

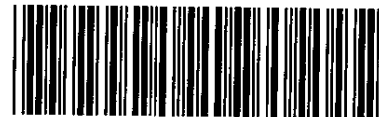
# AM03

## Notice of administrator's proposals



Companies House

SATURDAY



\*A8ZU6MU2\*

A14

29/02/2020

#324

COMPANIES HOUSE

### 1 Company details

Company number	0	5	5	8	9	5	2	1
Company name in full	Stainless Handrail Systems Limited							

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

### 2 Administrator's name

Full forename(s)	Ryan
Surname	Grant

### 3 Administrator's address

Building name/number	Two Snowhill
Street	Snow Hill Queensway
Post town	Birmingham
County/Region	
Postcode	B 4 6 G A
Country	

### 4 Administrator's name

Full forename(s)	Lee
Surname	Causer

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


### 5 Administrator's address

Building name/number	Two Snowhill
Street	Snow Hill Queensway
Post town	Birmingham
County/Region	
Postcode	B 4 6 G A
Country	

① 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	
7	Sign and date	
Administrator's Signature	<div>Signature</div> <div>✕</div> <div></div> <div>✕</div>	
Signature date	<div>d2d9</div> <div>m0n1</div> <div>y2y0y2y0</div>	

## 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 **Erin Breen**

Company name **BDO LLP**

Address  
**5 Temple Square**  
**Temple Street**

Post town **Liverpool**

County/Region

Postcode **L 2 . 5 R H**

Country

DX

Telephone **01512 374 500**



### 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,  
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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

**Stainless Handrail Systems Limited  
In Administration  
Registration Number: 05589521**

Statement to Creditors pursuant to Rule 3.35 of  
the Insolvency (England and Wales) Rules 2016  
and Statement of Proposals under Paragraph 49 of  
Schedule B1 to the Insolvency Act 1986



## TABLE OF CONTENTS

Section	Page
1. Introduction .....	2
2. Events leading up to the Appointment of the Joint Administrators .....	3
3. Statutory Information and Estimated Outcome Statement .....	4
4. Achieving the purpose of the Administration.....	4
5. Management of the Company's affairs since the Joint Administrators' appointment.....	4
6. Creditors' claims.....	5
7. Investigations.....	6
8. Other matters .....	6
9. EC Regulations on Insolvency Proceedings .....	6
10. Pre-Administration costs.....	6
11. Joint Administrators' remuneration .....	8
12. Joint Administrators' disbursements .....	9
13. Possible outcomes for the Company and creditors .....	9
14. Statement of proposals under Paragraph 49 of 'Sch. B1 to the Act' .....	9
15. Notices of Decision Procedures .....	9

## **CONTENTS CONTINUED**

<b>Appendix 1</b>	<b>Statutory Information</b>
<b>Appendix 2</b>	<b>Estimated Outcome Statement</b>
<b>Appendix 3</b>	<b>Fee Estimate</b>
<b>Appendix 4</b>	<b>BDO LLP Policy in Respect of Fees and Expenses</b>
<b>Appendix 5</b>	<b>Notice of Deemed Consent</b>
<b>Appendix 6</b>	<b>Notice of Arranging a Decision Procedure for Creditors by Correspondence</b>
<b>Appendix 7</b>	<b>Decision Procedure by Correspondence Form</b>
<b>Appendix 8</b>	<b>Proof of debt form</b>
<b>Appendix 9</b>	<b>Creditors' Questionnaire</b>
<b>Appendix 10</b>	<b>Notice of Appointment and SIP16 Statement</b>

## STAINLESS HANDRAIL SYSTEMS LIMITED - IN ADMINISTRATION

Registered No: 05589521

Registered office situated at Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA

In the High Court of Justice, Business and Property Courts of England and Wales in Birmingham,  
Insolvency and Companies list (ChD)

Court Reference: 2020-BHM-000007

### 1. Introduction

Ryan Kevin Grant (officeholder number: 9637) licensed and authorised by the Insolvency Practitioners Association in the UK and Lee Andrew Causer (officeholder number: 14112), licensed and authorised by the Institute of Chartered Accountants in England & Wales in the UK, both of BDO LLP, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA were appointed Joint Administrators of Stainless Handrail Systems Limited ('the Company') on 21 January 2020.

This report is addressed to the creditors of the Company and incorporates the Joint Administrators' proposals. These proposals are to be considered by the creditors through a deemed consent procedure. I additionally attach a notice of decision procedure by correspondence to allow creditors to consider if a creditors' committee should be formed. The initial decision date is 14 February 2020.

In order to object to the Joint Administrators' proposals, a creditor must deliver to me at the address below, by no later than 14 February 2020, a written notice stating that the creditor objects to the resolutions. Additional information about the deemed consent procedure for approval of the Proposals is contained at Appendix 7, Notice of Deemed Consent

Creditors may approve the Joint Administrators' proposals with or without modifications subject to the Joint Administrators' agreement to any such modifications. If the creditors reject the Joint Administrators' proposals a report will be sent to the High Court of Justice, Business and Property Courts in Manchester confirming that the creditors have rejected the Proposals. The Court may then discharge the Administration and make consequential directions. Alternatively, it may adjourn the hearing or make some other Order as it thinks fit.

If the Joint Administrators' proposals are agreed by the creditors the Joint Administrators will continue to control the business of the Company to the extent that it has not ceased or been transferred. The Joint Administrators would at some later date arrange for the Company to exit from the Administration, as agreed by the creditors. Based on the information presently available and the current situation the Joint Administrators' proposal is that the Company will be dissolved once the Administration is complete.

The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.

Creditors may access information setting out creditors' rights in respect of the approval of the Joint Administrators' remuneration at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

## 2. Events leading up to the Appointment of the Joint Administrators

### Background

The Company was incorporated on 11 October 2005 and its principle activity was the design, manufacture and installation of stainless steel and glass balustrade solutions. The Company traded from leasehold premises situated in the West Midlands.

This report should be read in conjunction with the SIP 16 statement issued to creditors on 23 January 2020 ('SIP16 Statement') that detailed the background, events leading up to the Administrations and the sale of the business. The SIP16 Statement can be found at Appendix 10.

### Factors Leading up to the Administration

As highlighted in the SIP16 Statement, The business had seen a decline in sales due to the economic uncertainty during the period leading up to the appointment as customer discretionary spend had been markedly reduced across 2019.

As a result of the difficult market conditions and despite implementing cost cutting measures, the trading performance of the Company deteriorated with the business becoming loss making during 2019. This decline in performance led to increasing creditor pressure and ultimately a funding requirement to support ongoing trading.

The AIB Group (UK) Plc (the 'Bank') who provided a loan and an overdraft facility confirmed that it would not be in a position to provide additional funding and the existing overdraft facility was nearing its limit.

HMRC had arrears totalling approximately £370k comprising of both unpaid VAT and PAYE. The Landlord was also in arrears for past periods and utilities, and was applying significant pressure, with a real threat of the electricity being cut off and forfeiture action being taken.

In light of the position, the Company and shareholders, with the assistance of their non-executive chairman, commenced their own discreet sales process at the beginning of November 2019. This group spoke to five key trade parties to ascertain whether they had interest in submitting an offer for the shares of the Company. Despite initial interest from these parties, no share sale offer was received and the Company's position deteriorated to a point where such a sale would not be viable. One of the interested parties at that stage confirmed their interest would only be on the basis of a business and asset based transaction.

The Company therefore requested the engagement of BDO LLP ('BDO') to carry out an accelerated sale process, with a view to selling the business and assets via a pre-packaged sale. BDO were also engaged to consider contingency planning should a sale not be forthcoming.

### Post Appointment Sale

On 21 January 2020 an application for the appointment of Joint Administrators was made by the director of the Company pursuant to Paragraph 22 of Sch. B1 to the Act. On 21 January 2020, Ryan Grant and Lee Causer were appointed Joint Administrators. Under the provisions of paragraph 100(2) of Sch. B1 to the Act the Administrators carry out their functions jointly and severally meaning any actions can be done by one Administrator or by both of them.

Immediately following the appointment of the Joint Administrators a sale of certain of the business and assets of the Company was completed. Further details can be found in section 5, below.

For more detail on the background to these proceedings and the pre-appointment marketing and offers received please see the SIP16 Statement enclosed at Appendix 10, a copy of which was previously issued to all known creditors and shareholders on 23 January 2020.

### **3. Statutory Information and Estimated Outcome Statement**

At Appendix 1 is a record of the names of the Company's director together with details of the Company's shareholders.

The director has not submitted a Statement of Affairs to us at the time of this report, due to this being in the first week of appointment following the accelerated sale of the business and assets of the Company. We have therefore produced an Estimated Outcome Statement ('EOS') for the Company in Administration, together with a schedule showing details of estimated creditors' claims, attached at Appendix 2.

### **4. Achieving the purpose of the Administration**

The statutory purpose of an Administration consists of three objectives, and we now address the progress that has been made in this respect.

- a) The first objective is rescuing the Company as a going concern (ie restructuring the Company's business, resulting in the survival of the Company). We would comment that the first objective could not be achieved as a Company Voluntary Arrangement ('CVA') could not be implemented due to a lack of funding in the face of immediate creditor action. A going concern rescue was not considered possible due to the lack of immediately available funding, combined with ongoing losses incurred by the Company.
- b) With regard to the second objective of achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in administration), the position is this is likely to be achieved per the EOS, which estimates a dividend return to the secured creditors and unsecured creditors via the prescribed part, as well as the preservation of employment for all staff. An immediate closure would have resulted in a significantly lower return to creditors and increased creditor claims, both preferential and unsecured.
- c) The final objective is realising property in order to make a distribution to one or more secured or preferential creditors and we can confirm this objective will be achieved by distributions to the secured creditors.

### **5. Management of the Company's affairs since the Joint Administrators' appointment**

#### **Sale of business**

Immediately on appointment, the Joint Administrators completed a sale of the business and certain assets of the Company to SHS Balustrades & Handrails Limited ('the Purchaser'). The Purchaser paid total consideration of £275k, of which £250k was received on completion, with a further £25k being due within five business days of completion subject to a stock count verification.

Further detail surrounding the sale to the Purchaser is discussed in our SIP16 Statement, attached at Appendix 10.

