	Insol Group	Dealing with employee claims	4,000.00	1,345.00	-	1,345.00	-
Professional Fees	Insol Group	Post appointment payroll, including RT1 assumptions	-	250.00	-	250.00	-
Agent's Fees	CAPA	Investigating refund from the local authority in respect of non-domestic rates refund	-	2,159.15	2,159.15	2,159.15	-
Wages	Mark Howker	Assistance with collection of debts	-	3,718.04	3,718.04	3,718.04	-
		Total case specific expenses	53,851.00	58,490.87	15,123.76	58,464.62	26.25

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.

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

6 Jan 2014 onwards	Standard £
Director	450
Senior Manager	410
Manager 1	365
Manager 2	320
Administrator 1	260
Administrator 2	230
Administrator 3	210
Administrator 4	150
Support	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:

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£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/shareholders	<table> <tr> <th>Type</th><th>First 100</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	First 100	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	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
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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 £204.00 3-6 months £303.00 6-12 months £490.00																								
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)	£81.25 per box
Business mileage	45p per mile

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

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

APPENDIX G

ESTIMATED OUTCOME STATEMENT

	Preferential	Unsecured
	£'000	£'000
Amount available to class of creditor	32	N/k
Amount due to creditor per Estimated Financial Position	(32)	(1,642)
Estimated dividend rate (as a %)	100%	Tbc

Proof of Debt – General Form
Relevant date: 17 August 2017

Name of Company in Administration:

Park Royal Haulage Limited

Company registered number:

04808522

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6. Details of any security held, the value of the security and the date it was given

7. Details of any reservation of title claimed in respect of goods supplied to which the debt relates

--

8. Details of any document by reference to which the debt relates

--

9. Signature of creditor (or person authorised to act on the creditor's behalf)

--

10. Date of signing:

--

11. Address of person signing (if different from 2 above)

--

12. Name in BLOCK LETTERS

--

13. Position with, or relation to, creditor

--

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS

AM10

Notice of administrator's progress report



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	Joe Thompson
Company name	Leonard Curtis
Address	Tower 12, 18/22 Bridge Street
	Spinningfields
	Manchester
Post town	
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 or email 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