

The Insolvency Act 1986

Notice of move from Administration to dissolution

2.35B

Name of Company

Aardvark Engineering Consultancy Limited

Company number

05468199

In the

High Court of Justice

[full name of court]

Court case number

7525 of 2012

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

We (a) Malcolm Fillmore and Ms Ranjit Bajon, BM Advisory, Arundel House, 1 Amberley Court, Whitworth Road, Crawley, West Sussex RH11 7XL

(b) Insert name and address
of the registered office of
company

having been appointed administrator(s) of (b) Aardvark Engineering Consultancy Limited, Arundel House, 1 Amberley Court, Whitworth Road, Crawley, West Sussex, RH11 7XL

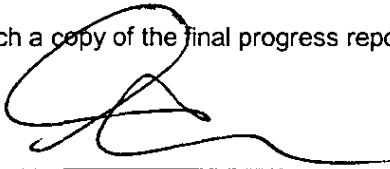
(c) Insert date of appointment
(d) Insert name of applicant /
appointor

on (c) 26 September 2012 by (d) the Company

hereby give notice that the provisions of paragraph 84(l) of Schedule B1 to the Insolvency Act 1986 apply

We attach a copy of the final progress report

Signed


Joint Administrator, Malcolm Fillmore

Dated 18 March 2014

Contact Details.

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

BM Advisory, Arundel House, 1 Amberley Court, Whitworth Road

Crawley, West Sussex RH11 7XL

Tel 01293 410333

DX Number

DX Exchange



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19/03/2014

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COMPANIES HOUSE

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

DX 33050 Cardiff

WEDNESDAY

AARDVARK ENGINEERING CONSULTANCY LIMITED ("THE COMPANY") (IN ADMINISTRATION)

**ADMINISTRATORS' FINAL PROGRESS REPORT PURSUANT TO RULE 2.110 OF THE INSOLVENCY RULES 1986
FOR THE PERIOD FROM 26 SEPTEMBER 2013 TO 18 MARCH 2014**

1 Introduction

- 1.1 Pursuant to Rules 2.47 and 2.110 of the Insolvency Rules 1986, I set out below our report on the progress of this Administration since our report for the period ending 25 September 2013

2 Details of Relevant Court

- 2.1 These Administration proceedings fall under the jurisdiction of the High Court of Justice, the court reference is number 7525 of 2012

3 Company details

- 3.1 The company's registered number is 05468199 and its registered office is situated at Arundel House, 1 Amberley Court, Whitworth Road, Crawley, RH11 7XL

4 Administrators' details

- 4.1 The Joint Administrators, Malcolm Fillmore and Ms Ranjit Bajon were appointed on 26 September 2012. Our appointment was made by the Company. Since our appointment, there have been no changes in the office holders. For the purposes of paragraph 100(2) of schedule B1 to the Insolvency Act 1986, the Administrators have agreed to act jointly and severally in all matters relating to the administration. All functions relating to the administration may be exercised by either administrator.

5 Administrators' Receipts and Payments Account

- 5.1 I attach a summary of the administrators' receipts and payments as at 18 March 2014

6. Administrators' Progress Report

- 6.1 The Purpose of the Administration was to achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in Administration)
- 6.2 On 17 April 2013, a sale of the business and assets was finalised to Pathway Contracts Limited, a company owned and directed by Paul Silsby. The assets were sold for a total sum of £5,000 based on a valuation carried out by agents John M Peyto & Co Ltd. The full sum has been received in the Administration.
- 6.3 Additional consideration was agreed at 50% of any value or net profits realised from the exploitation of the Proteus Screen in excess of £4,690 over a period of 36 months, however, no funds have been recovered and it is not considered cost effective to keep the case open to pursue.
- 6.4 The Company had only one outstanding debtor, Tew Engineering Limited ("Tew"), which owes the Company £26,000 in relation to electronic control units for destination boards at St Pancras, designed and installed by the Company. Problems with the units arose after installation. Tew refused to pay the additional costs incurred by the Company in seeking to help Tew find a solution. The Company lodged a County Court claim against Tew, but Tew applied to the High Court, Technology & Construction Division for delivery up of the designs and drawings and sought injunctive relief to enforce this on an urgent basis so they could contract with an alternative supplier. At a hearing in the High Court of Justice on 30 August 2012, the Judge made an interim costs award against the Company of £6,000 on the basis that the Company had not made the designs and drawings available, with the principal action being set down for hearing. The High Court proceedings have since been stayed due to the Administration.