## 6. Creditors' claims

### Secured creditors

The following charges are registered at Companies House:

Type of Security	In favour of	Date of Creation	Date Registered
Fixed & Floating	AIB Group (UK) Plc	24 November 2017	1 December 2017
Fixed & Floating	Colmore Tang Construction Limited	24 November 2017	29 November 2017
Fixed & Floating	Mark Anthony Busby	24 November 2017	1 December 2017

As detailed in the SIP16 Statement, the Bank provided a loan and an overdraft facility to the Company and as at the date of appointment had secured debt in the region of £800k. Colmore Tang Construction Limited holds security in respect to an equity investment of £200k. Mark Busby, as Security Trustee, is also a secured creditor and is owed in the region of approximately £1.3m in respect of deferred sale consideration.

Shortly after appointment, the Administrators' solicitors, Freeths LLP, formally confirmed the validity of the Administrators' appointment and the validity of the secured creditors registered security. It was also confirmed that the inter-creditor deed dated 24 November 2017 entered into by the secured creditors, gives the Bank priority in the ranking of the securities.

Based on current information, the Bank will recover approximately £120k and will suffer a shortfall. There will be no funds available for the other secured creditors.

### Preferential creditors

Preferential creditor claims represent monies due to former employees in respect of certain arrears of wages (capped at £800 per employee), any accrued holiday pay and certain pension arrears.

As all employees transferred to the Purchaser, the Joint Administrators do not anticipate any preferential claims in the Administration.

### Unsecured creditors

Creditors who are yet to submit their claims should do so by completing the Proof of Debt enclosed at Appendix 8 and returning it to us at BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH or to [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

Based on current information, we anticipate there will be sufficient funds to make a distribution to the unsecured creditors in the Administration, by way of the Prescribed Part.

### Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the Joint Administrators must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where a company has granted a floating charge to a creditor after 15 September 2003.

The Company has granted a floating charge after 15 September 2003 and therefore the Prescribed Part provisions will apply in this Administration.

Based on present information, the Joint Administrators estimate that after allowing for costs the value of the Company's net property, after preferential claims, will be approximately £145k which would mean a Prescribed Part in the region of £32k.

A further update will be given in the next report to creditors.

## **7. Investigations**

The Joint Administrators have a duty to investigate the affairs of the Company to establish if there are any actions that can be pursued for the benefit of the creditors as a whole and also the conduct of the directors. In this latter respect the Joint Administrators must submit a confidential report to the Secretary of State regarding the conduct of all directors and shadow directors during the three years before the administration.

If creditors wish to bring to our attention any matters that merit investigation they should contact the Joint Administrators c/o of BDO LLP 5 Temple Square, Temple Street, Liverpool, L2 5RH quoting reference STAINLESS. A questionnaire for creditors use in this regard is enclosed at Appendix 9.

## **8. Other matters**

The Insolvency Service has established a central gateway for considering complaints in respect of insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

Creditors may wish to establish a creditors' committee. A committee must comprise between three and five committee members. A guide to creditors' committees is available at <https://www.r3.orh.uk/what-we-do/publications/professional/creditors-guides>. This provides guidance to allow creditors to know what the purpose of a committee is and be able to assess whether the creditor would like to be a committee member. If creditors wish to establish a creditors' committee, they should provide their consent on the attached Decision Process at Appendix 5.

## **9. EC Regulations on Insolvency Proceedings**

We are required under the Insolvency (England and Wales) Rules 2016 ('the Rules') to state whether and if so the extent the European Regulation on Insolvency Proceedings (No.1346/2000) applies to the Company in Administration. We confirm the Regulations apply to the Company and these are the main proceedings as defined in Article 3(1) of that Regulation.

## **10. Pre-Administration costs**

Certain costs were incurred in preparing and planning for the Administration. The creditors may under Rule 3.52 of the Rules approve those costs to be paid from the Administration estate, as an expense of the Administration. These costs do not form part of our proposals, but are subject to a separate resolution. If a creditors' committee is appointed it will be responsible for considering and approving these costs, otherwise, where a company has insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of the Prescribed Part, pre-appointment costs will be subject to the approval of the secured and any preferential creditors, pursuant to Paragraph 52(1)(b) of Schedule B1 to the Insolvency Act 1986.

Allowable costs fall into the following categories:

- (i) the fees charged by the Joint Administrators;

- (ii) the expenses incurred by the Joint Administrators;
- (iii) the fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner.

Under Rule 3.35(10) of the Rules, the table below summarises the outstanding costs for which approval is sought and also, where relevant, records payments received.

	Costs Incurred (£)	Payments Received (£)	Costs Outstanding (£)
(i)	39,310	11,000	28,310
(ii)	31,495	9,000	22,495
(iii)	nil	nil	nil
<b>TOTAL</b>	<b>70,805</b>	<b>20,000</b>	<b>50,805</b>

We now explain in more detail the facts behind the above. In respect of the fees and expenses incurred by the Joint Administrators prior to the Administration appointment, these were subject to a formal engagement with the Company, dated 6 January 2020, which set out that our fees would be based on time costs, using the same rates as are recorded in the BDO Policy document attached to this proposal. The engagement also provided for the proposed Administrators to engage other specialists to assist, where necessary, on such reasonable terms as we could negotiate.

#### (i) The fees charged by the Joint Administrators

On 6 January 2020, the Joint Administrators were engaged to provide contingency planning advice to the Company.

The £11,000 payment received does not reflect the total pre-administration time costs incurred by BDO in respect of the Engagement Letter agreed with the Company. As such, a request shall be made to creditors in due course for requisite approval to draw the balance of our pre-administration time costs of £28,310, as an expense of the Administration.

Additionally, the Joint Administrators incurred costs in preparing for their appointment. This included, but was not limited to, the following:

- Liaising with the director and obtaining financial information;
- Advice regarding the Company's financial position and the options available;
- Liaising with the Bank, agents, solicitors and other secured creditors;
- Assistance in commencing formal insolvency proceedings;
- Reviewing the position regarding interested parties and potential interest in acquiring the business and assets; and
- Finalising the asset sale agreement for the sale of the business and assets of the Company to the purchaser, including the completion of the SIP16 Statement.

As detailed above, to date, BDO has received payments totalling £11,000 in respect of these costs.

#### (ii) The expenses incurred by the Joint Administrators

In preparation for the Administration the following disbursements and expenses have been incurred by the Joint Administrators.

Disbursements and Expenses	Accrued £	Paid £	Anticipated £
Hilco Appraisal Limited	3,813	0	3,813
Freeths LLP	13,850	0	13,850
Pinsent Masons LLP	13,082	9,000	4,082
Headland Consultancy	750	0	750
<b>TOTAL</b>	<b>31,495</b>	<b>9,000</b>	<b>22,495</b>

The Joint Administrators' disbursements are reimbursement of precise costs we have had to meet. The expenses in respect of other professional fees are reasonable and have been necessary in preparation for the Administration. No payments have been made.

The costs of Hilco Appraisal Limited were incurred in respect of providing valuations of the Company's assets. Freeths LLP, provided legal advice pre-appointment and drafted and finalised the Asset Sale Agreement. Pinsent Masons LLP, provided legal advice pre-appointment to the Company and drafted the appointment documents. Headland Consultancy acted as PR agents, preparing a press statement and any press related enquiries.

**(iii) the fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner (and, if more than one, by each separately)**

The Joint Administrators are not aware of any other person qualified to act as an insolvency practitioner having acted in relation to the Company immediately preceding the appointment of the Joint Administrators.

In the absence of a requisitioned meeting or creditors committee, the secured and any preferential creditors will be responsible for approval of the pre-administration costs.

#### **11. Joint Administrators' remuneration**

Rule 18.16 of the Rules provides how Administrators may be remunerated. This permits remuneration to be fixed either:

- (i) as a percentage of the value of the property with which the Joint Administrators have to deal;
- (ii) by reference to the time the Joint Administrators and their staff spend in attending to matters in this Administration in accordance with a Fees Estimate;
- (iii) as a set amount; or
- (iv) a combination of any of the foregoing bases.

In respect of this Administration we wish to ask creditors to approve our remuneration on a time cost basis as set out in the Fees Estimate, attached at Appendix 3.

If a creditors' committee is appointed it will be responsible for considering and approving the Joint Administrators' remuneration, otherwise, where the company has insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of the Prescribed Part, the Joint Administrators' remuneration will be subject to the approval of the secured and any preferential creditors, pursuant to Paragraph 52(1)(b) of Schedule B1 to the Insolvency Act 1986.

Creditors may access information about creditors' rights in respect of the Joint Administrators' remuneration at <https://www.r3.org.uk/what-wedo/publications/professional/fees>.

Attached at Appendix 4 is a document that outlines the policy of BDO LLP in respect of fees and disbursements.

**12. Joint Administrators' disbursements**

Where disbursements are recovered in respect of precise sums expended to third parties, there is no necessity for these costs to be authorised. These are known as category 1 disbursements. To date no category 1 disbursements have been incurred.

Some Administrators recharge expenses, for example printing, photocopying and telephone costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP in respect of this appointment is not to charge any category 2 disbursements with the exception of mileage on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to creditors. To date no category 2 disbursements have been incurred.

No category 1 or 2 disbursements have been drawn to date.

**13. Possible outcomes for the Company and creditors**

The Insolvency Act 1986 and the Rules provide a variety of options regarding the possible exit routes for the Company from the Administration, being primarily a CVA, Liquidation or dissolution of the Company.

It is the Joint Administrators' recommendation and proposal, as detailed below, that once all assets have been realised and distributed in the Administration that the Joint Administrators arrange for the Company to be dissolved.

**14. Statement of proposals under Paragraph 49 of 'Sch. B1 to the Act'**

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

- (a) They continue to manage the Company's business and realise assets in accordance with Objective (b) of the statutory purpose of the Administration, and they make payments to the secured and preferential creditors and distribute to the unsecured creditors from the Prescribed Part.
- (b) They exit the Administration by way of a dissolving the Company under paragraph 84 of Sch. B1 to the Act.

**OTHER RESOLUTIONS FOR APPROVAL, THAT:**

- (c) That a creditors' committee be established if sufficient creditors are willing to be members (such committee must comprise of between three and five creditors).

**15. Notices of Decision Procedures**

Resolutions (a) and (b) will be dealt with using the deemed consent procedure. Unless 10% in value of the creditors of the Company object by the decision date, the resolutions will be deemed to have been made on the decision date. Creditors, including creditors claiming a small debt (£1,000 or less), who wish to object must send us a proof of debt form with a written notice of their objection. Creditors who have small debt of £1,000 or less must send us a proof of debt in order to object, even though they may receive dividends without sending a proof of debt. Additional information regarding the deemed consent procedure is set out in Appendix 5, Notice of Deemed Consent.

