

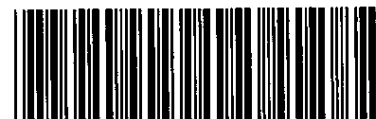
AM03

Notice of administrator's proposals



Companies House

TUESDAY



A6186313

A19

31/10/2017

#304

COMPANIES HOUSE

1 Company details

Company number 04867098
Company name in full AAJ Locksmiths (Yorkshire) Limited

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

2 Administrator's name

Full forename(s) Gordon
Surname Craig

3 Administrator's address

Building name/number c/o Refresh Recovery Limited
Street West Lancashire Investment Centre, Maple View
Post town Skelmersdale
County/Region Lancashire
Postcode WN8 9TG
Country

4 Administrator's name ①

Full forename(s)
Surname

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

5 Administrator's address ②

Building name/number
Street
Post town
County/Region
Postcode
Country

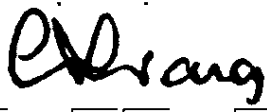
② Other administrator
Use this section to tell us about
another administrator.

AM03
Notice of Administrator's Proposals

6 Statement of proposals

	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals	
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7 Sign and date

Administrator's Signature	Signature ×  ×																	
Signature date	<table><tr><td>^d</td><td>^d</td><td>^m</td><td>^m</td><td>^y</td><td>^y</td><td>^y</td><td>^y</td></tr><tr><td>3</td><td>0</td><td>1</td><td>0</td><td>2</td><td>0</td><td>1</td><td>7</td></tr></table>	^d	^d	^m	^m	^y	^y	^y	^y	3	0	1	0	2	0	1	7	
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3	0	1	0	2	0	1	7											

Report to Creditors

AAJ LOCKSMITH (YORKSHIRE) LIMITED T/A WAKEFIELD LOCK AND KEY IN ADMINISTRATION (COMPANY NUMBER: 04867098)

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

30 OCTOBER 2017

**IN HIGH COURT OF JUSTICE, CHANCERY DIVISION, MANCHESTER DISTRICT
REGISTRY**

COURT NUMBER 2949 OF 2017

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

AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017

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12. Administrator's Fees and Disbursements
13. Agreement of Remuneration, Disbursements and Discharge
14. Creditors' Committee
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**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

1. Glossary

the Company	AAJ Locksmith (Yorkshire) Limited (registration number 04867098)
the Administrator	Gordon Craig of Refresh Recovery Limited, West Lancashire Investment Centre, Maple View, White Moss Business Park, Skelmersdale, Lancashire, WN8 9TG
Refresh Recovery	Refresh Recovery Limited
the Appointment Date	2 October 2017 being the date of appointment of the Administrator
the Appointor	The Director
the Director	Graham Jones
the Bank	HSBC Bank Plc, the Company's bankers
the Solicitors	Pannone Corporate LLP
the Valuers	Griffin James Limited
the Purchaser	MPL (Yorkshire) Limited
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's property (floating charge assets less costs of realisation) shall be made available to the non-preferential unsecured creditors.
QFC	Qualifying Floating Charge
CVA	Company Voluntary Arrangement
SoA	Statement of Affairs

AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017

RPS	Redundancy Payments Service
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006
BEIS	The Department of Business, Energy and Industrial Strategy
ICAEW	The Institute of Chartered Accountants in England and Wales
the Act	the Insolvency Act 1986 (as amended)
the Rules	the Insolvency (England and Wales) Rules 2016
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Category 1 Disbursements	The Administrator's firms external supplies of incidental services specifically identifiable to the case.
Category 2 Disbursements	The Administrator's firms internal costs and expenses in dealing with the Administration that comprises a cost allocation
SIP 9	Statement of Insolvency Practice 9 (E & W), Remuneration of Office Holders
SIP 13	Statement of Insolvency Practice 13 (E & W), Acquisition of assets of insolvent companies by Director.
SIP 15	Statement of Insolvency Practice 15 (E & W), Reporting and providing information on their functions to Committees in formal insolvencies.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

2. Introduction

Gordon Craig was appointed Administrator of AAJ Locksmith (Yorkshire) Limited in the High Court Of Justice, Chancery Division, Manchester District Registry on 2 October 2017 under Court administration number 2949 of 2017.

