

AM10

Notice of administrator's progress report



Companies House



A14 *A8AHU8MB*
26/07/2019 #13
COMPANIES HOUSE

A39 *A88L9VSO*
28/06/2019 #96
COMPANIES HOUSE

A18 *A87DDU40*
11/06/2019 #130
COMPANIES HOUSE

1 Company details

Company number 0 5 0 3 5 9 7 7

Company name in full Benedict Cole Limited

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

2 Administrator's name

Full forename(s) John Anthony

Surname Lowe

3 Administrator's address

Building name/number Ashcroft House

Street Ervington Court

Post town Meridian Business Park

County/Region Leicester

Postcode L E 1 9 1 W L

Country

4 Administrator's name ①

Full forename(s) Nathan

Surname Jones

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

5 Administrator's address ②

Building name/number Ashcroft House

Street Ervington Court

Post town Meridian Business Park

County/Region Leicester

Postcode L E 1 9 1 W L

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 1	^m 1	^m 1	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 0	^m 0	^m 5	^y 2	^y 0	^y 1	^y 9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

John Doe

X

Signature date

^d 0	^d 7	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9
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Benedict Cole Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 11/11/2018 To 10/05/2019 £	From 11/11/2016 To 10/05/2019 £
608,769.00	SECURED ASSETS		
	Book Debts	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
NIL	Directors' Loan Account	NIL	NIL
75,506.00	Cash at Bank - Bank of Scotland	NIL	65,282.56
NIL	S455 Tax Refund	NIL	NIL
15,000.00	Cash in Hand	NIL	15,000.00
NIL	Business loans	NIL	NIL
NIL	Prepayments	NIL	NIL
	Bank Interest Gross	20.70	65.59
	Sundry refund	NIL	59.02
		20.70	80,407.17
	COST OF REALISATIONS		
	Legal disbursements	NIL	296.00
	Professional Fees - Pre Appointment	NIL	3,000.00
	Professional Fees - McGregors	NIL	2,800.00
	Other Admin Expense	NIL	373.00
	Statutory Advertising	NIL	169.20
	Wages & Salaries	NIL	42,198.51
	PAYE & NI	NIL	30,822.58
		NIL	(79,659.29)
(5,748.00)	PREFERENTIAL CREDITORS		
	Preferential Creditors	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(877,093.00)	Trade creditors	NIL	NIL
(195,612.00)	Payroll liability provision	NIL	NIL
(313,585.00)	HMRC	NIL	NIL
(22,435.00)	Employee Unsecured Claims	NIL	NIL
(19,281.00)	Accrued expenses	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(734,579.00)		20.70	747.88
	REPRESENTED BY		
	IB Current Floating		747.88
			747.88

**Benedict Cole Limited - IN ADMINISTRATION ("THE COMPANY")
The High Court of Justice NO. 7407 of 2016**

**The Administrator's Progress Report for the period 11
November 2018 to 10 May 2019 pursuant to Rule 18.3 of the
Insolvency (England and Wales) Rules 2016**

7 June 2019

Contents and abbreviations



Section	Content
1.	Progress of the Administration in the period
2.	Estimated Outcome for the creditors
3.	Administrators' remuneration, disbursements, expenses and pre-appointment costs
Appendix	Content
A.	Statutory information regarding the Company and the appointment of the Administrators
B.	Form AM10, formal notice of the progress report
C.	A schedule of work
D.	Details of the Administrators' disbursements for the Period and cumulatively
E.	Receipts and payments account for the period and cumulative
F.	Statement of expenses incurred in the Period

The following abbreviations may be used in this report:

FRP	FRP Advisory LLP
The Company	Benedict Cole Limited (In Administration)
The Administrators	John Lowe and Nathan Jones of FRP Advisory LLP
The Period	The reporting period 11/11/18 – 10/05/19
CVL	Creditors' Voluntary Liquidation
SIP	Statement of Insolvency Practice
QFCH	Qualifying floating charge holder
HMRC	HM Revenue & Customs
The Bank	The Bank of Scotland
LBCF	Lloyds Bank Commercial Finance Ltd
DLA	Directors Loan Account
CVA	Company Voluntary Arrangement

1. Progress of the Administration



Work undertaken during the period

I attach at **Appendix C** a schedule of work undertaken during the period together with a summary of work still to be completed.

In summary, solicitors continue to be involved in protracted litigation to try and finalise the debtor collections, pursue a disputed debt and to investigate as to whether there are any potential actions that can be taken against the main customer.

Attached at **Appendix E** is a receipts and payments account detailing both transactions for the period of this report and also cumulatively since my appointment as Administrator.

Investigations

Part of my duties include carrying out proportionate investigations into what assets the Company has, including any potential claims against directors or other parties, and what recoveries could be made. I have reviewed the Company's books and records and accounting information, requested further information from the directors, and invited creditors to provide information on any concerns they have regarding the way in which the Company's business has been conducted.

Further details of the conduct of my investigations are set out in the schedule of work attached. I can confirm that no further investigations or actions were required.

Extension to the initial period of appointment

To avoid the automatic termination of the administration on the second anniversary, the period of administration was extended with an application to the Court for a further period of one year. The Court order was granted pursuant to this application.

Benedict Cole Limited (In Administration)
The Administrators' Progress Report

Anticipated exit strategy

The administration will end automatically after 12 months from the date of appointment of the Administrators, however, this was extended with the consent of the creditors for up to 12 months to 10 November 2018 and subsequently by Court to order 10 November 2019.

If the Administrators think the Company has no property which might permit a distribution to its unsecured creditors, or if they also consider that an exit from the administration is not appropriate they will send a notice to the Registrar of Companies in accordance with Paragraph 84 of Schedule B1 to the Insolvency Act 1986 to bring the administration to an end and three months after the filing of the notice the Company will be deemed to be dissolved.

If the Administrators are of the view that a dividend will become available to the unsecured creditors (other than by virtue of the prescribed part) it is appropriate for the Company to move from administration into CVL pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986. If applicable the Administrators will take steps to place the Company into CVL.

Should a dividend not become available to the unsecured creditors but it is still appropriate for the Company to enter liquidation, the Administrators will petition the Court pursuant to Paragraph 79 of Schedule B1 to the Insolvency Act 1986 for an order to bring the administration to an end with a consequential order for the compulsory winding up of the Company.

Pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986, should the creditors not nominate a Liquidator, the proposed Liquidators in a CVL are to be the Administrators John Anthony Lowe and Nathan Jones. Any act to be done by the Liquidators may be done by all or any one of them. Pursuant to Paragraph 83(7)(a) of Schedule B1 to the Insolvency Act 1986 and the Insolvency Rules, creditors may nominate a different person as the proposed liquidator, provided that the

1. Progress of the Administration

nomination is made after the receipt of these proposals and before these proposals are approved.

The Liquidators in a compulsory winding up will be appointed by the Court and may be the Administrators, John Lowe and Nathan Jones.

If the Administrators are of the view that it is appropriate for the creditors to consider the approval of a CVA the proposed supervisors are to be the Administrators or any successor office holders(s). Creditors may nominate different supervisors at the meeting of creditors convened to consider CVA proposals.

Based on current information it is expected that liquidation will be the most likely exit route.

2. Estimated Outcome for the creditors



The estimated outcome for creditors was set out in the Administrators proposals.

Outcome for the secured creditors

Both the Bank and LBCF were not owed any monies at the date of the appointment of administrators. However, it should be noted that the ongoing investigations and threat of litigation may affect this position.

Outcome for the preferential creditors

The following preferential creditors' claims have been received:

Employees	£12,010.71
The Redundancy Payments Service	£5,748.00

Any distribution to preferential creditors is dependent on recoveries from the ongoing disputes with the main customer and DLA.

Outcome for the unsecured creditors

According to the Company's statement of affairs unsecured creditors totalled £1,428,006.07. To date we have received claims totalling £772,517.89 from 34 unsecured creditors in this matter. It is currently uncertain if there will be sufficient funds available to make a distribution to unsecured creditors. Any distribution is dependent on recoveries from the ongoing dispute with the Company's main customer and the DLA.

Prescribed Part

There is no prescribed part applicable in the matter as the secured creditors, the Bank and LBCF, were not owed any monies at the date of appointment.

3. Administrators' remuneration, disbursements, expenses and pre-appointment costs



Administrators' remuneration

Following circulation of the Administrators' proposals and the subsequent creditors meeting held on 19 January 2017, the creditors passed a resolution that the Administrators' remuneration should be calculated on the following percentage basis.

<u>Realisations</u>	<u>(%)</u>
Fixed Charge / Book Debt Collection	20
All other assets:	
£0-£100,000	100
£100,000 - £200,000	50
£200,000 +	20
Distribution Fee	15
N.B. the Administrators time costs to date total £190,514.25	

Administrators' disbursements

The Administrators' disbursements are a recharge of actual costs incurred by the Administrators on behalf of the Company. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP Advisory at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the period of this report are set out in **Appendix D**.

Administrators' expenses

An estimate of the Administrators' expenses was set out in the Administrators' proposals. I attach at **Appendix F** a statement of expenses that have been
Benedict Cole Limited (In Administration)
The Administrators' Progress Report

incurred during the period covered by this report. It is currently expected that the expenses incurred or anticipated to be incurred are likely to exceed the details previously provided due to the protracted nature of the ongoing investigations and resistance encountered by the main customer in settling the amount due to the Company. The employees were retained following our appointment to work with the accountants to bring the books and records up to date and continue to assist the solicitors in respect of their investigations. This expense was not factored in our initial estimate.

Creditors have a right to request further information from the Administrators and further have a right to challenge the Administrators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the reporting period as set out in **Appendix F** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frpadvisory.com/info.aspx> and select the one for administrations. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Administrators' pre-appointment costs

The Administrators pre-appointment fees and disbursements totalled £34,431.17 plus VAT. Recovery in full was sought and approved by the creditors at the meeting held on 19 January 2017. To date, £5,800 has been paid and the balance still remains outstanding.

Appendix A

Statutory Information

BENEDICT COLE LIMITED (IN ADMINISTRATION)

COMPANY INFORMATION:

Other trading names: N/A

Company number: 05035977

Registered office: FRP Advisory LLP, Ashcroft House, Ervington Court, Meridian Business Park, Leicester LE19 1WL

Previous registered office: 145-157 St John Street, London EC1V 4PY

Business address: 288 Bishopsgate, London, EC2M 4QP



ADMINISTRATION DETAILS:

Administrator(s): John Lowe & Nathan Jones

Address of Administrator(s): FRP Advisory LLP, Ashcroft House, Ervington Court, Meridian Business Park, Leicester LE19 1WL

Date of appointment of Administrator(s): 11 November 2016

Court in which administration proceedings were brought: The High Court of Justice Chancery Division

Court reference number: 7407 of 2016

Appointor details: Directors

Previous office holders, if any: N/A

Extensions to the initial period of appointment: 12 months to 10 November 2018 – with the deemed consent of creditors
12 months to 10 November 2019 – by application to Court

Date of approval of Administrators' proposals: 19 January 2017

Appendix B

CH Form AM10 Formal Notice of the Progress Report



AM10

Notice of administrator's progress report



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1	Company details	
Company number	0 5 0 3 5 9 7 7	→ Filling in this form: Please complete in typescript or in bold black capitals.
Company name in full	Benedict Cole Limited	
2	Administrator's name	
Full forename(s)	John Anthony	
Surname	Lowe	
3	Administrator's address	
Building name/number	Ashcroft House	
Street	Ervington Court	
Post town	Meridian Business Park	
County/Region	Leicester	
Postcode	L E 1 9 1 W L	
Country		
4	Administrator's name ^①	
Full forename(s)	Nathan	① Other administrator Use this section to tell us about another administrator.
Surname	Jones	
5	Administrator's address ^②	
Building name/number	Ashcroft House	② Other administrator Use this section to tell us about another administrator.
Street	Ervington Court	
Post town	Meridian Business Park	
County/Region	Leicester	
Postcode	L E 1 9 1 W L	
Country		

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	1	m	1	m	1	y	2	y	0	y	1	y	6
To date	d	1	d	0	m	0	m	5	y	2	y	0	y	1	y	9

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	0	d	7	m	10	m	6	y	2	y	0	y	1	y	9
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Appendix C

A schedule of work



Benedict Cole Limited (IN ADMINISTRATION)

Schedule of Work



The table below sets out a detailed summary of the work undertaken by the office holder(s) during the reporting period together with an outline of work still to complete.

Where work undertaken results in the realisation of funds (from the sale of assets; recoveries from successful actions taken against third parties), there may be a financial benefit to creditors should there be sufficient funds available to make a distribution to one or more class of creditor. In this case work undertaken will include the scrutiny and agreement of creditor claims.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including ensuring the appointment is valid, notifications of the appointment to third parties, regular reporting on the progress, notifying statutory bodies where required in relation to the conduct of the directors, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

Note	Category		
1	ADMINISTRATION AND PLANNING Work undertaken during the reporting period		ADMINISTRATION AND PLANNING Future work to be undertaken
	General Matters Regularly reviewed the conduct of the case and the case strategy and updating it as required as. This aids efficient case management and practice.		Continue to regularly review the conduct of the case and the case strategy and updating it as required as. This aids efficient case management and practice. Ongoing liaison with third parties that may be required.
	Regulatory Requirements Monitored ongoing money laundering and bribery considerations.		Continue to monitor ongoing money laundering and bribery considerations. This work is necessary as it is required by statute.
	Case Management Requirements We have determined the case strategy and documented this.		Continuing to review case strategy and ensure that this is being met and / or revised where required.

Benedict Cole Limited (IN ADMINISTRATION)

Schedule of Work

	Compiled a forecast of the work that has been or is anticipated will be undertaken throughout the duration of the case, circulating this to creditors together with other such documentation as required to enable the relevant approving creditors to assess and vote on the fee bases proposed. Corresponded with the former advisors to the Company requesting third party information to assist in general enquiries. The work undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and is not expected to provide a financial benefit to creditors.	Administering Insolvent estate bank accounts throughout the duration of the case. Continue to correspond with the former advisers to the Company requesting third party information to assist in general or focused enquiries. The work to be undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and is not expected to provide a financial benefit to creditors.
2	ASSET REALISATION Work undertaken during the reporting period <u>Debt Collection Litigation</u> Solicitors continue to be involved in protracted litigation to try and bring this matter to a conclusion. This matter therefore remains ongoing. For confidential and prejudicial reasons, it is not appropriate to comment further at this stage. <u>Funds held with LBCF</u> We have been liaising with our solicitors in respect of an application to Court that is currently being drafted in respect of funds that are being held by LBCF in an attempt to get the same released to the Company. The work undertaken in this category is expected to provide a financial benefit to creditors.	ASSET REALISATION Future work to be undertaken <u>Debt Collection Litigation</u> Continue to liaise with solicitors regarding claim against main customer and updates on ongoing litigation. <u>Directors Loan Account</u> Finalise directors loan account position and pursue recovery if applicable. <u>Funds held with LBCF</u> Submission of application to Court. The work to be undertaken in this category is expected to provide a financial benefit to creditors.

Benedict Cole Limited (IN ADMINISTRATION)

Schedule of Work

3	CREDITORS Work undertaken during the reporting period <u>Preferential Creditors:</u> Employees have submitted claims to the Redundancy Payments Office. I have liaised with preferential creditors and responded to queries when arisen. <u>Unsecured Creditors:</u> I have responded to creditor correspondence and queries received to date. Liaised with HMRC to establish their claim and sought tax advice to minimise claims and maximise returns to creditors where appropriate. The work undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and is not expected to provide a financial benefit to creditors.	CREDITORS Future work to be undertaken <u>Preferential creditors:</u> Agree and pay claims if funds become available. <u>Unsecured creditors:</u> Continue to respond to creditor correspondence and queries. If sufficient funds are available to make a distribution to the unsecured creditors the office holder will write to all known creditors to notify of the possibility of a distribution and requested submission of claims. To date the IP is aware of 74 potential creditors according to the information currently available. As required the office holder will advertise for claims and adjudicate on them if there are sufficient funds to make a distribution, either agreeing or rejecting, in full or in part. Please note that legal claims may affect the position of the unsecured creditors and secured creditors. The work to be undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and is not expected to provide a financial benefit to creditors.
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Benedict Cole Limited (IN ADMINISTRATION)

Schedule of Work

4	INVESTIGATIONS Work undertaken during the reporting period Keep under review the director's loan account and liaised with the directors accordingly. This matter remains ongoing.	INVESTIGATIONS Future work to be undertaken Keep under consideration any matters that may come to light which require notification to the Secretary of State or National Crime Agency.
	The work undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and on occasions provides a financial benefit to creditors.	Review how the IP weighs up the merits of pursuing actions and if these are being pursued explain the likely benefit to creditors or if further consultation with creditors is likely. Keep under consideration any matters come to light that may result in further asset realisations or actions to be considered. The work to be undertaken in this category is generally of a statutory nature or represents case management practice required by the Insolvency Practitioners' regulators and on occasions provides a financial benefit to creditors.
5	STATUTORY COMPLIANCE AND REPORTING Work undertaken during the reporting period Provided creditors with statutory reports and managed any queries arising from them.	STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken Continue to provide statutory reports to various stakeholders at regular intervals and manage any queries arising therefrom. Copies of these reports are required to be filed at Registrar of Companies.
		To place legal advertisements as required by statute which may include formal meetings of creditors and notices to submit claims Continue to deal with post appointment VAT and or other tax returns as required. Continue to deal with the statutory requirements in order to bring the

Benedict Cole Limited (IN ADMINISTRATION)

Schedule of Work

		case to a close and for the office holders(s) to obtain their release from office; this includes preparing final reports for stakeholders, convening final meetings, statutory advertising and filing the relevant documentation with the Registrar of Companies. This work is necessary as it is required by statute.
6	LEGAL AND LITIGATION Work undertaken during the reporting period Freeths Solicitors have continued to act on behalf of the Administrators in relation to the disputed debt and to investigate as to whether there are any potential actions that can be taken against the main customer. Prepared the application to Court in respect of funds held by LBCF which included liaising with both FRP and the Company's directors regarding any further information required and a review of the information provided to them. This work undertaken is likely to provide a financial benefit to creditors as any funds realised will be for the benefit of the Administration estate.	LEGAL AND LITIGATION Future work to be undertaken Continue ongoing investigation and correspondence with Freeths regarding the disputed debt due from the main customer. This work to be undertaken is likely to provide a financial benefit to creditors as any funds realised will be for the benefit of the Administration estate.

Appendix D

Details of the Administrators' disbursements for the period and cumulative



Disbursements for the period 11 November 2018 to 10 May 2019

Category 1	Value £
Prof. Services	49.93
Storage	50.35
Legal	2,750.00
Grand Total	2,850.28

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

Disbursements for the period 11 November 2016 to 10 May 2019

Category 1	Value £
Insurance	825.00
Parking	39.00
Postage	193.46
Prof. Services	384.49
Taxis	23.00
Travel	403.62
Storage	74.47
Legal	13,470.00
Subsistence	3.75
Category 2	
Car/Mileage Recharge	25.65
Grand Total	15,442.44

Benedict Cole Limited (In Administration)
The Administrators' Progress Report

Appendix E

Receipts and payments account for the period and cumulative



Benedict Cole Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 11/11/2018 To 10/05/2019 £	From 11/11/2016 To 10/05/2019 £
608,769.00	SECURED ASSETS		
	Book Debts	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
NIL	Directors' Loan Account	NIL	NIL
75,506.00	Cash at Bank - Bank of Scotland	NIL	65,282.56
NIL	S455 Tax Refund	NIL	NIL
15,000.00	Cash in Hand	NIL	15,000.00
NIL	Business loans	NIL	NIL
NIL	Prepayments	NIL	NIL
	Bank Interest Gross	20.70	65.59
	Sundry refund	NIL	59.02
		20.70	80,407.17
	COST OF REALISATIONS		
	Legal disbursements	NIL	296.00
	Professional Fees - Pre Appointment	NIL	3,000.00
	Professional Fees - McGregors	NIL	2,800.00
	Other Admin Expense	NIL	373.00
	Statutory Advertising	NIL	169.20
	Wages & Salaries	NIL	42,198.51
	PAYE & NI	NIL	30,822.58
		NIL	(79,659.29)
(5,748.00)	PREFERENTIAL CREDITORS		
	Preferential Creditors	NIL	NIL
		NIL	NIL
(877,093.00)	UNSECURED CREDITORS		
(195,612.00)	Trade creditors	NIL	NIL
(313,585.00)	Payroll liability provision	NIL	NIL
(22,435.00)	HMRC	NIL	NIL
(19,281.00)	Employee Unsecured Claims	NIL	NIL
	Accrued expenses	NIL	NIL
		NIL	NIL
(100.00)	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(734,579.00)		20.70	747.88
	REPRESENTED BY		
	IB Current Floating		747.88
			747.88

Appendix F

Statement of expenses incurred in the Period



Benedict Cole Limited - In Administration Statement of expenses for the period ended 10 May 2019			
Expenses	Period to 10 May 2019 £	Cumulative period to 10 May 2019 £	
Office Holders' remuneration (Percentage)	10	80,397	
Office Holders' disbursements	2,850	15,442	
Legal disbursements	-	296	
Legal Fees	4,909	64,291	
Accountants Fees	-	33,552	
Other expenses	-	373	
Statutory Advertising	-	169	
Wages & Salaries	-	42,199	
PAYE & NIC	-	30,823	
Pre appointment costs	-	5,800	
Total	7,769	273,341	

Benedict Cole Limited (In Administration)
The Administrators' Progress Report

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 Ravi Sembh

Company name FRP Advisory LLP

Address Ashcroft House
Ervington Court

Post town Meridian Business Park

County/Region Leicester

Postcode L E 1 9 1 W L

Country

DX

Telephone 0116 303 3337



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