Resolutions (c) will be dealt with using the postal resolution procedure. Creditors are requested to use the attached postal resolution form to vote on this resolution. The decision date for postal resolutions in this case is 14 February 2020 - you should return the postal

resolution form to us by this date. If you have not already done so, you will need to send me a proof of debt for your postal resolutions to be included in the decision. Creditors with a 'small debt' of £1,000 or less must send a proof of debt for their postal resolution to count, even though they may receive dividends without sending a proof of debt. Additional information regarding the postal resolution procedure is set out in Appendix 6, Notice of Arranging a Decision Procedure for Creditors by Correspondence.

We will summon a physical meeting with respect to:

- (A) Resolutions (a) and (b); or
- (B) Resolution (c); if


(1) asked to do so by:

- (a) those creditors whose debts amount to at least 10% of the total debts of the Company; or
- (b) 10% in number of creditors; or
- (c) 10 creditors; and

(2) the procedures set out in Appendix 5, Notice of Deemed Consent, or Appendix 6, Notice of Arranging a Decision Procedure for Creditors by Correspondence, are followed.

Requests for a physical meeting must be made within five (5) business days of the date on which these proposals were delivered. The expenses of summoning and holding a meeting at the request of a creditor must be paid by that creditor. That creditor is required to deposit security for such expenses with us.

Dated: 28 January 2020



.....  
Ryan Grant  
Joint Administrator

## Stainless Handrail Systems Limited - In Administration

### Statutory Information

<b>Registered Number:</b>	05589521
<b>Date of Incorporation:</b>	11 October 2005
<b>Address of Registered Office:</b>	c/o BDO LLP Two Snowhill Snow Hill Queensway Birmingham, B4 6GA  Formerly Units E6/ E7 West Point Middlemore Lane West Aldridge WS9 8BG
<b>Director:</b>	Andrew Mark Robinson
<b>Company Secretary:</b>	N/A
<b>Nominal Share Capital:</b>	£4 divided into: £2 ordinary A shares at £1 each £1 ordinary B share at £1 £1 ordinary C share at £1
<b>Registered Shareholders:</b>	<b>No of £1 Ordinary Shares held</b>
Project Tristan Limited (Ordinary A Shares)	2
Project Tristan Limited (Ordinary B Shares)	1
Project Tristan Limited (Ordinary C Shares)	1
	<hr/> 4 <hr/>

### Trading Results:

Period	Turnover £	Gross Profit £	Net Profit (after tax) £	Directors' remuneration £
Y/E 31 May 2019	6,619,132	3,874,066	333,063	81,894
1 Nov 2017 - 31 May 2018	2,863,822	1,669,824	94,408	Nil

<b>Assets subject to fixed charge</b>		
Goodwill / Name / IPR / Records		5
<b>Amount available to chargeholders under fixed charge</b>		<b>5</b>
<b>Assets subject to floating charge</b>		
Plant and Machinery	457	195
Stock	220	75 *
* includes £25,000 deferred consideration		
Trade Debtors	168	Nil
Cash at bank	0	0
Amounts due from Related Parties	748	Nil
Estimated cost of realisations		(125)
		<b>145</b>
<b>Amount available for preferential creditors</b>		<b>145</b>
Preferential creditors		0
<b>Estimated sum available under prescribed part</b>		<b>145</b>
Prescribed Part		(32)
<b>Estimated available under floating charge</b>		<b>113</b>
<b>Estimated surplus available to secured creditors</b>		<b>118</b>
<b>estimated unsecured creditors</b>		
Trade creditors		(883)
HMRC		(373)
Redundancy Costs		Nil
Customer deposits		Nil
<b>Estimated unsecured creditors on appointment</b>		<b>(1,256)</b>
<b>Estimated outcome</b>		
Amount due to the Bank		(800)
Estimated recovery for the Bank		123
<b>Estimated secured shortfall for the Bank</b>		<b>(677)</b>



## Stainless Handrail Systems Limited

### Stainless Handrail Systems Limited - In Administration

Ryan Grant and Lee Causer both of BDO LLP, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA were appointed Joint Administrators on 21 January 2020.

Fees Estimate as at		28/01/2020		
Joint Administrator's Fees		Total Hours	Blended Rate	Estimated Fee
Summary Activity				
A. Pre Appointment Matters		134.30	292.70	28,310
TOTAL				28,310
B. Steps on Appointment		40.00	229.63	9,185.00
C. Planning and Strategy		27.00	198.07	5,348.00
D. General Administration		44.00	191.02	8,405.00
E. Assets Realisation/Dealing		12.00	241.25	2,895.00
F. Trading Related Matters		0.00	0.00	0.00
G. Employee Matters		11.00	211.73	2,329.00
H. Creditor Claims		52.00	167.10	8,689.00
I. Reporting		64.00	174.64	11,177.00
J. Distribution and Closure		47.00	186.55	8,768.00
TOTAL				56,796.00
Expenses Estimate				£
Joint Administrators CAT 1 Disbursements				1,000
Joint Administrators CAT 2 Disbursements				0
Agents Costs				500
Solicitors Costs				5,000

The table above is our estimate of the Joint Administrators' fees on a time costs basis for this appointment and the anticipated expenses. This estimate and the expenses are prepared on the basis of the information available to us at the date of this estimate. Assuming that there are no



major unanticipated factors, we would expect that our fees may be lower than the estimate. In the following pages we provide a summary of the work we believe is necessary. Where applicable, all fees and disbursements will be subject to VAT at the prevailing rate.

In any work of this nature we may have recourse to engage specialists to assist us for example in ensuring that we obtain best value for the estate assets and also to protect the legal interests of the estate including where necessary taking action to recover sums due to the estate. The specialists we engage will invoice us and that will be an expense of the estate. Such expenses are not subject to creditor approval but nevertheless have an effect on the funds available for creditors in the estate.

## **1. Joint Administrators' Fees**

Fees (remuneration) may be sought on four different bases and a guide for creditors is attached. The four bases are, a time costs basis; a percentage of the assets realised; fixed amount; or a combination of the first three bases. In this insolvency case we are seeking fees on a time cost basis and have estimated a fee of £85,000, including a pre-appointment fee of £28k and Administration fee of £57k.

Where possible the Joint Administrators will delegate work to my staff and by this expedient the work is conducted by suitably qualified and experienced members of staff at different hourly costs. The current charge out rates per hour of staff within my firm office is below:

<b>GRADE</b>	<b>£</b>
Partner	549
Associate Director/Senior Manager	323-351
Manager	242-380
Assistant Manager	218
Senior Administrator	206
Administrator	119-185
Other Staff	73-77

These rates are confirmed in an attached document which sets out BDO policy on time costs and expenses. BDO's hourly time costs rate are normally reviewed on a regular basis and adjusted to take account of inflation and the firm's overheads. We have estimated the time we will spend in respect of the following areas of work in respect of this insolvency. Below we provide the primary work that will be undertaken by us.

### **A Pre Appointment**

We have attended meetings, joined telephone conversations and exchanged email correspondence with key stakeholders, reviewed initial information, provided advice regarding any options available and considered the ethical, technical, practical and legal requirements and relevant to the appointment. In addition, we were engaged to commence a contingency planning exercise and assist with an accelerated disposal process, which resulted in the sale of the Company's business and assets on appointment.

This work, and, in particular, full details of the sale process undertaken, is discussed in greater detail earlier in these proposals and in the SIP16 documents appended to these proposals. This work was led by me as the partner, together with support from staff at manager/assistant manager and executive level.

Please note that the pre-appointment time that relates to the sale process in respect of the sale of the business and assets of the Company totalled £39,310, of which £11,000 was paid prior to our appointment. The Administrators will seek the approval of the balance of £28,310.



## **B Steps upon Appointment**

Reviewing appointment and statutory documents, preliminary organisation review, initial interviews and meetings with key stakeholders including third parties, taking steps to gather in and protect all assets, establishing internal responsibilities regarding staffing of elements of the work and steps to protect assets. This work is primarily led by a senior manager with the majority of work delegated to staff below manager.

## **C Planning and Strategy**

Reviewing historic records and business performance, establishing the current financial position and reviewing the business processes and systems, liaising with key stakeholders and any committee and engaging with specialists and planning overarching strategy. This area of work is led by me as partner in conjunction with a director or senior manager, with some support below manager level in documenting and recording proposed strategy. Although this work does not directly benefit creditors it does contribute to the efficient management of this insolvency appointment and contributes to reducing costs.

## **D General Administration**

Reviewing and regularising affairs regarding Insurance, VAT, and Taxation, undertaking investigation regarding the conduct of the directors and reporting thereon\*, investigations into the affairs and transactions of the entity. The work contemplated does not at this time include forensic examination of records and transactions. It will also include recovery and storage of entities books and records, and may include engaging and liaising with solicitors. Day to day management of the Company's assets will include managing accounting and investment of realisations, suitable banking investment and preparing reports on Receipts & Payments, ensuring appropriate approval of all costs including approval of remuneration and matching costs of specialists against their expense estimates, dealing with statutory\*, regulatory\* and licensing matters, managing formal contractual matters regarding the entity, including equipment hire and property leases, and licences, dealing with court hearings regarding the insolvency (excluding third party litigation), dealing with Press enquiries and PR matters and managing general administrative matters\*, basic enquiries\* and meetings\*. The majority of this work requires a range of insolvency knowledge and experience, balanced with good accounting and administrative skills and is delegated largely to executives with suitable levels of experience, supervised by directors or managers. Issues marked with an asterisk (\*) will not contribute to the financial outcome for the creditors but are statutory or regulatory duties imposed on the office holder.