The appointment was made by the Director of the Company, ("the Appointor"), in accordance with Paragraph 22 of Schedule B1 of the Insolvency Act 1986.

The purpose of Administration, as defined under the provisions of the Enterprise Act 2002, as it amends the Act 1986, is for the Administrator to perform his functions with the following three objectives:

- Rescue the Company as a Going Concern;
- Achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up;
- Realise property in order to make a distribution to one or more secured creditors or preferential creditors;

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

This report also includes certain information required to be provided to creditors in accordance with Rule 3.35 and 3.36 of the Rules, which will be treated as delivered to creditors on 1 November 2017.

3. Statutory Information

A summary of the Company's statutory information, as shown at Companies House is set out in Appendix 1.

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

Important Note: The information contained in this section has been provided by the Director of the Company.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

The Company was incorporated on 14 August 2003 as a Locksmiths trading in the Wakefield area at a leasehold premises. Graham Bitchenor was the sole director and shareholder. Then in 2006 Mr Bitchenor resigned as director and Mr Harry Lawn took over, however Mr Bitchenor remained as the sole shareholder.

In 2015 Mr Lawn contacted Mr Graham Jones with regard the business and its current trading position. Mr Jones and Mr Lawn had known each other for a number of years due to being involved in multiple business venture over the years.

It was explained that the business had incurred a large debt with HMRC and a few other creditors due to miss-management of the business and its cashflow. Mr Lawn asked if Mr Jones would be interested in buying the business and taking over its trading. Mr Jones agreed and on 1 October 2015 he became sole Director of the Company. Mr Jones had a business partner Mr Dennis Matthewman whom he undertook most of his business ventures with. Consequently the shares were split between Mr Jones and Mr Matthewman with each being assigned 75% and 25% respectively

Mr Jones took steps to expand the business and pay the debts of the Company. He took over the lease of the Company's premises personally and he purchased a number of domains for the Company to use in order to generate work on the internet. He also invested his own money into the business to assist with the Company's cash flow and the purchase of stock.

The new structure worked well and the Company made a profit in its first year of trading under Mr Jones' Directorhip. The business had managed to pay off of its old debt and had entered into a payment plan with HMRC repaid the VAT debt which it maintained.

In 2017 there was an issue with the Bank and for a reason unknown to the Director the direct debit payment was not taken by HMRC. The Director contacted HMRC immediately to arrange to make the payment, however he was advised that as they had not maintained their payments, the payment plan had failed and there was no option to set up a new agreement. Consequently HMRC wrote to the Company in August 2017 demanding that the outstanding balance of £158,070.56 was paid within 7 days, or legal action would be taken against the Company.

Again the Director tried to enter into discussions to resolve the position and enter into a payment plan, but again the request was denied by HMRC. So a request was made for additional time to pay the debt.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

On 7 September 21017 the proposed Administrator met with the Director to discuss the financial position of the Company. At this meeting, the Director advised that the Company was unable to pay its debts when they fell due and consequently was insolvent. Refresh Recovery discussed with the Director the various options available to the Company and recommended that the Company be placed into Administration.

The Administrator considered the position prior to accepting the appointment and, having regard to the ICAEW's ethical guidelines, considered that there were no circumstances preventing him from accepting the appointment. The Administrator was therefore subsequently appointed on the Appointment Date. It should be noted that the Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

5. Progress of the Administration

Following the Administrator's appointment, the strategy for the Administration was carefully assessed to ensure that a coherent planned process for the case could be achieved.

The Administrator is required to deal with a number of statutory formalities required of him under related legislation. Typically, this includes issuing and filing all appointment notices with creditors and the Registrar of Companies and also advertising the appointment in the London Gazette.