An assignment of the debt to Tuskerbia Limited took place on 28 June 2013 for 50% of any net recoveries. As any likely realisation will be insufficient for any distribution to creditors, it is not considered cost effective to keep the case open to realise this asset and thus a further assignment was made on 10 March 2014 for 50% of any net recoveries to be paid to BM Advisory to recover a contribution towards their time costs.

7 The Exit Route

- 7.1 The Administration was allowed to lapse at the anniversary of the date the company entered into Administration. Consequently the Administrators have ceased to act with effect from 18 March 2014.

8 Assets remaining to be realised

- 8.1 There are no remaining realisable assets.

9 Administrators' Costs and Remuneration

- 9.1 The total time costs incurred to 16 March 2014 and for the period of the report are summarised on the attached schedules as Appendix 1 & 1a, respectively, in the format prescribed by the Association of Business Recovery Professionals. I also enclose a separate schedule as Appendix 1b for the period 1 March 2014 to 16 March 2014 reflecting the change in hourly rates of staff and partners. Remuneration totalling £4,594.32 plus VAT and disbursements have been drawn in accordance with the resolution approved by creditors. A Creditor's guide to Administrator's Fees can be located in SIP 9 (Statement of Insolvency Practice) which can be accessed through the website of the Insolvency Practitioners Association, www.insolvency-practitioners.org.uk. Alternatively please contact this office for a copy to be sent to you by post.

The current hourly rates of staff and partners involved in this case were increased with effect from 1 March 2014 as shown on the attached Appendix 2, Statement of Policy of Fees in Insolvency Proceedings. The previous rates are shown on Appendix 2a attached.

Creditors have also approved our category 2 disbursements at the rate of 25 pence per letter, 15 pence per photocopy and 45 pence per mile plus 5 pence for additional persons travelling in the same car. Company searches at the rate of £1 per search and Checks in relation to money laundering regulations, at the rate of £1 per enquiry. Report to creditors on website £10 per report.

Details of the category 2 disbursements paid in the period are shown on the attached receipts and payments account. The category 2 disbursements incurred by the Administrators for the period of the report are as follows:

Letters and photocopying £28.00

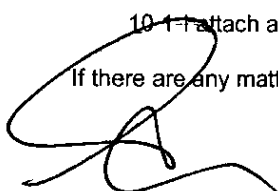
Creditors also approved pre-administration costs of £2,688.50 at the creditors meeting held on 4 December 2012.

Creditors are advised that within 21 days of receipt of a progress report a creditor may request the Administrator to provide further information about the remuneration and expenses (other than pre-administration costs) set out in the report. A request must be in writing, and may be made either by a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors (including himself) or the permission of the court. Creditors have a right to challenge the administrators' remuneration and expenses, this is set out in detail in SIP9.

10 Administrators' Proposals

- 10.1 I attach a summary of the Administrators' Proposals.

If there are any matters that you wish to discuss with me, please do not hesitate to contact me.



Malcolm Fillmore
Joint Administrator of Aardvark Engineering Consultancy Limited
Dated 18 March 2014

AARDVARK ENGINEERING CONSULTANCY LIMITED
(In Administration) ("The Company")
Company No. 05468199

STATEMENT OF THE ADMINISTRATORS' PROPOSALS

**Pursuant to Paragraph 49 of Schedule B1 to the Insolvency Act 1986, and
Rule 2.33 of The Insolvency Act 1986**

7 Administrators' Proposals

7.1 The following are our Statement of Proposals for achieving the purposes of the Administration Order made in respect of the Company and which we make to the creditors for their consideration and, if thought fit, approval at the Meeting of Creditors to be held on 4 December 2012

7.2 That we be given authority to continue to manage and finance the business and affairs of the Company from asset realisations in such manner as we consider expedient with a view to achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration). We will manage the day to day aspects of the business under the control of the existing management and in accordance with our professional judgement, taking independent or informed advice where we consider that to be appropriate and that we take such decisions on the future management of the Company as we consider appropriate. Insofar as the day-to-day operations are concerned, these are now managed via a wholly-owned subsidiary, Pathway Contracts Limited

7.3 That we be empowered to review all existing contractual commitments and obligations of the Company and, where necessary, cause the Company to determine (if not already terminated) any such contractual commitments which, in our view, are not beneficial to the future of the business

7.4 That we be empowered to enter into and conclude negotiations with creditors and/or others as we consider may assist in the continuation of the Company's business, its refinancing or in promoting a CVA

7.5 That our remuneration for acting as Administrators be fixed by reference to the time properly given by us and our staff in attending to matters arising in the Administration and that the Administrators be at liberty to draw fees up to actual time costs incurred from time to time from funds held by us. That details of the remuneration drawn and time costs will be set out in the Administrators' progress reports as required by R3 (The Association of Business Recovery Professionals). The present hourly charge out rates for principals and staff likely to be involved in this case are set out as follows together with details and charges for category 2 disbursements

7.5.1 Partners £295, Senior Professional Staff £110 - £240 and assistants and support staff £85 - £100

7.5.2 Category 2 disbursements payable to Atherton Bailey are to be charged as follows

- 25 pence per letter
- 15 pence per photocopy
- 45 pence per mile travelled plus 5 pence for additional persons travelling in the same car
- Company and other searches at the rate of £1 per search
- Checks in relation to money laundering regulations, at the rate of £1 per enquiry
- Reports to creditors on Atherton Bailey Website, £10 per report

7.6 The total "time costs" recorded since our appointment are summarised on the attached schedule in the format prescribed by R3. Creditors should note that these are the time costs shown on our internal accounting records and are not necessarily the amounts actually charged and recovered as remuneration. A Creditor's guide to Administrator's Fees can be located in SIP 9 (Statement of Insolvency Practice) which can be accessed through the website of the Insolvency Practitioners Association, www.insolvency-practitioners.org.uk. Alternatively please contact this office for a copy to be sent to you by post

7.7 **Pre-Administration costs**, no formal agreement was entered into with the director for fees and expenses although the matter was discussed and agreed at a meeting prior to Administration. The pre Administration work involved reviewing the Tew Engineering matter, agreeing a strategy for the proposed Administration and discussing funding requirements. The time costs charged by the Administrators and their staff amount to £2,688.50 plus VAT, which remain unpaid. We therefore propose the following resolution "That the Administrators be paid their time costs and any category 2 disbursements incurred during the pre-administration period in relation to unpaid pre-administration costs as set out above pursuant to Rule 2.67A of The Insolvency Rules 1986". This resolution is not part of the proposals subject to approval under paragraph 53 of Schedule B1 to The Insolvency Act 1986

- 7 8 That, if we so conclude is in the creditors interests, we convene further meetings of the creditors and members at such time as we may propose in order to seek their approval to any other proposals
- 7 9 That in the exercise of our powers and in doing anything where we believe it is appropriate or necessary to seek the consent or approval of creditors and, where the law so allows, any Committee of Creditors elected will have the authority to act on behalf of all creditors
- 7 10 That we may do all such other things as we, in our discretion, consider will preserve protect or enhance the business and/or assets of the Company and/or are incidental to these proposals and their implementation
- 7 11 That we take and implement such other consequential decisions as, in our judgement will benefit the creditors of the Company
- 7 12 On the basis that there are funds (including any funds subject to the Prescribed Part) available for distribution, we shall adopt one of the methods outlined in Paragraph 4 1 above If an application is made to court for permission for the Administrators to distribute the funds held to non-preferential creditors and is granted, following the distribution to creditors, the Administrators will file notices pursuant to Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986 Following registration of the notice the Company will be dissolved after a period of three months
- 7 13 In the alternative, and if we determine that a CVA is not beneficial to the creditors, we shall realise the Company's assets on the best basis reasonably attainable and shall place the Company into Creditors' Voluntary Liquidation In this event the proposed liquidators will be the current Administrators but in accordance with Paragraph 83(7) and Rule 2 117(3), creditors are advised that they may nominate a different person or persons, provided that the nomination is made after receipt of our proposals to put the Company into liquidation and before those proposals are approved
- 7 14 If the realisations are insufficient to pay any dividend to unsecured creditors, we shall send the appropriate notice to the Registrar of Companies pursuant to Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986 Following registration of the notice the Company will be dissolved after a period of three months
- 7 15 When we deem it appropriate, we shall seek a discharge of the Administration and our release as Administrators Following the filing of the Administrators' final progress report to the Registrar of Companies both Administrators will be deemed to be discharged from any further liability arising from or connected howsoever to the Administration pursuant to Paragraph 98 of Schedule B1 of the Insolvency Act 1986

AARDVARK ENGINEERING CONSULTANCY LIMITED
[IN ADMINISTRATION]

ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 16 SEPTEMBER 2012 TO 18 MARCH 2014

RECEIPTS

Proteus Display Unit	£	£
Office Furniture & Equipment	3 500 00	4,690 00
Computer Equipment	38 00	38 00
WIP	156 00	270 00
Business, Customer Records Contracts, Goodwill & IPR		1 00
Trade Debtors		1 00
Bank Interest Received (Gross)		9 00
VAT Refund		3 06
VAT Output Tax		1,002 41
		0 00
	<u>3,694 00</u>	<u>6 014 47</u>

PAYMENTS

Administrators' Remuneration, time cost basis	£	£
Statutory Advertising	4,594 32	4,594 32
Insolvency Bond	153 00	153 00
Company Searches	30 00	30 00
Printing, Copying & Postage	16 00	16 00
Reports Published on Website	149 18	149 18
Storage Charges	10 00	10 00
VAT Input Tax	59 56	59 56
	1,002 41	1,002 41
		<u>6 014 47</u>

Balance In Insolvent estate account as at 18 March 2014
(Interest bearing account)

£0 00

FOR THE PERIOD 16 SEPTEMBER 2013
TO 18 MARCH 2014

Balance as at 16 September 2013

£

£

9 00

RECEIPTS

	£	£
		4,690 00
		38 00
		270 00
		1 00
		1 00
		0 00
		3 06
		1,002 41
		0 00
		<u>6,005 47</u>

PAYMENTS

	£	£
	4,594 32	4,594 32
	153 00	153 00
	30 00	30 00
	16 00	16 00
	149 18	149 18
	10 00	10 00
	59 56	59 56
	1,002 41	1,002 41
		<u>6,014 47</u>

Balance as at 18 March 2014

0 00

Aardent Engineering Consultancy Limited In Administration
Joint Administrators Time Costs
For the Period
28 September 2012 to 16 March 2014

Classification of Work	Hours by Staff Grade										Grand Total	Total Cost £	Average Hourly Rate £
	Work Analysis	Partner	Manager	Senior Case Administrator	Case Administrator	Partner	Manager	Senior Case Administrator	Case Administrator	Partner			
Administration and Planning	Admin & Planning	4.02	0.00	0.00	0.15	45.77	0.00	0.00	0.00	0.00	53.94	9,488.57	175.54
	Cash Accounting	0.00	0.00	0.00	0.20	0.35	0.00	0.00	0.00	0.00	4.97	502.50	101.11
	Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Partner Review	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	88.50	295.00
	Productive Journal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Asset Realisation	Asset Realisation	2.48	0.00	0.00	0.00	11.96	0.00	0.00	0.00	0.00	14.46	2,580.04	179.12
	Debt Collection	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	284.75	227.80
	Freehold/Leasehold Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	Unsecured Creditors	2.08	0.00	0.00	0.00	2.27	0.00	0.00	0.00	0.00	4.35	963.99	222.07
	Preferred Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Secured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigation	Investigatory Work	0.00	0.00	0.00	0.00	1.33	0.00	0.00	0.00	0.00	1.33	237.66	135.33
Statutory Compliance	Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Statutory Reporting	0.00	0.00	0.00	0.00	5.60	0.00	0.00	0.00	0.00	5.60	928.00	165.71
	Tax & VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees	Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		21.51	0.00	0.00	0.35	68.10	0.00	0.00	0.00	0.00	86.40	15,066.01	174.38

Audrenit Engineering Consultancy Limited In Administration

Joint Administrators Time Costs

For the Period

26 September 2013 to 16 March 2014

Classification of Work	Hours by Staff Grade										Total Cost £	Average Hourly Rate £
	Partner	Manager	Senior Case Administrator	Case Administrator	Clerk							
Work Analysis												
Admin & Planning												
Case Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.48	307.34
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.50	87.07
Partner Review	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive Journal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.00	136.00
Asset Realisation												
Asset Realisation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432.75	262.77
Debt Collection	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.50	217.22
Freehold/Leasehold Property												
Unsecured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.00	151.00
Preferred Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Secured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigation												
Investigatory Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Compliance												
Statutory Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	928.00	163.71
Tax & VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees												
Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	0.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,490.70	191.81

Aardwest Engineering Consultancy Limited In Administration

Joint Administrators Time Costs

For the Period

1 March 2014 to 16 March 2014

Classification of Work	Hours by Staff Grade							Grand Total	Total Cost £	Average Hourly Rate £	
	Partner	Manager	Senior Case Administrator	Case Administrator	Cashier						
Work Analysis											
Admin & Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.50	185.00	0.00
Case Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Period Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive Journal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Asset Realisation											
Asset Realisation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Freehold/Leasehold Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors											
Unsecured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preferential Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Secured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigation											
Investigatory Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Compliance											
Statutory Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	370.00	185.00	0.00
Tax & VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees											
Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	2.30	2.30	425.50	185.00	0.00

BM ADVISORY

STATEMENT OF POLICY ON FEES IN INSOLVENCY PROCEEDINGS

Introduction

This statement has been prepared in accordance with guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3) as at 1 August 2005

The following information applies to all appointments of partners, directors, consultants or staff of BM Advisory, to act as any of the following -

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or Limited Liability Partnership
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order

When acting as Nominee, the provisions of the Insolvency Act 1986 require that the amount of the fees payable to the Office Holder be specified within the Debtor's proposals. Such fees will nevertheless be fixed to take account of the Office Holder's expected time costs arising as referred to below

Policy on fees

Unless otherwise fixed in accordance with the Insolvency Act 1986, an Office Holder's fees are charged by reference to time costs, as incurred, charged at the firm's usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of BM Advisory, and such changes will be notified in retrospect with each report to Creditors. It is the policy of BM Advisory to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum.

As at 1st March 2014 the rates applicable are

Grade	£
Partner 1	430
Partner 2	380
Associate Director	360
Senior Manager	340
Manager	310
Assistant Manager	285
Senior Administrator	240
Administrator 1	185
Administrator 2	155
Junior Administrator	125
Cashier	115
Support staff	85

Rates vary between individuals, reflecting experience and qualification. For certain more complex tasks, BM Advisory may seek to apply a higher rate in respect of work undertaken, but subject to prior authorisation in accordance with the Act.

For further information on the manner in which an Office Holder's fees may be fixed, please refer to the attached guidance notes in relation to fees.

Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the case or BM Advisory, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the case. These disbursements are recoverable in full from the case without the prior approval of creditors either by a direct payment from the case or, where BM Advisory has made payment on behalf of the case, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage and specific bond insurance.

Category 2 expenses are incurred by BM Advisory and recharged to the case, they are not attributed to the case by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the case, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, internal room hire and internal storage.

It is proposed that the following Category 2 disbursements are recovered by BM Advisory

Meeting room hire	£200.00
Creditor portal (per report)	£10
Postage	£0.44 - £1.24
Mileage (per mile)	£0.45
Photocopies (per sheet)	£0.15
Storage (per box per month)	£0.35

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

BM ADVISORY (SOUTH) LIMITED

STATEMENT OF POLICY ON FEES IN INSOLVENCY PROCEEDINGS

Introduction

This statement has been prepared in accordance with guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Specialists (R3) as at 1 August 2005

The following information applies to all appointments of partners or staff of BM Advisory (South) Limited, to act as any of the following -

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or Limited Liability Partnership
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order

When acting as Nominee, the provisions of the Insolvency Act 1986 require that the amount of the fees payable to the Office Holder be specified within the Debtor's proposals. Such fees will nevertheless be fixed to take account of the Office Holder's expected time costs arising as referred to below

Policy on fees

Unless otherwise fixed in accordance with the Insolvency Act 1986, an Office Holder's fees are charged by reference to time costs, as incurred, charged at the firm's usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of BM Advisory (South) Limited and such changes will be notified in retrospect with each report to Creditors. It is the policy of BM Advisory (South) Limited to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum.

As at 6 August 2012 the rates applicable are

Grade	£
Partner	295 - 380
Associate/Senior Manager	290 - 350
Assistant Manager	270
Senior Administrator	110 - 240
Administrator	125 - 180
Cashier	100 - 110
Support staff	80 - 85

Rates vary between individuals, reflecting experience and qualification. For certain more complex tasks, BM Advisory (South) Limited may seek to apply a higher rate in respect of work undertaken, but subject to prior authorisation in accordance with the Act.

For further information on the manner in which an Office Holder's fees may be fixed, please refer to the attached guidance notes in relation to fees

Disbursements

Disbursements are categorised as either Category 1 or Category 2

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the case or BM Advisory (South) Limited, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the case. These disbursements are recoverable in full from the case without the prior approval of creditors either by a direct payment from the case or, where BM Advisory (South) Limited has made payment on behalf of the case, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage and specific bond insurance.

Category 2 expenses are incurred by BM Advisory (South) Limited and recharged to the case, they are not attributed to the case by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the case, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, internal room hire and internal storage.

It is proposed that the following Category 2 disbursements are recovered by BM Advisory (South) Limited

Meeting room hire	£200.00
Creditor portal (per report)	£10.00
Postage	£0.44 - £1.24
Mileage (per mile)	£0.45
Photocopies (per sheet)	£0.15
Storage (per box per month)	£0.35

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.