## **E Asset Realisation/Management**

Identifying and controlling recorded assets, evaluating strategy on realising assets and reconciling recoveries, asset tracing of assets revealed through investigation or third party information, engaging and liaising with valuers and agents, agreeing strategies and monitoring implementation, preparation, review and approval of sales material, information memorandum, dealing with any property, buildings and land, including securing the same, undertaking/managing debt collection and where appropriate engaging and monitoring specialist agents, dealing with plant, machinery, stock, work in progress and intangible assets including intellectual property and consulting/liasing with and engaging specialist agents and solicitors and monitoring the same. Managing third party, HP and leased assets. Disclaiming onerous property and contracts. Managing and investigating Retention of Title claims including site inspections and meetings. No provision has been made for handling contentious Retention of Title claims or any other third party rights to property not disclosed in the entities records. Managing environmental & HSE matters including consultation with specialists, site inspections, meetings. Disposal of business and assets. This area of work requires a greater level of commercial experience and insolvency knowledge, than the general administration category of work, together decision making skills. The work is led at director or senior manager level supported by executives with suitable competencies and almost equal numbers of hours are spent by the two groups. My managers liaise with me as the partner and escalate major decisions to me.



#### **F Trading Related Matters**

No trading is planned.

#### **G Employee Matters**

Immediately following the Joint Administrators' appointment, a sale of business and assets of the Company completed to Purchaser. All employees transferred to the Purchaser as part of the sale. It is a statutory requirement for the Joint Administrators to submit notifications to the Pensions Regulator, liaise with scheme managers and the Pension Protection Fund (where appropriate).

#### **H Creditor Claims**

Receiving and recording all creditor claims and where a dividend is likely, identifying whether additional supporting evidence is necessary from the creditor, reviewing the validity of all claims submitted by creditors alleging they have security rights which would afford them a higher priority when funds are distributed, considering and checking and recording all preferential claims, considering and checking and recording all unsecured creditor claims and identifying any claims which might be categorised as deferred claims. It may be necessary to take legal advice where a creditor maintains a secured claim which is not supported by unequivocal evidence or where an unsecured claim is made which is significantly in excess of any value recorded by the insolvent entity and the claim is inadequately evidenced. No provision has been made for dealing with any creditor's claims where the matter is referred to Court. To estimate costs in respect of administering creditor claims we consider the volume of known creditors and the nature of the insolvent entities business. We understand from available records that there are 143 creditors.

#### **I Reporting**

Preparing periodic progress reports to creditors regarding the progress achieved, including preparation of Receipts & Payments Accounts, a suitable analysis of time costs accrued and a review of actual costs and accrued costs as against this fees and expense estimate. At the time this estimate was prepared no information was available regarding whether creditors were going to appoint a committee, if a committee is appointed there will be additional reports, which have not currently been budgeted for. The Director or Senior Manager is responsible for leading the reporting and delegating the production of the accounts, fee analysis and comparison with estimates to suitably experienced executives. The ratio of time spent on reporting is generally that executive hours are twice as many as those of the Director or Senior Manager. Much of the basic accounting and analysis is conducted by various grades of Executives. In estimating costs in respect of reporting we have formed a view of the duration of the insolvency and estimated how many reports will be required. These activities do not contribute to the financial outcome for creditors - they are statutory duties imposed by the relevant legislation. However they do contribute to the creditors' understanding of the work being undertaken on their behalf.

#### **J Distribution and Closure**

Giving notice to relevant creditors to prove their claims, adjudicating upon the claims issuing formal rejection of any relevant claims, dealing with any appeal to court concerning a rejected claim (\*), establishing the distributable funds in the estate, calculating the dividend, issuing payment with suitable notification to creditors, reconciling payments and accounting for unclaimed dividends. (\*) no provision is made for additional time costs for dealing with an appeal concerning a rejected cost because the likelihood of such an eventuality is small, although the costs could be significant). It also includes preparing a final report to creditors together with a Receipts & Payments Account, analysis of time costs accrued and a review of actual costs compared to the fees and expenses estimate, completing all administrative arrangements including storage of any records for statutory periods and filing final statutory documentation. The work is supervised by directors and Senior Managers and final decisions and release of funds is authorised by the partner. The majority of these activities do not contribute to the financial outcome for the creditors (although the matters



relating to payment of dividends will do so). The formalities of bringing an insolvency to a close are statutory requirements.

The foregoing estimate does not include any fees estimate provision for the Company moving into Liquidation which would be the subject of a further submission, if necessary, before the end of the Administration.

## **2. Expense Estimate**

### **2.1 Category 1 Disbursements**

Our estimate in respect of this heading covers expenses where the officeholders firm has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents, storage of original records of the insolvent estate. In each case the recharge will be reimbursement of a specific expense incurred.

### **2.2 Category 2 Disbursements**

We propose to recover from the estate the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

### **2.3 Agents' Costs**

Hilco Valuation Services were engaged, pre-appointment, to undertake a valuation of the Company's stock and equipment (including IT equipment and fixture and fittings). We do not anticipate there to be any post-appointment costs to be incurred.

### **2.4 Solicitors' costs**

Freeths LLP were engaged, pre-appointment, to provide legal advice with regard to the sale of the business and assets, the appointment of the Administrators and ongoing, post-appointment advice on general matters. Their post-appointment costs are estimated to be £5,000.

Pinsents were engaged, pre-appointment, to provide legal advice to the Company and assist the directors with the legal requirements to file for the Administration appointment. They are not expected to have any post-appointment fees.



## **Stainless Handrail Systems Limited - In Administration**

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows:

<b>GRADE</b>	<b>£</b>
Partner	549
Associate Director/Senior Manager	323-351
Manager	242-380
Assistant Manager	218
Senior Administrator	206
Administrator	119-185
Other Staff	73-77

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed on a regular basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

Pre Appointment  
Steps upon Appointment  
Planning and Strategy  
General Administration  
Asset Realisation/Management  
Trading Related Matters  
Employee Matters  
Creditor Claims  
Reporting  
Distribution and Closure  
Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

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

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

### **1) Other costs**

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



## 2) Category 1

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

## 3) Category 2

We propose to recover from the estate the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median – less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

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

BDO LLP  
28 January 2020



**Rule 15.7**  
Insolvency  
(England and  
Wales) Rules  
2016

## **The Insolvency Act 1986 - NOTICE OF DEEMED CONSENT PROCEDURE**

**To consider approving the Joint Administrator's proposals dated 28 January 2020**

Name of Company  <b>Stainless Handrail Systems Limited</b>	Company number  <b>05589521</b>
In the <b>High Court of Justice, Business and Property Courts in Birmingham, Insolvency &amp; Companies List (ChD)</b>  [full name of court]	Court case number  <b>CR-2020-BHM-000007</b>

The Joint Administrators are Ryan Kevin Grant (officeholder number: 9637) and Lee Causer (officeholder number: 14112) both of BDO LLP, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA, who were appointed on 21 January 2020. The Joint Administrators may also be contacted by via Teddy Blankson at [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

**NOTICE IS GIVEN**, pursuant to Paragraph 51 of Schedule B1 to the Insolvency Act 1986 that the Joint Administrator's proposals will be dealt with by deemed consent by the Decision date: 14 February 2020. The proposals are:

- (a) They continue to manage the Company's business and realise assets in accordance with Objective (b) of the statutory purpose of the Administration, and they make payments to the secured and preferential creditors and distribute to the unsecured creditors from the Prescribed Part.
- (b) They exit the Administration by way of a dissolving the Company under paragraph 84 of Sch. B1 to the Act.

For the avoidance of doubt: Other resolutions within the Joint Administrators' report accompanying the proposals will be approved by postal resolution.

In order to object to the Joint Administrator's proposals a creditor must deliver, to me at the address below, by no later than 14 February 2020 a written notice stating that the creditor objects to the proposals. The objection must be accompanied by a proof of debt (form attached) otherwise the creditor's objection will be disregarded. A creditor with a 'small debt' £1,000 or less must still submit a proof of debt if submitting a notice of objection. The threshold is 10% in value of the creditors who are entitled to vote.

Unless 10% in value of the creditors of the Company who are entitled to vote object to the proposals by the decision date, creditors will be treated as having approved the proposals. It is the convenor's responsibility to aggregate the objections to see if the threshold is met. If the threshold is met, the deemed consent procedure will terminate without a decision being made. If a decision is sought again on the same matter it will be sought by an alternative decision procedure.

Creditors may within five business days of this notice require a physical meeting be held to consider the matter. This is explained in more detail overleaf. If there are sufficient requests for a physical meeting this deemed consent procedure will terminate and a physical meeting will be convened.

**Appeals against decisions (Rule.15.35):** Creditors may appeal to the court in respect of the convenor's decision. Any appeal must be made within 21 days of the Decision date stated above.



Date: 28 January 2020

A handwritten signature in black ink, appearing to be 'Ryan Grant', written over a horizontal line.

**Ryan Grant**  
**Joint Administrator and Convenor of the Decision Process**

Objections to the Joint Administrator's proposals, together with proof of claim must be forwarded to Ryan Grant c/o Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, by no later than 14 February 2020.

Certain Rules apply to decision procedures. The full text of the Rules is attached but the effect of those Rules is summarised below:

**Creditor Voting rights (R.15.28):** Every creditor who has this notice is entitled to vote in respect of the debt due to the creditor. Where there is a physical meeting the creditor must submit a proxy form (not relevant at this stage). Creditors, including creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes, they have not already done so.

**Calculation of creditors voting rights (R.15.31):** In respect of this Administration creditors' claims will be calculated as at the date the company entered Administration being: 21 January 2020. Claims that have an uncertain value will be subject to £1, or a higher value if the chairman allows.

**Requisite majority of creditors for making a decision (15.34):** An Administration decision is approved if a majority of creditors, by value vote, in favour by the Decision date.

**Appeals against decisions (R.15.35):** Decisions of the Joint Administrator in convening the Decision Procedure and dealing with voting is subject to appeal to the court by a creditor. Any appeal must be made within 21 days of the Decision date.

**Physical Meeting:** If creditors want to consider the resolutions at a physical meeting they must notify in writing the Joint Administrator, whose details are above, within five business days of delivery of this notice. A meeting will be convened if sufficient creditors notify the Administrators within the timeframe. Section 246ZE The insolvency Act sets the "minimum number" of creditors for requisitioning a meeting at any of the following:

- (a) 10% in value of the creditors or contributories;
- (b) 10% in number of the creditors or contributories;
- (c) 10 creditors or contributories.

**Extract from the Insolvency (England and Wales) Rules 2016****Creditors' voting rights**

**15.28.**—(1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—

(a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and

(b) the proof was received by the convener—

(i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or

(ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and

(c) the proof has been admitted for the purposes of entitlement to vote.

(2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.

(3) A debt is claimed in accordance with this paragraph if it is—

(a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or

(b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.

(4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.

(5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.