Other statutory duties performed are outlined in further detail in the Administrator's Schedule of Fees and Expenses which can be found at Appendix 5. Please note that much of this work will have been performed to comply with statutory requirements and as such may not necessary add any value to the insolvent estate.

5.1 Purpose of the Administration

In accordance with the purpose of Administration, as outlined in Section 2, the initial objective of an Administration is to rescue the Company as a going concern. To achieve this objective the Company would require a significant capital injection from the Director which was not available and the Company could not offer any security to obtain any further financial support from third parties.

Alternatively this objective could have been achieved by the introduction of a CVA. However, following a review of the Company's financial position it was concluded that the business did not generate sufficient turnover to create a surplus that could be contributed to the CVA.

AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017

The Administrator therefore concluded that this objective was a not feasible option.

In accordance with the purpose of Administration, as outlined in Section 2, the objective of this Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up. In this regard it was anticipated that in the event of Liquidation and a piecemeal realisation the Company's assets would probably realise a maximum of £3,400, details of which are explained in Section 5.1 of these proposals. Moreover if the Company was to be placed into Liquidation there would be a delay between the Director deciding to place the Company into Liquidation and the appointment of the Liquidator during which time creditors who had threatened legal action against the Company could have commenced winding up proceedings. This would have resulted in the business ceasing to trade reducing any potential realisations for the intangible assets to nil. Mr Jones had expressed an interest in purchasing the goodwill of the business which would not have been achievable in Liquidation

Consequently the Administrator believes that this purpose can be achieved, complying with the terms of the Administration Order. The purpose has largely been achieved but in order that the purpose of the Administration may be fully accomplished the Administrator proposes to remain in office to conclude the realisation of the Company's assets.

5.2 Asset Realisations

5.2.1 Tangible and Intangible Assets

Upon his appointment as Administrator, he took steps to arrange for the Valuers to attend the Company's premises and value the tangible assets. The details of this valuation are as follows:

	Cost Value of Stock	Market Value In Situ	Market Value Ex Situ	Market Value subject to Marketing Constraint
Office Furniture and Equipment		£1,900	£650	£300
Plant and Equipment		£2,500	£2,100	£1,800
Stock	£6,500	£2,000	£650	£0

In addition to the above the Valuers looked at the Goodwill held in the business based on its previous turnover and valued this in the region of £15,000.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

Mr Jones previously expressed that he had an alternate company (the Purchaser) which would be interested in purchasing the assets. The valuations were disclosed to Mr Jones who advised that he felt the valuation of the Goodwill was excessive, as any contacts were his contacts and the domains were all owned by him personally. Consequently he offered to pay £12,000 for the business and all of tangible and intangibles assets.

The offer was referred to the Valuers and they were asked if they would recommend the acceptance of the offer. They confirmed that even though the offer received was below ideal expectations, it did reflect a reasonable offer for the assets of the business, particularly considering it is in excess of the in-situ value of the tangible asset. In addition the offer includes some goodwill element, something which could not be achieved from a sale to any party unconnected with the business.

Consequently the sale was agreed with the Purchaser on 19 October 2017 and it was agreed that the balance could be paid on a deferred basis with the first £3,000 being paid at the end of October and a further £3,000 each month thereafter until the balance is finalised.

5.3 Creditors

5.3.1 Employees and Preferential Creditors

All of the Company's former employees were transferred to the Purchaser, therefore the Administrator is not aware of any preferential creditors in the Administration.

5.3.2 Secured Creditors

The Company has no registered secured creditors.

5.3.3 Unsecured Creditors

The Company has one trade and expense creditor M E Deffell Limited who is owed £29,023.

As detailed above, there is an amount due to H M Revenue & Customs in respect of unpaid PAYE & NIC and VAT estimated at £2,518 and £158,070 respectively.

There is also a balance of £80,000 due to the Director who invested monies personally into the business.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
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Based on current information, it is unclear whether or not there will be sufficient funds to enable a distribution to this class of creditor.