(6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

**Calculation of voting rights**

**15.31.**—(1) Votes are calculated according to the amount of each creditor's claim—

(a) in an administration, as at the date on which the company entered administration, less—

(i) any payments that have been made to the creditor after that date in respect of the claim, and

(ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;

(b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;

(c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;

(d) in a proposed CVA—

(i) at the date the company went into liquidation where the company is being wound up,

(ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,

(iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or

(iv) where (i) to (iii) do not apply, at the decision date;

(e) in a proposed IVA—

(i) where the debtor is not an undischarged bankrupt—

(aa) at the date of the interim order, where there is an interim order in force,

(bb) otherwise, at the decision date,

(ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.

(2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.

(3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.

(4) Where a debt is wholly secured its value for voting purposes is nil.

(5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.

(6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—

(a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and

(b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.

(7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.

(8) A vote cast in a decision procedure which is not a meeting may not be changed.

(9) Paragraph (7) does not prevent a creditor or member State liquidator from—

(a) voting in respect of less than the full value of an entitlement to vote; or

(b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

## **Requisite majorities**

15.34.—(1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise.

(2) In the case of an administration, a decision is not made if those voting against it—

(a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and

(b) are not, to the best of the convener or chair's belief, persons connected with the company.

(3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—

(a) a decision approving a proposal or a modification;

(b) a decision extending or further extending a moratorium; or

(c) a decision bringing a moratorium to an end before the end of the period of any extension.

(4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.

(5) For the purposes of paragraph (4)—

(a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;

(b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and

(c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.

(6) In a case relating to a proposed IVA—

(a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;

(b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.

(7) For the purposes of paragraph (6)—

(a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;

(b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and

(c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

## **Appeals against decisions under this Chapter**

15.35.—(1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).

(2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.

(3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.

(4) An appeal under this rule may not be made later than 21 days after the decision date.

(5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—

(a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or

(b) in a proposed IVA—

(i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or

(ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.

(6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.



(7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

**Extract from the Insolvency Act 1986 (as amended)**

**Section 246ZE Decisions by creditors and contributories: general**

(1) This section applies where, for the purposes of this Group of Parts, a person ("P") seeks a decision about any matter from a company's creditors or contributories.

(2) The decision may be made by any qualifying decision procedure P thinks fit, except that it may not be made by a creditors' meeting or (as the case may be) a contributories' meeting unless subsection (3) applies.

(3) This subsection applies if at least the minimum number of creditors or (as the case may be) contributories make a request to P in writing that the decision be made by a creditors' meeting or (as the case may be) a contributories' meeting.

(4) If subsection (3) applies P must summon a creditors' meeting or (as the case may be) a contributories' meeting.

(5) Subsection (2) is subject to any provision of this Act, the rules or any other legislation, or any order of the court—

(a) requiring a decision to be made, or prohibiting a decision from being made, by a particular qualifying decision procedure (other than a creditors' meeting or a contributories' meeting);

(b) permitting or requiring a decision to be made by a creditors' meeting or a contributories' meeting.

(6) Section 246ZF provides that in certain cases the deemed consent procedure may be used instead of a qualifying decision procedure.

(7) For the purposes of subsection (3) the "minimum number" of creditors or contributories is any of the following—

(a) 10% in value of the creditors or contributories;

(b) 10% in number of the creditors or contributories;

(c) 10 creditors or contributories.

(8) The references in subsection (7) to creditors are to creditors of any class, even where a decision is sought only from creditors of a particular class.

(9) In this section references to a meeting are to a meeting where the creditors or (as the case may be) contributories are invited to be present together at the same place (whether or not it is possible to attend the meeting without being present at that place).

(10) Except as provided by subsection (8), references in this section to creditors include creditors of a particular class.

(11) In this Group of Parts "qualifying decision procedure" means a procedure prescribed or authorised under paragraph 8A of Schedule 8.



**Stainless Handrail Systems Limited**

**Notice of Arranging a Decision Procedure for Creditors by Correspondence**



**Rule 15.8**  
Insolvency  
(England and  
Wales) Rules  
2016

**The Insolvency Act 1986 - NOTICE OF ARRANGING A DECISION PROCEDURE  
FOR CREDITORS BY CORRESPONDENCE**

**To consider whether a creditors' committee should be established**

Name of Company <b>Stainless Handrail Systems Limited</b>	Company number <b>05589521</b>
In the <b>High Court of Justice, Business and Property Courts in Birmingham, Insolvency &amp; Companies List (ChD)</b> [full name of court]	Court case number <b>CR-2020-BHM-000007</b>

The Joint Administrators are Ryan Kevin Grant (officeholder number: 9637) and Lee Causer (officeholder number: 14112) both of BDO LLP, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA, who were appointed on 21 January 2020. The Joint Administrators may also be contacted by via Teddy Blankson at [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

**NOTICE** that the Creditors of the above-named Company are invited to make decisions as to whether to approve or reject the resolution below.

**Decision Procedure:** The creditors are invited to indicate by correspondence whether they approve or reject the resolution. A Decision by Correspondence form is attached for recording your vote. The completed form, together with details of your claim, if not already provided, must be sent to the Joint Administrators, whose details are below and on the attached form. Your response must be delivered to BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH before the Decision date below otherwise it cannot be counted.

**Decision date: 14 February 2020**

Creditors may within five business days of this notice require a physical meeting be held to consider the matter. If there are sufficient requests for a physical meeting the decision by correspondence procedure will be terminated and a physical meeting convened. This is explained in more detail overleaf.

Any response may be sent by correspondence, using the attached form. To be valid your response must be received by the Administrator by no later than the Decision date.

**RESOLUTION**

- (c) That a creditors' committee be established if sufficient creditors are willing to be members. (such committee must comprise of between 3 and 5 creditors)

Any creditor, including those whose debt is treated as a small debt (less than £1,000 inclusive of VAT) or who has opted out of receiving notices, must still deliver a completed proof of debt form, as detailed above if they wish to submit a response or request a physical meeting.

**Date: 28 January 2020**

**Ryan Grant**  
Joint Administrator and Convenor of the decision process



Certain Rules apply to decision procedures. The full text of the Rules is attached but the effect of those Rules is summarised below:

**Creditor Voting rights (R. 15.28):** Every creditor who has this notice is entitled to vote in respect of the debt due to the creditor. Where there is a physical meeting the creditor must submit a proxy form (not relevant at this stage). Creditors, including creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes, they have not already done so.

**Calculation of creditors voting rights (R. 15.31):** In respect of this Administration creditors' claims will be calculated as at the date the company entered Administration being: 21 January 2020. Claims that have an uncertain value will be subject to £1, or a higher value if the chairman allows.

**Requisite majority of creditors for making a decision (15.34):** An Administration decision is approved if a majority of creditors, by value vote, in favour by the Decision date.

**Appeals against decisions (R. 15.35):** Decisions of the Joint Administrator in convening the Decision Procedure and dealing with voting is subject to appeal to the court by a creditor. Any appeal must be made within 21 days of the Decision date.

**Physical Meeting:** If creditors want to consider the resolutions at a physical meeting they must notify in writing the Joint Administrator, whose details are above, within five business days of delivery of this notice. A meeting will be convened if sufficient creditors notify the Administrators within the timeframe. Section 246ZE The insolvency Act sets the "minimum number" of creditors for requisitioning a meeting at any of the following:

- (a) 10% in value of the creditors or contributories;
- (b) 10% in number of the creditors or contributories;
- (c) 10 creditors or contributories.

#### Extract from the Insolvency (England and Wales) Rules 2016

##### Creditors' voting rights

**15.28.—(1)** In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—

(a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and

(b) the proof was received by the convener—

(i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or

(ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and

(c) the proof has been admitted for the purposes of entitlement to vote.

(2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.

(3) A debt is claimed in accordance with this paragraph if it is—

(a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or

(b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.

(4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.

(5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.

(6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

##### Calculation of voting rights

**15.31.—(1)** Votes are calculated according to the amount of each creditor's claim—

(a) in an administration, as at the date on which the company entered administration, less—

(i) any payments that have been made to the creditor after that date in respect of the claim, and

- (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
- (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
- (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
- (d) in a proposed CVA—
  - (i) at the date the company went into liquidation where the company is being wound up,
  - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
  - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or
  - (iv) where (i) to (iii) do not apply, at the decision date;
- (e) in a proposed IVA—
  - (i) where the debtor is not an undischarged bankrupt—
    - (aa) at the date of the interim order, where there is an interim order in force,
    - (bb) otherwise, at the decision date,
  - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.
- (2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.
- (3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.
- (4) Where a debt is wholly secured its value for voting purposes is nil.
- (5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.
- (6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—
  - (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
  - (b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.
- (7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.
- (8) A vote cast in a decision procedure which is not a meeting may not be changed.
- (9) Paragraph (7) does not prevent a creditor or member State liquidator from—
  - (a) voting in respect of less than the full value of an entitlement to vote; or
  - (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

## Requisite majorities

- 15.34.—(1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise.
- (2) In the case of an administration, a decision is not made if those voting against it—
    - (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
    - (b) are not, to the best of the convener or chair's belief, persons connected with the company.
  - (3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—
    - (a) a decision approving a proposal or a modification;
    - (b) a decision extending or further extending a moratorium; or
    - (c) a decision bringing a moratorium to an end before the end of the period of any extension.
  - (4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.
  - (5) For the purposes of paragraph (4)—
    - (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
    - (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
    - (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.
  - (6) In a case relating to a proposed IVA—
    - (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;

(b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.

(7) For the purposes of paragraph (6)–

(a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;

(b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and

(c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

#### **Appeals against decisions under this Chapter**

15.35.—(1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).

(2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.

(3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.

(4) An appeal under this rule may not be made later than 21 days after the decision date.

(5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day–

(a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or

(b) in a proposed IVA–

(i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or

(ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.

(6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.

(7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

#### **Extract from the Insolvency Act 1986 (as amended)**

##### **Section 246ZE Decisions by creditors and contributories: general**

(1) This section applies where, for the purposes of this Group of Parts, a person ("P") seeks a decision about any matter from a company's creditors or contributories.

(2) The decision may be made by any qualifying decision procedure P thinks fit, except that it may not be made by a creditors' meeting or (as the case may be) a contributories' meeting unless subsection (3) applies.

(3) This subsection applies if at least the minimum number of creditors or (as the case may be) contributories make a request to P in writing that the decision be made by a creditors' meeting or (as the case may be) a contributories' meeting.

(4) If subsection (3) applies P must summon a creditors' meeting or (as the case may be) a contributories' meeting.

(5) Subsection (2) is subject to any provision of this Act, the rules or any other legislation, or any order of the court–

(a) requiring a decision to be made, or prohibiting a decision from being made, by a particular qualifying decision procedure (other than a creditors' meeting or a contributories' meeting);

(b) permitting or requiring a decision to be made by a creditors' meeting or a contributories' meeting.

(6) Section 246ZF provides that in certain cases the deemed consent procedure may be used instead of a qualifying decision procedure.

(7) For the purposes of subsection (3) the "minimum number" of creditors or contributories is any of the following–

(a) 10% in value of the creditors or contributories;

(b) 10% in number of the creditors or contributories;

(c) 10 creditors or contributories.

(8) The references in subsection (7) to creditors are to creditors of any class, even where a decision is sought only from creditors of a particular class.

(9) In this section references to a meeting are to a meeting where the creditors or (as the case may be) contributories are invited to be present together at the same place (whether or not it is possible to attend the meeting without being present at that place).

(10) Except as provided by subsection (8), references in this section to creditors include creditors of a particular class.

(11) In this Group of Parts "qualifying decision procedure" means a procedure prescribed or authorised under paragraph 8A of Schedule 8.



**The Insolvency Act 1986 - DECISION BY CORRESPONDENCE FORM**

**To consider whether a creditors' committee should be established**

**Stainless Handrail Systems Limited - In Administration**  
**Registered Number: 05589521**

**RESOLUTION**

(\* Please indicate voting preference)

- (c) That a creditors' committee be established if sufficient creditors are willing to be members. (such committee must comprise of between 3 and 5 creditors)

**\*Approved/Rejected**

Do you consent to be a member of the creditors' committee?

**\*Yes/No**

**TO BE COMPLETED BY THE CREDITOR WHEN RETURNING FORM**

Name of Creditor

---

Signature of Creditor

---

(If signing on behalf of creditor, state capacity e.g. director/solicitor etc.)

NOTE: This form must be accompanied by a proof of the amount due to the creditor unless a proof of debt/claim form has already been delivered. Creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes otherwise their vote will be disregarded.

**This form must be returned to Ryan Grant (officeholder IP No: 9637) at BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, by no later than the Decision date 14 February 2020.**

The Joint Administrator may also be contacted via Teddy Blankson on [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

Ryan Grant  
Joint Administrator  
28 January 2020

**Proof of Debt/Claim Form**  
**Stainless Handrail Systems Limited - In Administration**  
**Company No: 05589521**

Debt as at the date of the appointment of Administrators: 21 January 2020

1	Name of creditor (If a company please also give company registration number and where registered).	
2	Address of creditor including email address for correspondence.	
3	Total amount of claim, including any Value Added Tax at the above date.	
4	If amount in 3 above includes outstanding un-capitalised interest please state amount.	£
5	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8	Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convener of any meeting).	
9	Signature of creditor or person authorised to act on his behalf  _____	Dated  _____
Name in BLOCK LETTERS  _____		
Position with or in relation to creditor  _____		
Address of person signing (if different from 2 above)  _____		

Deliver to the Joint Administrator, Ryan Grant, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.



Questionnaire

Ref: STAINLESS/C1/RG/TB

**Re: Stainless Handrail Systems Limited - in Administration**  
**Registered Number: 05589521**

Creditor's name:	
Address:	
Estimated claim:	£
What was the authorised Credit limit?:	£
Was any security, guarantee or assurance given to you in respect of ongoing trade?:	
When did you first encounter delays in obtaining payment of your account, and do you have any evidence?:	
Please provide details of any legal proceedings you took to recover your debts:	
Please supply details of any cheques which were not honoured, including amounts and dates:	
<b>If there is any other information you wish to supply, or issues you consider should be reviewed, please provide brief details on the reverse of this form.</b>	
Date:	
Signature/ Authentication:	
Name:	
Position:	
<b>Please return the completed form to BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH</b>	



Tel: +44 (0)151 237 4500  
Fax: +44 (0)151 237 4545  
[www.bdo.co.uk](http://www.bdo.co.uk)

5 Temple Square  
Temple Street  
Liverpool  
L2 5RH

TO ALL KNOWN CREDITORS

23 January 2020

Our Ref STAINLESS/C1/RG/TB

Please ask for: Teddy Blankson  
Direct dial: 0151 237 4421  
Email: [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk)

Dear Madams/Sirs

**Stainless Handrail Systems Limited - In Administration ('the Company')**  
**Registered Number: 05589521**

I give you notice, per Paragraph 46 of Schedule B1 to the Insolvency Act 1986 ('the Act'), that on 21 January 2020, Ryan Kevin Grant and Lee Andrew Causer ('the Administrators'), both of BDO LLP, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA, were appointed Joint Administrators of the Company. Ryan Kevin Grant is authorised by the Insolvency Practitioners Association and Lee Andrew Causer is authorised by the Institute of Chartered Accountants in England & Wales in the UK.

A notice of the Administrators' appointment has been delivered to the Registrar of Companies.

Immediately following appointment, the Administrators completed a sale of the business and certain assets of the Company to SHS Balustrades & Handrails Ltd ('the Purchaser'). The Purchaser paid total consideration of £275k, of which £250k was received on completion, with a further £25k being due within five business days of completion subject to a stock count verification.

We provide, below, some further background in respect of the Company, the events leading up to the Administrators' appointment and the sale to the Purchaser. This statement is made in order to comply with the Administrators' duties under the revised Statement of Insolvency Practice ('SIP') 16, which came into force on 1 November 2015.

The SIPs are guidance notes issued to licenced insolvency practitioners by the Association of Business Recovery Professionals with a view to maintaining standards by setting out required practice and harmonising the approach of practitioners to particular aspects of insolvency. The SIP 16 note can be located at [www.r3.org.uk](http://www.r3.org.uk).

#### **Company background**

The Company was incorporated in October 2005 and its principle activity was the design, manufacture and installation of stainless steel and glass balustrade solutions. The Company traded from leasehold premises situated in the West Midlands and, at the date of Administration, the Company employed 51 staff.

The Company's key assets comprise stock and plant & machinery.

The Company was funded by AIB Group (UK) Plc (the 'Bank') who provided a loan and an overdraft facility and as at the date of appointment had secured debt in the region of £800k. Colmore Tang Construction Limited hold security in respect to an equity investment of £200k and Mark Busby, as Security Trustee, is also a secured creditor and is owed in the region of c£1.3m in respect of deferred sale consideration ('Deferred Vendor').

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.

The Joint Administrators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Administration of Stainless Handrail Systems Limited. Please see the privacy statement at <https://www.bdo.co.uk/en-gh/legal/privacy-privacy-not-uk>



The following charges are registered at Companies House:

Type of Security	In favour of	Date of Creation	Date Registered
Fixed & Floating	AIB Group (UK) Plc	24 November 2017	1 December 2017
Fixed & Floating	Colmore Tang Construction Limited	24 November 2017	29 November 2017
Fixed & Floating	Mark Anthony Busby	24 November 2017	1 December 2017

The Administrators will obtain solicitors' advice on the nature and validity of the various securities above, and the debts owed by the Company under them, before making any distributions of the Company's assets to the relevant charge holders.

The Company's last filed accounts for the 7 month period from 1 November 2017 to 31 May 2018 show turnover for the period of approximately £2.8m and a profit for the period of £94k after tax.

Draft unaudited accounts for the year ending 31 May 2019 showed a profit after tax of £336k. The management accounts and 6 month period ending 30 November 2019 showed a loss before tax of £32k.

#### **Events leading up to the Administration**

The business had seen a decline in sales due to the economic uncertainty during the period as customer discretionary spend had been markedly reduced across 2019.

As a result of the market conditions and despite implementing cost cutting measures, the trading performance of the Company deteriorated with the business becoming loss making during 2019. This decline in performance led to increasing creditor pressure and ultimately a funding requirement to support ongoing trading.

The Bank confirmed that it would not be in a position to provide additional funding and the existing overdraft facility was nearing its limit.

HMRC had arrears totalling approximately £370k comprising of both unpaid VAT and PAYE. The Landlord was also in arrears for past periods and utilities, and was applying significant pressure, with a real threat of the electricity being cut off and forfeiture action being taken.

In light of the position, the Company and shareholders, with the assistance of their non-executive chairman, commenced their own discreet sales process at the beginning of November 2019, speaking to five key trade parties to ascertain their interest in submitting an offer for the shares. Despite initial interest from these parties, no share sale offer was received and the Company's position deteriorated to a point where such a sale would not be viable. One of the interested parties at that stage confirmed their interest would only be on the basis of a business and asset based transaction.

The Company therefore requested the engagement of BDO LLP ('BDO') to carry out an accelerated sale process, with a view to selling the business and assets via a pre-packaged sale. BDO were also engaged to consider contingency planning should a sale not be forthcoming. BDO were first approached on this matter on by the Bank on 11 December 2019, with an initial meeting with the Company held on 18 December 2019.

#### **Involvement of BDO**

As a result of the deteriorating cash position and the nature of the interest received to date, the Company instructed BDO under an Engagement Letter ('EL') dated 6 January 2020 to commence



a contingency planning exercise, alongside an accelerated merger and acquisition ('AMA') process to deliver the sale of the business and assets, most likely to be implemented via an insolvency process.

For the avoidance of doubt, BDO has not provided, nor has been requested to provide, any advice to the individual director of the Company. The Company's board has taken independent legal advice from Pinsent Masons.

#### **Pre-Administration Costs**

The following remuneration has been paid to BDO in respect of the pre-appointment engagement:

EL date	Scope	Fees paid (£)
6 January 2020	Contingency planning, AMA and pre-packaged sale	11,000

The above does not reflect the total pre-Administration time costs incurred by BDO in respect of the EL agreed with the Company. As such, a request shall be made to creditors in due course for requisite approval to draw the balance of our pre-administration time costs as an expense of the Administration.

#### **Sale process**

Prior to BDO's involvement, as highlighted above, the Company, together with its non-executive chairman ran its own discreet sales process, originally approaching five trade parties which ultimately narrowed to two unconnected trade parties, proposing a sale of the Company's shares.

The preferred party confirmed that it would not make an offer for the shares of the Company on 27 December 2019. This was because there were substantial trade creditors that would need to be made whole as they were critical to the business, the existence and quantum of HMRC arrears and lack of information on the current stock levels and fixed asset position.