5.4 Prescribed Part

In accordance with Rule 3.35(6)(a)(i) of the Rules, the Administrator must estimate the amount of funds available to unsecured creditors in respect of the Prescribed Part. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no Prescribed Part. Similarly, the provisions of Section 176A(3) and 176A(5) will not apply.

5.5 Limitation Act

It should be noted that the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in Administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the Administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

6. Financial Position

Attached at Appendix 2 is a summary of the Director's Estimated Statement of Affairs of the Company as at the date of the appointment of the Administrators. This was verified by a statement of truth by the Director on 26 October 2017.

7. Receipts and Payments

A Receipts and Payments account to date is attached as Appendix 4.

8. Investigation

As required under SIP 2 an investigation into the affairs of the Company will be conducted to consider if there are any additional assets which would give rise to further recoveries, this will include reviewing the Company's records for antecedent transactions. The Administrator's initial assessment will be disclosed in the next progress report.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
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The Administrator also has a statutory obligation to carry out a preliminary review of the conduct of the Director or Shadow Director of the Company at any time in the three years immediately preceding the Administrator's appointment and complete an online questionnaire for submission to the Director Disqualification Unit of the BEIS. This online questionnaire has to be submitted within 3 months of the Administrator's appointment. Further information can be provided to BEIS after this date as and when it is received or determined as relevant.

If you are aware of any matters in connection with the conduct of the Director, or have any concerns regarding the way in which the Company's business has been conducted or potential recoveries for the estate, which you think may be relevant to the investigations, please contact the Administrator in writing without delay. This request forms part of the usual investigation procedures and does not imply any criticism of the Director.

9. EC Regulation

It is the Administrator's view that the EC Regulations apply and that these proceedings are the main proceedings as defined by Article 3 of the Regulation. The centre of main interest of the Company is in England.

10. The Administrator's Proposals

The Administrator's proposals are as follows:

1. It is proposed that the Administrator will continue to manage the affairs of the Company in order to achieve the objective of the Administration which has been outlined above.
2. When it is anticipated that no further realisations will be made in the Administration than would be available in a winding up, to take the necessary steps to put the Company into Creditors' Voluntary Liquidation should funds permit a distribution to creditors other than the Prescribed Part (subject to 5 below).
3. If Creditors' Voluntary Liquidation is deemed appropriate, the Administrator be permitted to seek the appointment of Gordon Craig as Liquidator of the Company, without further recourse to creditors. In accordance with paragraph 83(7) of the Act and Rule 3.60(6) of the Rules, creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after the receipt of these Proposals and before these Proposals are approved.

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
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4. To seek an extension to the Administration period if deemed necessary by the Administrator.
5. If, in accordance with Paragraph 84(1) of Schedule B1 of the Act, the Company has no property which would permit distribution to creditors other than the Prescribed Part, the Administrator is permitted to move the Company from Administration to dissolution (Subject to 6 above).
6. For the Company to be placed into Compulsory Liquidation should the Administrator deem it necessary.
7. Without prejudice to the provisions of Schedule B1 of the Enterprise Act 2002, the Administrator may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in his achievement of the stated purposes of the Administration Order or any variation thereto.

11. Agreement of Proposals

On the basis of current information, the Company has insufficient property to enable it to make a distribution to its unsecured creditors. As a result and in accordance with Paragraph 52 (1) (b) of Schedule B1 of the Insolvency Act 1986, I am not required to seek a decision from the Company's unsecured creditors. Under Rule 3.38 of the Rules the Proposals are deemed approved if no creditors or a group of creditors representing at least 10% of the total debt of the Company request a decision be sought from the unsecured creditors as to whether to approve my Proposals. If you wish to request that a decision be sought in this manner, your request must be delivered to my office in writing by 10 November 2017. The request must include details of the purpose of the proposed decision and include details of the value of your claim and also any other creditors concurring with your request, together with their confirmation of concurrence. A deposit for costs would be required from the requisitioning creditors.

Please note that in the absence of any such request by the above date, the Administrator's Proposals will be deemed approved.

The Administrator does not propose to seek the formation of a creditors' committee and unless creditors request a decision to approve the Proposals, he is not obliged to invite creditors to consider forming a committee at this stage.

12. Administrator's Fees and Disbursements

12.1 Administrator's Pre- Appointment Fees and Disbursements

Pre-administration costs are defined as:

- (i) Fees charged, and
- (ii) Expenses incurred

by the Administrator, or another person qualified to act as an insolvency practitioner before the company entered Administration (but with a view to its doing so), and "unpaid pre-administration costs" are pre-administration costs which had not been paid when the company entered Administration.

12.2 Administrator's Pre- Appointment Fees

The costs incurred prior to the appointment of the Administrator were minimal, therefore these will be written off by the Administrator.

12.3 Administrator's Pre-Appointment Disbursements

The only disbursements incurred by the Administrator prior to his appointment were court fees of £150 plus travel costs of £53 55, these remain outstanding and the Administrator will see authority from the unsecured creditors that these can be paid as an expense of the Administration.

12.4 Administrator's Fees

The proposals for the Administrator's fees are set out in detail in the Schedule of Fees and Expenses for Administrators which is attached at Appendix 5. Prior to the Administrator agreeing the basis of his remuneration, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors.

In addition, where the Administrator proposes to take all or any part of this remuneration based on the time he and his staff will spend dealing with the affairs of the insolvent company, a fees estimate must also be provided. This will outline the anticipated cost of that work, how long it is

AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
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anticipated the work will take and whether any further approvals may be needed from creditors in due course.

In this case, I am not proposing to agree the basis of my remuneration as Administrator based on time spent dealing with the Company's affairs, therefore am not required to provide creditors with a fees estimate. As creditors will note, it is proposed that the Administrator will be remunerated based upon a fixed fee of £10,000 and 20% of realisations plus VAT after deduction of the fixed fee. Approval for the payment of the Administrator's fees will be sought from the unsecured creditors. The fee will be drawn as and when funds permit.

12.5 Administrator's Disbursements

Details of the proposals for the Administrator's disbursements including an estimate of the costs to be incurred during the course of the Administration are set out in detail in the Schedule of Fees and Expenses for Administrators which is attached at Appendix 5. The following expenses have also been incurred to date and paid to date are shown net of VAT:

Supplier	Work Undertaken	Costs incurred	Costs paid	Total costs incurred	Total costs paid	Estimated total costs
Courts Advertising	Advertising	£84.60	£0	£84.60	£0	£84.60
Refresh Recovery	Photocopying	£0	£0	£0	£0	£30.00
Refresh Recovery	Postage	£0	£0	£0	£0	£40.00
Willis	Bordereau	£0	£0	£0	£0	£145.00
Refresh Recovery	Storage	£21.50	£0	£21.50	£0	£21.50
Refresh Recovery	Travel	£111.10	£0	£111.10	£0	£111.10
Griffin James	Valuation	£2,500.00	£0	£2,500.00	£0	£2,500.00

Category 1 disbursements will be drawn as and when funds permit. Approval of Category 2 disbursements will be sought from the unsecured creditors. The disbursements will be drawn as and when funds permit.

12.6 Creditors' Guide to Fees

A full copy of a Creditors' Guide to Fees for Administrators can be downloaded from the following site:

http://www.refreshrecovery.com/images/resources/Guide_to_Administrators_Fees_Oct_2015.pdf

**AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017**

If you would like to receive a hard copy please contact this office and one will be sent to you.

13. Approval of Remuneration, Disbursements and Discharge

Agreement to the basis of the Administrator's remuneration, including pre-administration costs, his disbursements and the discharge from liability of the Administrator upon his ceasing to act will be sought from the unsecured creditors.

14. Creditors' Committee

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

The purpose of the Creditors' Committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, which are set out in the guidance note SIP15, it may also serve to assist the Administrator generally and act as a sounding board for him to obtain views on matters pertaining to the Administration. A copy of SIP15 can be downloaded from the following site:-

<http://www.refreshrecovery.com/images/resources/R3-Guide-to-Creditors-Committees.pdf>

15. Conclusion of the Administration

As it is currently predicted that no funds are available for distribution to the unsecured creditors within this Administration, in accordance with Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986, it is proposed that the Company is moved from Administration to dissolution upon the conclusion of the Administrator's duties.