Once a sale of shares was no longer considered viable due to the deterioration of the business, and considering the cash flow restrictions facing the business, BDO were engaged to conduct a short AMA process.

The AMA process invited offers for the business and assets of the Company with a view to maximising realisations for the benefit of the creditors as a whole. The Company had an immediate funding requirement of in excess of £200k, was unable to settle growing creditor arrears and in light of significant pressure from HMRC and the Landlord, an accelerated sale process was considered to present the best outcome to enhance realisations to creditors as a whole given the likely alternative outcome of the Company ceasing to trade.

A robust AMA process was delivered as set out below, to ensure that the best value was achieved for the business and assets of the Company in the time scales available. In addition, agents were engaged to value the assets to ensure the best outcome to the Company's stakeholders could be achieved.

Following approval from the sole Director of the Company to launch the AMA process, a sales teaser document was issued to 57 parties on 7 January 2020, comprising of six trade that were provided by the director and 51 financial/distressed private equity houses from our database of potential purchaser. Subsequently, ten interested parties subsequently signed non-disclosure agreements and were all given access to the prepared data-room.



Due to the financial position of the business and mounting pressure of the threat of enforcement action from key creditors, a deadline for non-binding offers was set for midday on 10 January 2020.

Two offers were received by the deadline and both parties were requested for full and final offers to be submitted by 12.00pm on 13 January 2020.

A summary of the best and final offers received is as follows:

	Total consideration	Details
Offer A (the "Purchaser")	£275,000	£250k payable on completion with the sum of £25,000 to be held on account pending a stock verification exercise, for the business and assets of the Company. All Company employees to transfer under TUPE.  Offer comprised of: £195k for unencumbered plant and equipment, stock 30p/£ and £5k for goodwill.
Offer B	£216,000	Payable in full on completion, for the business and assets of the Company. All Company employees to transfer under TUPE.  Offer comprised of: £150k for unencumbered plant and equipment and stock 30p/£.

The marketing approach undertaken by BDO was limited due to time restrictions placed on the Company, with an insolvency process highly likely should a purchaser not be found on or before 17 January 2020.

The Company was advised that any marketing of the business and assets of the Company should conform to the Marketing Essentials set out in SIP 16.

Following an assessment of the above offers, the highest offer (being Offer A of £275k) was accepted. This offer is considered to represent the best outcome to the creditors of the Company for the following reasons:

1. The consideration was £59,000 higher than the only other offer received.
2. The transaction completed achieved the following mitigation of the Company's unsecured creditors:
  - The Purchaser shall reasonably endeavour to perform all of the Seller's obligations under the Customer Contracts.
  - The transaction preserved the employment of all 51 employees and thereby mitigated approximately £46,000 of estimated preferential creditor claims and estimated unsecured employee claims in the Administration of £100,000.
3. The risk of an immediate unplanned insolvency as a result of creditor action would have resulted in the liquidation of the Company, with the immediate cessation of trade and loss of the majority, if not all, of the realisable value of the Company's assets. Trading whilst in administration was not an option due to the lack of funding to support and the adverse impact of the lack of customer warranties provided in Administration trading scenarios.



4. The Purchaser is an unconnected party to the Company's director, shareholders and secured creditors.
5. There was a significant risk of suppliers, the landlord or HMRC taking enforcement action for the arrears and submitting a winding up petition.

We believe that the marketing process was appropriate given the circumstances and has achieved best value to the creditors of the Company. This has been achieved by targeting 47 interested parties in a limited time frame to achieve a sale of the business, whereby the alternative would have resulted in immediate ceasing of trade and significant value erosion for the Company's creditors.

#### **Professional valuations**

In order to assess whether the highest offered received was at an acceptable level, professional valuations have been obtained for the Company's business and assets.

#### **Stock and Equipment**

Hilco Appraisal Limited ('Hilco') were engaged on 7 January 2020 to value the Company's stock and equipment (including Plant & Machinery). Hilco confirmed their independence to act and that they have professional indemnity cover of £10m. The valuation was undertaken by Andrew Clarke MCRIS who has over 20 years of experience advising clients on distressed and healthy intellectual property acquisitions across a wide spectrum of stock, plant & machinery, equipment and fixtures and fittings.

The valuations of the stock and equipment was completed on an in-situ and ex-situ/liquidated basis and the valuations received are set out in the section below.

#### **Transaction to the Purchaser**

In consideration of the above, it was concluded that the offer ("Offer A") from the Purchaser was the offer that represented the best outcome for the Company's creditors for the reasons outlined above.

We consider that the sale process was appropriate given the circumstances and has achieved best value to the creditors of the Company.

Steps were therefore taken to complete the transaction as soon as possible. Consequently a Notice of Intention to Appointment Administrators was filed by the Director of the Company on 9 January 2020.

The exact nature of the transaction and its benefit to creditors, compared to a cessation of trade and piecemeal realisation of assets, is discussed in detail below.

#### **Sale of certain assets of the Company**

On 21 January 2020, the Joint Administrators completed a sale of the business and assets of the Company to the Purchaser, for total consideration of £275k. The assets sold include the Company's goodwill, equipment and stock.

The Purchaser is an independent third party and there is no connection or association with the Company's director or shareholders, or with the secured creditors.

Consideration of £250k was paid by the Purchaser immediately upon completion with £25k being deferred pending a stock take to be completed by the Purchaser within five business days



('Deferred Consideration') and all 51 the Company's employees transferred to the Purchaser under TUPE.

Formal recommendations have been received from Hilco to accept the offer from the Purchaser.

The table below summarises the apportionment of the purchase consideration compared with the professional valuations received from Hilco on an in-situ and ex-situ/liquidation basis. The ex-situ valuation methodology was selected for comparison purposes on the basis that it was not considered possible to continue to trade the Company and, in the event of an accelerated sale not being achieved, an immediate close down would have needed to be implemented. As a consequence, the table below demonstrates that the consideration arising from the disposal undertaken exceeds the valuations received.

	Ex-situ/Liquidation valuation (£)	In-situ valuation (£)	Consideration received (£)
<b>Fixed charge</b>			
Goodwill/Intellectual property/customer contracts	n/a	n/a	5,000
Leaseholds	n/a	n/a	
<b>Total</b>	<b>n/a</b>	<b>n/a</b>	<b>5,000</b>
<b>Floating charge</b>			
Unencumbered plant & machinery	47,000	91,000	195,000
Stock	15,000	33,000	75,000
<b>Total</b>	<b>62,000</b>	<b>124,000</b>	<b>275,000</b>
<b>Total Consideration</b>			<b>275,000</b>

Key notes in relation to the consideration:

1. The allocation of the consideration received has been based upon in-situ valuations received.
2. The Buyer has five business days to provide the Seller a report setting out full details of all stock that the Buyer wishes to be written down in value for obsolescence or damage, up to the value of £25k. The Deferred Consideration will be held on account in the Buyer's Solicitors' Client Account.

#### Other Matters Relating to the Sale to the Purchaser

- **Cash at bank** - At the time of the sale, any monies within the Company's bank accounts were excluded from the sale.
- **Licence to Occupy** - Terms for the Purchaser's occupation of the Company's site is included in separate Licence to Occupy ('LTO') for a six month period during which the Purchaser will negotiate directly with the Landlord for assignment of the Company's lease, or a new lease. A licence fee equal to the passing property costs under the



Company's lease is due under the LTO. The Purchaser has paid a license fee in advance until 29 February 2020 and future license fees are payable monthly in advance. The Purchaser shall be responsible for all related property costs during the period of the LTO.

- **Employees** - All 51 employees transferred to the Purchaser on completion therefore significantly mitigating employee unsecured claims for notice pay and redundancy of approximately £100,000. Furthermore, the Purchaser has adopted all accrued employee liabilities outstanding at the date of completion, hence significantly enhancing the overall value of the deal by reducing preferential claims in the Administration.
- **Transaction** - The sale was a single contract and not part of any wider transaction.
- **Continuity of management** - Our understanding is that all employees and the director will continue to be employed by the Purchaser after completion of the sale agreement.
- We are not aware of any guarantee to the Bank by the director or any funding provided by the Bank to the Purchaser.
- **Options, buy backs or similar** - There are no options, buy-back arrangements or other similar conditions attached to the sale contract.
- **Connected party disclosure** - The Administrators, to the best of their knowledge, do not consider that the Purchaser is a "connected party" for the following reasons:
  - The Purchaser is under the ownership and control of an unconnected party;
  - Neither the Purchaser nor any entity in its corporate group structure, has any relationship or connection with the directors, shareholders, the Company or their associates and is completely independent;
  - I understand that the Purchaser is likely to retain the services of the Company's director post Administration but as an employee - this in itself is not sufficient to consider the Purchaser as a related party; and
  - The Purchaser is not reliant on funding from the Company's shareholders or the Bank or any other creditor of the Company.
- **Pre-pack pool** - The pre-pack pool is a voluntary procedure available for connected parties. The Purchaser is not considered a connected party and therefore has not followed this process.
- **Viability statement** - A viability statement can be prepared by connected parties when they seek to buy a business. The Purchaser is not considered a connected party and therefore this process did not apply.

#### Consultation with major creditors

Throughout the period of our engagement with the Company since the EL dated 6 January 2020, there has been ongoing dialogue and consultation with the following major creditors:

Secured creditors - The Bank, Colmore Tang Construction Limited and the Deferred Vendor, who have secured debt of £800k, £200k and £1.3m respectively, have been consulted with during the sale process. Prior to our appointment consent had been received from all three secured creditors.



Discussions have been held with the Landlord during the process, with a payment of £12k made by the Company to secure access to the premises whilst a sale was being finalised. As part of this agreement, the Bank also provided an undertaking to pay an additional £8k from any sale proceeds achieved from a disposal of its charged assets.

We also held discussions with HMRC (owed approximately £370k) to appraise them of the process and to ensure they did not unnecessarily commence enforcement action whilst the sale process was undertaken.

Due to the nature of the Company's trade and to mitigate any negative impact upon operations and supplies to the Company, we did not consult with the Company's other unsecured trade and expense creditors.