Gordon Craig
Administrator

Appendix 1 – Statutory Information

AAJ LOCKSMITH (YORKSHIRE) LIMITED - IN ADMINISTRATION
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS
30 OCTOBER 2017

AAJ Locksmith (Yorkshire) Limited
(Company number 04867098)
Statutory Information

Company number	04867098
Date of Incorporation	14 August 2003
Nature of Business	Locksmiths
Current Director	Mr Graham Jones
Registered Office	
Currently:	c/o Refresh Recovery Limited Maple View White Moss Business Park Skelmersdale Lancashire WN8 9TG
Previously:	31/33 Westgate End Wakefield West Yorkshire WF2 9RG
Issued Share Capital	100 shares at £1 each
Shareholders	Mr Graham Jones (75 shares) Mr Dennis Matthewman (25 shares)

Appendix 2 – Director's Estimated Statement of Affairs

Insolvency Act 1986

AAJ Locksmiths (Yorkshire) Limited
Estimated Statement Of Affairs as at 2 October 2017

	Book Value £	Estimated to Realise £
ASSETS		
Plant & Equipment		2,500.00
Office Furniture & Equipment		1,900.00
Stock		2,000.00
Goodwill and Business Info		5,600.00
		<u>12,000.00</u>
LIABILITIES		
PREFERENTIAL CREDITORS:-		
		<u>NIL</u>
		12,000.00
DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003		
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS		
		<u>NIL</u>
		12,000.00
Estimated prescribed part of net property where applicable (to carry forward)		
		<u>NIL</u>
		12,000.00
DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003		
		<u>NIL</u>
		12,000.00
Estimated prescribed part of net property where applicable (brought down)		
		<u>NIL</u>
		12,000.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)		
Trade & Expense Creditors	45,524.00	
Directors	80,000.00	
HM Revenue & Customs - PAYE & NIC	5,000.00	
HM Revenue & Customs - VAT	160,000.00	
		<u>290,524.00</u>
Estimated deficiency/surplus as regards non-preferential creditors		
(excluding any shortfall in respect of F.C's post 14 September 2003)		
		<u>(278,524.00)</u>
		(278,524.00)
Issued and called up capital		
Ordinary Shareholders	100.00	
		<u>100.00</u>
TOTAL SURPLUS/(DEFICIENCY)		<u>(278,624.00)</u>

Appendix 3 – Creditors' List

Refresh Recovery Limited
AAJ Locksmiths (Yorkshire) Limited
B - Company Creditors

Key	Name	Address	£
CH00	H M Revenue & Customs - VAT	Insolvency Claims Handling Unit, Benton Park View, Longbenton, Newcastle, NE98 1ZZ	160,000.00
CH01	HSBC Bank Plc	Commercial Banking, 3 Trinity Court, Broadlands, Wolverhampton, WV10 6UH	16,500.00
CI00	HM Revenue & Customs - PAYE & NIC	Insolvency Claims Handling Unit, Benton Park View, Longbenton, Newcastle, NE98 1ZZ	5,000.00
CM00	M E Deffell Ltd	C/o Barclays Bank Plc, 5th Floor, One Snowhill, Snowhill, Queensway, Birmingham, B4 6GN	29,024.00
4 Entries Totalling			210,524.00

Signature _____

Appendix 4 – Receipts and Payments Account

AAJ Locksmiths (Yorkshire) Limited
(In Administration)

ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 02/10/2017 To 30/10/2017 £	From 02/10/2017 To 30/10/2017 £
RECEIPTS			
Plant & Equipment	2,500.00	0.00	0.00
Office Furniture & Equipment	1,900.00	0.00	0.00
Stock	2,000.00	0.00	0.00
Goodwill and Business Info	5,600.00	0.00	0.00
		0.00	0.00
PAYMENTS			
Trade & Expense Creditors	(45,524.00)	0.00	0.00
Directors	(80,000.00)	0.00	0.00
HM Revenue & Customs - PAYE & NIC	(5,000.00)	0.00	0.00
HM Revenue & Customs - VAT	(160,000.00)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		0.00	0.00
Net Receipts/(Payments)		0.00	0.00

MADE UP AS FOLLOWS

0.00	0.00
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Note:

All Estate Bank Accounts are Interest Bearing

Administrator

Appendix 5 – Administrator's Schedule of Fees and Expenses

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REFRESH RECOVERY LIMITED'S FEE AND EXPENSES FOR ADMINISTRATORS

1. TIME COST AND CHARGES OUT RATES

Although a resolution for the Administrator's fees is not being sought on a time costs basis, it should be noted that the current charge out rates for this Firm are as follows:-

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

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

The expected work involved in this assignment will mainly relate to the following:

Administration and Planning

Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holder and his staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and regulation. Tasks under this heading will include inter alia:

- Case Planning
- Administrative set up including creation of files on firm's insolvency software
- Maintenance of records
- Opening, maintaining and managing the Estate accounts
- Post appointment Corporation Tax compliance
- Securing and Scheduling company's books and records
- Undertaking case progression reviews (typically at the end of month 1 and every six months thereafter) and general management of case
- Routine correspondence and e-mails

Investigation

The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors. If potential recoveries or matters for further investigation are identified then the office holder will need to investigate them in detail and to bring recovery actions where necessary. Such recovery actions will be for the benefit of the creditors. The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the Director and the work to enable them to comply with his statutory obligations is of no direct benefit to the creditors, although it may identify potential recovery actions. Tasks under this heading will include inter alia:

- Recovering the books and records and reviewing the same
- Review and compliance with Statement of Insolvency (SIP 2)

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- Sending out questionnaires to Director and reviewing the same once completed.
- Review and identify potential asset recoveries by seeking and obtaining information from relevant third parties, such as banks, accountants, solicitors etc
- Taking actions for recovery if any potential assets are identified
- Report to the Department of Business, Innovation and Skills in accordance with the Company Director Disqualification Act 1986 ("CDDA").

Realisation of assets

This is the work that needs to be undertaken to realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors. Such realisations will be for the benefit of the creditors. Tasks under this heading will include inter alia:

- Review statement of affairs, accounts and books and records together with communications with Director and other third parties to identify the assets of the company
- Arranging valuation of company assets
- Agreeing sale of company assets

Creditors

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

Tasks under this heading will include inter alia:

- Communication with creditors by email, post or telephone
- Processing creditors' claims and maintaining up to date creditor information (including employees and any preferential creditors)
- Requesting additional information from creditors in support of their proof of debt
- Dealing with pre-appointment taxation issues relating to VAT, PAYE/NI, CIS and Corporation tax

Statutory Matters

The office holder is obliged follow various statutory and regulatory obligations. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow. Tasks under this heading will include inter alia:

- Notifying creditors of the office holder's appointment and filing statutory appointment documents at Companies House
- Arranging statutory advertising in London Gazette
- Notifications to HM Revenue & Customs re appointment and submission of VAT 769
- Obtaining a specific penalty bond and quarterly reviews
- Preparation of Proposals to be put to creditors
- Filing statutory documents at Companies House following approval or rejection of Proposals
- Establishing and holding periodic meetings of Creditors' Committee and associated filing formalities (if a Committee is formed)
- Submission of interim and final draft progress reports to members and creditors
- Submission of progress report and return to Companies House
- Submission of final return to Companies House

Fee Proposal

In the absence of a Creditors' Committee, a resolution will be put to the creditors that the Administrator's fee will be on a fixed fee basis of £10,000 (plus VAT) and 20% of realisations (plus VAT) after deduction of the fixed fee. In calculating this fixed fee, consideration has been given both

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to the work to be undertaken as set out above and time cost incurred in similar Administrations dealt with by Refresh Recovery. In addition to the normal compliance matters, Administrations with more realisable assets involve considerable additional work both in dealing with the realisation of those assets and also with dealing with creditors which are generally of a higher value and volume. Therefore it is considered that the proposed fixed fee and 20% realisations fee after deduction of the fixed fee is an appropriate, reasonable and commensurate reflection of the work likely to be carried out by the Administrator. The fixed fee will be drawn as soon as funds allow after payment of the Pre-Appointment fees and disbursements and the Administrator's category 1 & 2 disbursements. The payment of the fee relating to the realisation of assets will, of course, be paid following the realisations having been achieved and will not be paid on estimated realisations.

A creditors' guide to Administrator's fees is attached. A full copy of this guide can be downloaded from the following site:-

[https://www.r3.org.uk/media/documents/publications/professional/Guide to Administrators Fees Oct 2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide%20to%20Administrators%20Fees%20Oct%202015.pdf)

2. EXPENSES & DISBURSEMENT COSTS

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

Category 1 Disbursements

These costs will include, among other:-

Statutory Advertising:	As per advertisers/agents invoice currently £84.60 per advert
Statutory Bonding:	Charged at cost –see below
Postal Redirection:	Charged at cost – see below
Courier :	Charged at cost – see below
Postage:	First class postal charges based on the weight of the circular.
Storage:	Pro rata per number of boxes per storage charge invoice. An external storage provider provides this facility to the firm. Current charges are £2.50 for the box and £4.08 per box per annum for the storage
Room Hire:	No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost
Land Registry Searches:	As per Land Registry invoice
Companies House Search:	As per Companies House invoice
Travel:	Charged at costs for public transport, taxis and car parking
Legal Costs:	As per agreed rates – see below
Valuers' fee	Valuation and Asset realisation fee as per agreed rates – see below
Book Debt collection agents	As per agreed rates – see below

Category 2 Disbursements

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

Photocopier/Paper:	£0.15 per sheet – irrespective of size. Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper
Travel:	45p per mile which is the cost reimbursed to staff

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

The estimated disbursements (plus VAT where applicable) in respect of this case are as follows:

Category 1 Disbursements

Statutory Advertising:	£84.60
Statutory Bonding:	£145.00
Postage:	£40.00
Storage:	£21.50
Valuation Costs:	£2,500.00

Category 2 Disbursements

Photocopier/Paper:	£30.00
Travel:	£111.10
Total Estimated Disbursements	£3,125.70

Appendix 6 – Proof of Debt

Proof of Debt Form

AAJ Locksmiths (Yorkshire) Limited t/a Wakefield Lock and Key - In Administration

1	Creditor Name <i>(If a company, please also state company registration number)</i>	
2	Address of creditor for correspondence	
3	Email address for creditor	
4	Total amount of claim, including VAT and outstanding uncapitalised interest <i>Note: Any trade or other discounts (except discount for immediate or early settlement) which would have been available to the company but for the insolvency proceedings should be deducted from the above claim where relevant. Where any payment is made in relation to the claim or set-off applied after date of winding-up, this should be deducted</i>	£
5	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount	£
6	Details of any documents by reference to which the debt can be substantiated (please attach copies)	
7	Particulars of how and when the debt was incurred by the Company	
8	Particulars of any security held, the value of the security, and the date it was given	Value = £ Date given / /
9	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates	
10	Signature of creditor or person authorised to act on his behalf	
11	Name in BLOCK CAPITALS	
12	Date	
13	Position with or in relation to creditor Address of person signing (if different from 2 above)	

AM03

Notice of Administrator's Proposals



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	Jessica Hodgson
Company name	Refresh Recovery Limited
Address	c/o Refresh Recovery Limited West Lancashire Investment Centre, Maple View
Post town	Skelmersdale
County/Region	Lancashire
Postcode	W N 8 9 T G
Country	
DX	
Telephone	01695 711200



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 and dated 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,
Grown 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