#### **Other Options Considered by the Administrators**

1. ***Additional funding / investment*** - In the absence of any cash flow forecasts, the Company's director considered that the business had a significant funding requirement of between c£400k to enable the Company to continue trade beyond the immediate short term. Indeed, the Company did not have the cash resources available to settle HMRC or Landlord arrears in order to mitigate the threat of winding-up/enforcement action. Neither the shareholders nor the Bank were able to provide additional funding beyond that already given and with the mounting creditor pressure faced by the Company, external funding was not considered possible to source at that time.
2. ***Company Voluntary Arrangement ('CVA')*** - the Company briefly considered a CVA solution prior to the Administration, but concluded there was insufficient funding available to enable the Company to continue to trade for the period of time that it would have taken to draw up the CVA and have it approved by creditors. The absence of *any moratorium protection left the Company open to creditor action (including winding up petition)*, the risks of which were considered to be high in the circumstances. Accordingly, a CVA was not a viable option for the Company.
3. ***Trading in Administration*** - Due to the projected losses associated with continuing to trade the Company (approximately £40k per week) and likely ransom payments, a post-appointment trading strategy was not considered likely to create any enhanced realisations. Therefore, in the absence of external funding, the ongoing trading of the Company would not be possible. Furthermore, due to the nature of the Company's trade it was not considered viable for an Administrator to trade the business.
4. ***Liquidation*** - The immediate cessation of trade in a liquidation would have resulted in a much reduced prospective dividend return to creditors and the loss of all jobs. We have appended an Estimated Outcome Statement ('EOS') at Appendix A which demonstrates the merits in completing the sale to the Purchaser which has resulted in higher estimated dividend returns to each class of creditor as compared to a shutdown scenario. This is broadly a consequence of:
  - a. Higher aggregate asset realisations;
  - b. Lower aggregate costs, including holding and piecemeal realisation costs; and
  - c. Mitigation of all employment and customer deposit claims.

Please note that the EOS is only an estimate, and the Administrators have not audited any of the figures in it.

#### **Purpose of Administration and Prescribed Part ('PP')**

The statutory purpose of an Administration consists of a hierarchy of three objectives:



- The first objective is rescuing the Company as a going concern (i.e. restructuring the business, resulting in the survival of the corporate entity). The first objective could not be achieved as a CVA could not be implemented due to a lack of funding in the face of immediate creditor action. A going concern was not considered possible due to the lack of immediately available funding combined with ongoing losses incurred by the Company.
- The second objective is to achieve a better result for creditors as a whole than would be likely if the company were wound up (without first being in Administration). This is likely to be achieved per the EOS, which shows a dividend return to the secured creditors and unsecured creditors via the prescribed part, as well as the preservation of employment for all staff. An immediate closure would have resulted in a significantly lower return to creditors and increased creditor claims, both preferential and unsecured.
- The final objective is realising property in order to make a distribution to one or more secured or preferential creditors. This objective will be achieved by distributions to the secured creditors.

#### **Prescribed Part**

The Prescribed Part ('PP') is a part of net floating charge realisations set aside for unsecured creditors, after preferential creditors, but before the floating charge creditors. The Company has granted floating charges after 15 September 2003 and consequently the PP provisions will apply to the Administration.

The value of the PP will be determined by the extent of asset realisations and related costs. This is likely to be further supplemented by a further dividend to unsecured creditors as a result of the achievement of a going concern sale, which would not have become available in a piecemeal asset disposals via an immediate closure and wind down of the business.

#### **Effects of the Administrators' Appointment**

The affairs, business and property of the Company are being managed by the Administrators. During the Administration the Company cannot normally be wound up, no Administrative Receiver can be appointed. Similarly, a creditor cannot enforce security, repossess goods or commence any legal proceedings against the Company without the consent of the Administrators or the permission of the Court. These restrictions are statutory restrictions which the Administrators will enforce rigorously.

With regard to orders placed before the Administration, but not yet delivered, suppliers should obtain written confirmation that the goods or services are still required. It should be noted that goods sold and delivered or services provided by the Company since the Administration must be paid for in full and cannot be set off against any claims against the Company.

As a result of the Administration, your previous account with the Company is frozen. Please let me have a detailed account of the amount owing to you as at the date of the Administration, together with details of any security you may hold, and of any claim you may have to be treated as a preferential creditor. A proof of debt form is attached. Your account, and any future correspondence in connection with the Company, should be sent to me at BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.

If you claim retention of title in respect of goods delivered to the Company please notify me at BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, in writing within seven days. Such claims should be supported by relevant documentation and an indication of how such stocks may be identified to specific unpaid invoices.



Creditors who are registered for VAT should be able to obtain VAT bad debt relief in respect of unpaid supplies, six months after the date that payment was due for the supply. Bad debt relief is subject to compliance with HMRC requirements (see VAT Notice 700/18).

#### **Creditor Communications**

Please note that all proposals and reports on this Company's insolvency will be available online at:

<https://brportal.bdo.co.uk/case/STAINLESS/EC6B67D4>

Username: STAINLESS

Password: EC6B67D4

All proposals and reports will be published on this website. I will not advise you separately of the dates on which documents are published but you will be able to set up email alerts that will tell you when new documents have been published on the website that relate to the Company's insolvency. If you would prefer to receive a hard copy of any proposals or reports you may request them and I will be obliged to send them to you within 5 days. You may also request reports on the Company's insolvency previously published on the website. If you have any difficulty in accessing this website please report them to my colleague at the email address above.

The Administrators would like to communicate with you by email. Will you please confirm your email address to the email address above, so that I can be sure that I have your correct details. You are entitled to ask us to write to you by Royal Mail if you would prefer us to do so, although I am allowed by law to assume that I can communicate with you by email if the Company normally contacted you in this way.

If a creditor wishes to receive notifications of future documents and reports in respect of this Administration via email, please provide details of the email address you want to use, to me in writing to the address at the top of this letter.

Creditors have the right to opt-out of receiving notifications in respect of this Administration. If a creditor opts out they will still receive notices regarding any notices of dividend or any change in officeholder, but no other documents. Opting out will not affect a creditor's entitlement to dividends, subject to proving their debt and they may still vote in any future decision procedure, although the creditor will not receive notice in this latter respect. A creditor may elect to opt-out by writing to me at the address at the top of this letter. To opt back into communications a creditor must notify me in writing.

Creditors may access information setting out creditors' rights in respect of the approval of the Administrators' remuneration at: <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit: <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at: <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.



Please note that the Administrators' Proposals will be published on the website within 7 days after my appointment and that a decision may be needed on remuneration and appointment of a committee. Progress reports will be published at 6 monthly intervals.

At this stage the Administrators have not made any detailed investigation into the affairs of the Company. The Administrators therefore invite creditors to provide any information that they have which may assist in the Administration of the Company, a questionnaire is enclosed.

Under Paragraph 49 of Schedule B1 to the Insolvency Act 1986 I will prepare proposals which will be submitted to the Company's creditors within eight weeks of the commencement of the Administration, or such longer period as the Court may order. I shall report accordingly in due course.

**Please note that the affairs, business and property of the Company are being managed by the Joint Administrators who act as agents of the Company and without personal liability.**

Yours faithfully  
For and on behalf of  
Stainless Handrail Systems Limited

A handwritten signature in black ink, appearing to be 'Ryan Grant', written over a circular stamp or seal.

Ryan Grant  
Joint Administrator  
Authorised by the Insolvency Practitioners Association in the UK

<b>Assets subject to fixed charge</b>				
Goodwill / Name / IPR / Records		0	5	0
<b>Amount available to chargeholders under fixed charge</b>		-	5	-
<b>Assets subject to floating charge</b>				
Plant and Machinery	457	150	195	47
Stock	220	66	75	33
* includes £25,000 deferred consideration				
Leasehold	Nil	Nil	Nil	Nil
Trade Debtors	168	Nil	Nil	Nil
Cash at bank	0	0	0	0
Amounts due from Related Parties	748	Nil	Nil	Nil
Estimated cost of realisations		(125)	(125)	(80)
		91	145	-
<b>Amount available for preferential creditors</b>		91	145	0
Preferential creditors		0	0	(46)
<b>Estimated sum available under prescribed part</b>		91	145	0
Prescribed Part		(21)	(32)	0
<b>Estimated available under floating charge</b>		70	113	0
<b>Estimated surplus available to secured creditors</b>		70	118	0
<b>Unsecured creditors</b>				
Trade creditors		(883)	(883)	(883)
HMRC		(373)	(373)	(373)
Redundancy Costs		Nil	Nil	(99)
Customer deposits		Nil	Nil	(400)
<b>Estimated unsecured creditors on appointment</b>		(1,256)	(1,256)	(1,755)
<b>Estimated outcome Priority for AIB</b>				
Amount due to AIB		(800)	(800)	(800)
Estimated recovery for AIB		70	118	0
<b>Estimated secured shortfall for AIB</b>		(730)	(682)	(800)

Source: Management information and BDO analysis.

**Proof of Debt Form**  
**Stainless Handrail Systems Limited - In Administration**  
**Company No: 05589521**

Debt as at the date of the Company entered administration: 21 January 2020

1	Name of creditor (If a company please also give company registration number and where registered).	
2	Address of creditor including email address for correspondence.	
3	Total amount of claim, including any Value Added Tax at the above date.	
4	If amount in 3 above includes outstanding un-capitalised interest please state amount.	£
5	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8	Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Joint Administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convener of any meeting).	
9	Signature of creditor or person authorised to act on his behalf	Dated
<hr/>		<hr/>
Name in BLOCK LETTERS		
<hr/>		
Position with or in relation to creditor		
<hr/>		
Address of person signing (if different from 2 above)		
<hr/>		

Please return the completed form to the Joint Administrator, Ryan Kevin Grant, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.

Questionnaire

Ref: STAINLESS/C1/RG/TB

**Re: Stainless Handrail Systems Limited - in Administration**  
**Registered Number: 05589521**

Creditor's name:	
Address:	
Estimated claim:	£
What was the authorised Credit limit?:	£
Was any security, guarantee or assurance given to you in respect of ongoing trade?:	
When did you first encounter delays in obtaining payment of your account, and do you have any evidence?:	
Please provide details of any legal proceedings you took to recover your debts:	
Please supply details of any cheques which were not honoured, including amounts and dates:	
If there is any other information you wish to supply, or issues you consider should be reviewed, please provide brief details on the reverse of this form.	
Date:	
Signature/ Authentication:	
Name:	
Position:	
Please return the completed form to Joint Administrator, Ryan Kevin Grant, Business Restructuring BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH	