

The Insolvency Act 1986

Notice of move from administration to dissolution

Name of Company Alpha-Zahn Limited T/A Acodent Dental	Company number 05744032
In the High Court of Justice Chancery Division, Leeds District Registry (full name of court)	Court case number 1056 of 2014

We (a)

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

Robert David Adamson

Tim Alan Askham

Of Mazars LLP, Mazars House, Gelderd Road, Gildersome, Leeds, LS27 7JN

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

having been appointed administrators of (b) Alpha-Zahn Limited T/A Acodent Dental, c/o Mazars House, Gelderd Road, Gildersome, Leeds, LS27 7JN

(c) Insert date of
appointment

on (c) 2 October 2014 by (d) the floating charge holder


(d) Insert name of
applicant/appointor

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 apply

We attach a copy of the final progress report

Signed

Dated


Joint Administrator
30/9/15

Contact Details:

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

Robert David Adamson
Mazars LLP, Mazars House, Gelderd Road, Gildersome, Leeds, LS27 7JN

DX Number

DX Exchange

When you have completed and signed this form, please send it to the Registrar of Companies at -

Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

THURSDAY



QIQ

Q4H39IUW

01/10/2015

#80

COMPANIES HOUSE

Alpha-Zahn Limited T/A Acodent Dental - In Administration (“the Company”)

Administrators’ final progress report covering the period 2 April 2015 to 30 September 2015

To all known creditors

1 Statutory Information

- 1 1 I was appointed Joint Administrator of the company together with Mr T A Askham on 2 October 2014 in the High Court of Justice, Chancery Division, Leeds District Registry under Court reference 1056 of 2014. My address is Mazars LLP, Mazars House, Gelderd Road, Gildersome, Leeds, LS27 7JN and Mr Askham’s address is Mazars LLP, The Lexicon, Mount Street, Manchester, M2 5NT. The application for the appointment of an Administrator was made by the floating charge holder.
- 1 2 I am authorised to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and Mr Askham is authorised in the UK by the Institute of Chartered Accountants in England and Wales.
- 1 3 The trading address of the company is Genesis House, Stopes Road, Little Lever, Bolton, BL3 1NP. The business traded under the name Acodent Dental Laboratory.
- 1 4 The registered office of the company is Mazars House, Gelderd Road, Gildersome, Leeds, LS27 7JN and its registered number is 05744032.
- 1 5 All acts required to be done by the Joint Administrators, may be done by either or both, acting jointly or alone.

2 Steps Taken During The Administration

Trading of the Business

- 2 1 Prior to the appointment of Administrators, the directors had received three expressions of interest for the business as a going concern. In order to protect the value in the goodwill of the business, it had been hoped that a pre-pack sale would have been agreed with the preferred potential purchaser prior to appointment. However, this was not achievable as the Company, due to increasing creditor pressure and lack of funding and stock to continue trading, was forced to reduce the workforce to a skeletal staff, cease production and invite the secured creditor to appoint Administrators before any sale could be completed.
- 2 2 Whilst a sale had not been agreed at the time of appointment, it was still considered that this would take place in due course, however, the ceasing of production was having an impact upon the potential value of goodwill.

- 2 3 As continued trade was critical to maintaining value in the business going forward for any proposed purchaser, one of the interested parties, Swift Dental Laboratory Limited, agreed to enter into a management agreement to trade the business under licence whilst negotiations for a sale were finalised
- 2 4 Minimal production therefore resumed, however, all associated costs and liabilities were met by Swift Dental Laboratory Limited under the terms of the agreement, with any income due to them also and therefore, there is no trading account to report in the Administration

Sale of the Business

- 2 5 As detailed in the proposals, the business was sold to Acodent Limited ("Acodent"), a subsidiary of Swift Dental Laboratory Limited, on 8 October 2014. An amount of £67,500 was received upon completion in relation to plant and machinery, work in progress, goodwill, intellectual property and motor vehicles, split as follows

<i>Asset</i>	<i>Consideration Paid</i>
<u>Fixed Charge Realisations</u>	
Goodwill	£1
Intellectual Property	£1
<u>Floating Charge Realisations</u>	
Work in Progress	£1
Vehicles	£500
Stock and Plant and Machinery	£66,997

- 2 6 Prior to accepting, the offer was forwarded to our agents, Eddisons, for their recommendations, who advised that based on the valuations for the business and assets, it should be accepted given that it was above the piecemeal disposal valuation and was the best offer received
- 2 7 As negotiations in relation to the sale of the assets was instigated prior to the appointment of the Joint Administrators, the sale has been treated as a "pre-pack" sale and creditors and the Insolvency Service were sent the details of the transaction in accordance with Statement of Insolvency Practice 16 on 15 October 2014

Book Debts

- 2 8 Following appointment, there was a potential debtors' ledger to collect of some £421,213, which was subject to a fixed and floating charge due to Bibby Financial Services Limited ("Bibby"). As detailed in the proposals, £278,310 had been collected by Mazars Receivables Management ("MRM") by the beginning of November 2014, who were engaged by the Joint Administrators to assist in the debt collection process
- 2 9 Collections continued successfully, and Bibby's outstanding liability and charges were discharged in full by December 2014. Surplus funds in respect of monies owed to the

Company but collected by Bibby totalled £66,395 and these were subsequently received into the Administration. Acodent also received a debt collection fee of 5% on the balance of the surplus, amounting to £3,300, in accordance with the sales contract.

- 2 10 Following Bibby's liability being discharged in full, the ledger was reassigned to the Administrators, with a further £26,000 anticipated to be available to collect. Following a review of the invoices by MRM, the reassigned debtor ledger appeared to be nearer to £92,000, however on further investigation only £19,000 was potentially collectable due to disputed debtors totalling approximately £73,000.
- 2 11 Of the remaining collectable debtors of £19,000, £15,984 has been received, with the balance being written off as irrecoverable. Total debtor realisations available to the Administration were therefore £82,380.
- 2 12 It is believed that the minimal continued trade and subsequent sale of business has led to enhanced debtor recoveries that would otherwise have not been achieved should a sale have not been concluded.

Miscellaneous Refunds

- 2 13 In addition to the previously reported £80 council tax refund, an electricity refund of £1,359 and vehicle excise duty refunds of £67, the Administrators were made aware of a potential business rates refund in the amount of around £20,000 by Leap Recovery T/A Lopotech ("Lopotech"). The Administrators engaged Lopotech to recover these funds and I can confirm that an amount of £20,083 was subsequently received from Bury Council on 18 June 2015, with a success fee of £5,021 plus VAT representing 25% of the amount refunded, being paid to Lopotech in accordance with the agreed terms of the engagement.

Additional Debtor

- 2 14 As detailed in my last progress report to creditors, there was an additional amount due from a third party estimated to be in the region of £16,000 in respect of monies due under a failed informal joint venture. Efforts were made to realise this asset, however the company in question has since entered compulsory liquidation and there is no prospect of a return to creditors. It should be noted that we have, however, written to the Official Receiver to advise of our attempts to recover this debt for inclusion in any subsequent investigations in this regard.

3 Outcome of the Administration

- 3 1 The proposals advised that the purpose of the Administration was objective (c), namely realising property in order to make a distribution to one or more secured or preferential creditors.
- 3 2 Through the process of the Administration, the Joint Administrators have been able to realise sufficient debtor receipts to facilitate repayment in full of the liability owed to Bibby.
- 3 3 Accordingly, the objective of the Administration has been achieved.

4 Joint Administrators' Receipts and Payments

- 4 1 I have now completed my administration of the Company. A summary of receipts and payments covering the period from 2 April 2015 to 30 September 2015, together with details of receipts and payments since my appointment on 2 October 2014 is attached at Appendix A.
- 4 2 It should be noted that all VAT is irrecoverable due to the nature of the Company's activities being exempt from VAT.

5 Assets

Assets subject to fixed charge

- 5 1 The Statement of Affairs ("SoA") detailed assets subject to fixed charge including goodwill and intellectual property, both with estimated to realise values of £1, and book debts with an estimated to realise value of £326,671.
- 5 2 As part of the sale detailed above, the goodwill and intellectual property were purchased for £1 each.
- 5 3 Book debts of £345,989 had been collected prior to Bibby being paid out in full, which resulted in a surplus to the Administration of £66,395. Further book debts totalling £15,984 were received following the reassignment of the ledger to the Joint Administrators, bringing total realisations in respect of book debts to £361,973, which was £35,000 more than was originally projected.

Assets subject to hire purchase

- 5 4 The SoA detailed plant and equipment of £9,000 and £18,000, with estimated to realise values of £3,719 and a deficit of £6,460 respectively. As detailed in the proposals, the Joint Administrators had advised that it was not cost-effective to realise these assets, and the purchaser was to liaise with the hire purchase companies directly. Where the purchaser did not decide to continue with the agreement, the companies liaised with Mr and Mrs Smith directly, as they had provided personal guarantees.

Assets subject to floating charge

- 5 5 The SoA detailed plant and machinery and motor vehicles with estimated to realise values of £88,500 and £600 respectively. These assets were included in the sale of the business which took place on 8 October 2014, for which £66,997 and £500 were received.
- 5 6 In addition to the assets detailed in the SoA, further realisations of £21,590 were received as detailed above, in respect of various refunds owed to the Company.

6 Liabilities

Secured Creditors

Bibby Financial Services Limited ("Bibby")

6 1 Bibby hold the following charges registered against the Company -

- A debenture registered against the Company that was created on 4 April 2004. The debenture creates a fixed charge over the Company's book debts and a floating charge over all other assets.

6 2 At the date of my appointment, Bibby were owed the sum of £187,793. As detailed above, Bibby have now been repaid in full from debtor receipts and the sales ledger was reassigned to the Company on 12 December 2014.

Lloyds Bank Plc ("Lloyds")

6 3 Lloyds hold the following charges registered against the Company -

- A mortgage registered against the Company that was created on 7 February 2014 and registered at Companies House on 13 February 2014. The mortgage creates fixed and floating charges over the undertakings and all property and assets of the Company.
- A mortgage registered against the Company that was created on 14 March 2014 and registered on 18 March 2014. The mortgage creates fixed and floating charges over the undertakings and all property and assets of the Company.

6 4 As at the date of my appointment, Lloyds were owed the sum of £378,953. Due to the shortfall to preferential creditors (see below) it is expected that there will be no funds available for Lloyds under their floating charge. It is understood that Mr and Mrs Smith have personally guaranteed any shortfall in respect of the Lloyds' debt.

Preferential Creditors

6 5 Preferential creditors constitute amounts owed to employees in relation to arrears of wages and holiday pay outstanding at the date of redundancy.

6 6 I am yet to receive a claim from the Redundancy Payments Service ("RPS") in this regard, however, it is estimated that the RPS's preferential claim will be circa £100,000, although this is dependent on the number of claims that are accepted by the RPS. Residual employee claims of around £8,000 are anticipated, which relates to the payments not made by the RPS.

6 7 The proposals detailed that the return to preferential creditors would be dependent on book debt realisations and the level of claims received although it was anticipated that the return will be in the region of 70p in the £. Unfortunately, due to the large number of disputed debtors and the

increased associated costs in this respect, there are insufficient funds to facilitate a distribution to preferential creditors

- 6 8 The Administrators have been advised of a number of claims that are currently progressing through the Employment Tribunal. A smaller claim has found that the Company was at fault and protective awards of 90 days have been awarded to two employees. The outcome of the larger claim being processed through the Employment Tribunal is still ongoing however as the Company is unable to meet any claims and the Administrators have not been held personally liable as the redundancies in question took place before their appointment, the Administrators have not been tied into these proceedings. However, I can advise that the outcome is likely to be known towards the end of October 2015, and it could potentially increase the level of both preferential and unsecured claims, although this will not impact on the Administration. We have written to the Employment Tribunal to advise of our intention to vacate office whilst the proceedings are ongoing.

Unsecured Creditors & Prescribed Part

- 6 9 According to records of the Company, unsecured creditors at the date of my appointment were in the sum of £452,000.
- 6 10 Unsecured claims of £293,000 have been received although due to the reduced realisations there will be no funds available to facilitate a distribution to unsecured creditors.

Prescribed Part

- 6 11 In accordance with Section 176A of the Insolvency Act 1986, a proportion of the company's net assets are to be set aside for the benefit of the company's unsecured creditors where the company has granted a floating charge after 15 September 2003. This is calculated as being 50% of the first £10,000 of net property and 20% of net property thereafter subject to a maximum fund of £600,000. Net property is defined as being the realisations from assets subject to the floating charge after costs and after settlement of the preferential creditors' claims.
- 6 12 In this instance, it is anticipated that there will be a deficit to preferential creditors with no net property available. Consequently, there will be no Prescribed Part in these circumstances.

7 Investigations

- 7 1 I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved.
- 7 2 There were no matters that justified further investigation in the circumstances of this appointment.

- 7 3 I can confirm that the Joint Administrators have reviewed the affairs of the company for the period prior to Administration for the purpose of discharging their duties under the Companies Directors' Disqualification Act 1986
- 7 4 Creditors are reminded that the Administrators have a statutory obligation to consider the directors' conduct and to submit a return / report to the Department for Business, Innovation & Skills' Disqualification Unit. The Administrators can confirm that they have complied with this requirement

8 Pre-Administration Costs

- 8 1 As detailed in the Proposals, pre-administration costs totalled £36,118.50 plus VAT, of which £21,740.50 plus VAT were incurred by my firm, including £3,299 plus VAT which were incurred by MRM and £1,680 relates to work carried out by our Corporate Finance team
- 8 2 The balance of £14,378 related to professional fees, as follows -
- Eddisons have incurred pre appointment fees in the sum of £6,175 plus VAT and disbursements of £160 plus VAT. These fees relate to a site visit for valuation and inventory purposes and securing the site
 - Irwin Mitchell incurred pre appointment costs in the sum of £8,203 plus VAT and disbursements of £112. These costs related to the preparation of the appointment documentation together with court fees for filing of the same, discussions relating to the appointment and proposed asset sale, and preparation of the management agreement
- 8 3 Authority was obtained from secured and preferential creditors on 18 December 2014 by written resolution authorising the Joint Administrators to pay pre-administration costs as detailed in the proposals as an expense of the administration
- 8 4 The majority of the pre-administration costs as detailed above were subsequently paid during January 2015, although the costs in respect of MRM fees and those costs incurred by our Corporate Finance team will not be drawn
- 8 5 It should also be noted that Eddisons disbursements totalled £154.74 plus VAT and not £160 plus VAT as previously advised

9 Costs of the Administration

Joint Administrators' Remuneration

- 9 1 As there is insufficient net property available to distribute to unsecured creditors, approval for the basis upon which the Joint Administrators charged remuneration was agreed by the secured and preferential creditors by written resolution on 18 December 2014, with authority given for the Joint Administrators to draw remuneration based on time properly given on matters arising in the Administration plus VAT and disbursements

- 9 2 For the period of this report, being 2 April 2015 to 28 September 2015, 69 4 hours have been spent on the case with a total value of £11,621 50 giving an average charge out rate of £132 per hour Total time spent to date amounts to £122,085 20 representing 871 4 hours at an average charge out rate of £140 per hour
- 9 3 Attached at Appendix B to this report is a summary of time spent during the period of this report in accordance with SIP9, with further details of how the time has been allocated attached at Appendix C, also in accordance with SIP9
- 9 4 The main asset in the Administration related to the book debts and this is reflected in the amount of time spent on this class of asset, namely 497 7 hours at an average charge out rate of £133 per hour, totalling £66,261 60 in time costs These costs have resulted in realisations to the Administration of over £82,000 (after discharging the secured creditor's liability)
- 9 5 During the period of this report, I have drawn remuneration in the sum of £22,903 plus VAT in accordance with the resolution passed on 18 December 2014 The Joint Administrators have therefore drawn £88,207 plus VAT in this matter during the course of the Administration
- 9 6 Charge-out rates are reviewed annually on 1 September and in common with other professional firms, may increase over the period of the administration of the case The rates are appropriate to the skills and experience of the team member and the work that they perform All staff that work on the case, including cashiers, support and any secretarial staff charge their time directly to the assignment Time is recorded in 6 minute units with supporting narrative to explain the work undertaken
- 9 7 Details of the charge out rates of the team members employed on the assignment during the period covered by this report are attached at Appendix D

Disbursements

- 9 8 Costs met by and reimbursed to the Administrator in connection with the administration will fall into two categories as follows
- Category 1 disbursements – these are costs where there is specific expenditure directly referable to both to the administration and a payment to an independent third party These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the Administrator or his or her staff
 - Category 2 disbursements - these are costs that are directly referable to the administration but not to a payment to an independent third party They may include shared or allocated costs that can be allocated to the administration on a proper and reasonable basis, for example, business mileage These are referred to as “allocated disbursements” in our reports and appendices
- 9 9 Category 1 disbursements can be drawn without prior approval Category 2 disbursements are to be drawn subject to approval in the same manner as the Administrator's remuneration and were also approved by the secured and preferential creditors on 18 December 2014

- 9 10 In addition to the disbursements listed at Appendix A in the receipts and payments account for the period, I have also incurred the following disbursements during the course of the Administration

Details	02/10/2014 to 01/04/2015	02/04/2015 to 28/09/2015	Total Incurred
	£	£	£
<i>Category 1 Disbursements</i>			
Specific Bond	210 00	-	210 00
Statutory Advertising	84 60	-	84 60
Storage Costs	-	82 43	82 43
Postage	13 54	-	13 54
Travel	3 90	-	3 90
Parking	15 00	-	15 00
<i>Category 2 Disbursements</i>			
Mileage	573 13	-	573 13
Total	900.17	82.43	982.60

- 9 11 It should be noted that the last progress report did not include mileage incurred by MRM of £325 46 nor parking costs of £15. These have since been added to the figures above
- 9 12 Of the disbursements incurred, only £289 20 has been drawn in respect of mileage and £15 has been drawn in respect of parking. The other disbursements will not be drawn

Other Expenses

Professional advisors

- 9 13 The professional advisors used on this assignment are as follows

Name	Nature of Work	Basis of fee Arrangement	Costs incurred since appointment
Irwin Mitchell LLP	Legal advice in relation to sale of business and employment tribunal	Time costs plus VAT and disbursements	£24,012 50 plus VAT (sale of business and general advice) (paid £13,007 plus VAT) £560 50 plus VAT

- | | | | |
|----------------------------|---|---------------------------------|-------------------------------------|
| | | | (employee issues)
(paid in full) |
| Jackson Stephen LLP | Assistance with preparation of the Statement of Affairs | Fixed fee | £1,000 plus VAT (paid in full) |
| Leap Recovery T/A Lopotech | Assistance with business rates recovery | Fixed fee (25% of realisations) | £5,021 plus VAT (paid in full) |
- 9 14 The Administrators' choice was based on their perception of the advisors' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them
- 9 15 The Administrators' have reviewed the fees incurred to date and are satisfied that they are reasonable in the circumstances of the case
- 9 16 I would advise you that pursuant to rule 2 48A of the Insolvency Rules 1986, a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors or an unsecured creditor with permission of the court, may, within 21 days of receipt of this report, ask the administrator for further information about the remuneration and expenses set out in this progress report
- 9 17 Additionally, pursuant to rule 2 109 of the Insolvency rules 1986, a secured creditor or an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors or an unsecured creditor with the permission of the court may, within 8 weeks of the receipt of this report, apply to the court on one or more of the following grounds
- the remuneration charged by the administrator, or
 - the basis fixed for the administrator's remuneration, or
 - expenses incurred by the administrator
- is or are in all of the circumstances, excessive or inappropriate
- 9 18 A copy of the publication "A creditors guide to Administrators' Fees" which details the basis on which an Administrator's fees should be calculated is available to download from the website <http://www.insolvency-practitioners.org.uk/page.aspx?pageID=104> or alternatively will be provided free of charge upon written request to this office

10 Summary

- 10 1 The administration is now complete
- 10 2 As there is no net property to distribute and the Administrators have achieved the purpose of the Administration, the Company will exit Administration via dissolution, in accordance with Paragraph 84 of Schedule B1 of the Insolvency Act 1986



103 Should you have any queries regarding this matter, please do not hesitate to contact Heather Bamforth at this office

A handwritten signature in black ink, appearing to read 'R D Adamson', written over a horizontal line.

R D Adamson FIPA FABRP
Joint Administrator

Dated 30 September 2015

Authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association

The affairs, business and property of the Company are being managed by the Joint Administrators The Joint Administrators act as agents of the Company and without personal liability

Alpha-Zahn Limited T/A Acodent Dental - in Administration
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 02/04/2015 To 30/09/2015	From 02/10/2014 To 30/09/2015
	SECURED ASSETS		
1 00	Goodwill	NIL	1 00
1 00	Intellectual Property	NIL	1 00
326,671 00	Book Debts	NIL	NIL
		NIL	2 00
	SECURED CREDITORS		
(187,793 00)	Bibby Financial Services Limited	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
9,000 00	Plant & Equipment	NIL	NIL
(5,281 00)	Investec	NIL	NIL
18,000 00	Plant & Equipment	NIL	NIL
(24,640 00)	De Lage Landen	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
88,500 00	Plant & Machinery	NIL	66,997 00
600 00	Motor Vehicles	NIL	500 00
NIL	Stock	NIL	NIL
	Work in Progress	NIL	1 00
	Reassigned Book Debts	5,294 45	82,379 60
	Council Tax Refund	NIL	79 56
	Electricity Refund	NIL	1,359 08
	Interest on Proceeds held by Solicitors	NIL	3 86
	Vehicle Excise Duty Refunds	NIL	66 66
	Business Rates Refund	20,083 48	20,083 48
		25,377 93	171,470 24
	COST OF REALISATIONS		
	Preparation of S of A	NIL	1,000 00
	Joint Administrators Pre appoint Fees	NIL	16,258 90
	Joint Administrators Post-appoint Fees	22,903 23	88,207 43
	Agent's Fees (Pre Appointment)	NIL	6,329 74
	Legal Fees (Pre-Appointment)	NIL	8,315 00
	Legal fees (Post Appointment)	5,560 50	13,567 50
	VAT Irrecoverable	6,696 94	27,716 11
	Brokers Commission	5,021 00	5,021 00
	Debt Collection Fee	53 87	3,468 71
	Storage Costs	NIL	750 00
	Statutory Advertising	NIL	NIL
	Insurance of Assets	812 85	812 85
	Bank Charges	NIL	25 00
		(41,048 39)	(171 472 24)
	PREFERENTIAL CREDITORS		
(100,779 00)	Redundancy Payment Service	NIL	NIL
(6,898 00)	Employees Wage Arrears	NIL	NIL
(1,746 00)	Employees Holiday Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(378,953 00)	Lloyds Bank Plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(316,079 00)	Trade & Expense Creditors	NIL	NIL
(25,128 00)	Employees	NIL	NIL
(455,853 00)	Redundancy Payment Service	NIL	NIL
(136,000 00)	HMRC re PAYE & NI	NIL	NIL
		NIL	NIL
(1,196,377 00)		(15,670 46)	-

Note

Book debts of £371,500 were paid directly to Bibby, with the surplus being reassigned to the Company
VAT is irrecoverable as the Company was not VAT registered

ALPHA ZAHN LIMITED T/A ACODENT DENTAL - IN ADMINISTRATION

Analysis of Administrators' time costs for the period 02/04/2015 to 29/09/2015

Classification of Work Function	Hours					Total Hours	Time Cost £	Av Rate £
	Partner	Director	Manager	Administrator	Support			
Admin & Planning								
Strategy planning				0 30		0 30	19 50	65 00
Filing				0 60		0 60	76 20	127 00
Tot Admin & Planning				0 90		0 90	95 70	106 33
Taxation								
Corporation tax			0 30	3 50		3 80	280 50	73 82
Tot Taxation			0 30	3 50		3 80	280 50	73 82
Investigations								
Investigations			0 20			0 20	42 20	211 00
Tot Investigations			0 20			0 20	42 20	211 00
Realisation of Assets								
Property related matters				0 40		0 40	50 80	127 00
Debt collection	0 40	0 90	1 60	8 70		11 60	1,800 40	155 21
Dealing with other assets				2 50		2 50	317 50	127 00
HP/leasing matters				0 30		0 30	38 10	127 00
Retention of title			1 00			1 00	211 00	211 00
Sale of Business				0 1		0 10	12 70	127 00
Tot Realisation of Assets	0 40	0 90	2 60	12 00		15 90	2,430 50	152 86
Employees								
ERA matters	0 70			8 00		8 70	1,237 90	142 29
Pension issues				0 40		0 40	50 80	127 00
Tot. Employees	0 70			8 40		9 10	1,288 70	141 62
Creditors								
Secured creditors				0 90		0 90	114 30	127 00
Preferential creditors				1 40	0 80	2 20	209 80	95 36
Unsecured creditors				1 90		1 90	241 30	127 00
Tot Creditors				4 20	0 80	5 00	565 40	113 08
Reporting								
Statutory reporting			1 10	14 90		16 00	2,027 80	126 74
Reporting to creditors				1 20	1 00	2 20	247 00	112 27
Closure reporting				2 50		2 50	317 50	127 00
SIP9 report			0 20	1 00		1 20	169 20	141 00
Director/debtor reporting				0 10		0 10	12 70	127 00
Tot Reporting			1 30	19 70	1 00	22 00	2,774 20	126 10
Cashiering								
Cheque banking & posting					1 60	1 60	160 00	100 00
Cheque issuing and posting					0 50	0 50	50 00	100 00
Bank Reconciliations			0 10		2 00	2 10	231 00	110 00
Bank Account Management			0 10		0 20	0 30	41 10	137 00
Sundry Cashiering				0 70	11 10	11 80	1,198 90	101 60
Tot Cashiering			0 20	0 70	15 40	16 30	1,681 00	103 13
Statutory & Compliance								
Case review	0 40	5 10	0 10	7 30		12 90	2,232 70	173 08
Statutory documentation			0 30	1 50		1 80	230 60	128 11
Tot Statutory & Compliance	0 40	5 10	0 40	8 80		14 70	2,463 30	167 57
Total Hours	1 50	6 00	5 00	58 20	17 20	87 90		
Total Time Costs (£)	475.50	1,378 20	1,044 50	7,024.30	1,699 00		11,621 50	
Av Hourly Rate	317 00	229 70	208 90	120 69	98 78			132 21



**Alpha-Zahn Limited T/A Acodent Dental (in Administration)
Joint Administrators' SIP 9 Analysis**

A more detailed explanation of the work carried out is summarised below

Administration and Planning

- Includes case planning and strategy, case set-up and case administration

Taxation

- Initial notifications to HMRC
- Preparation of corporation tax returns for Administration period

Investigations

- Correspondence with former directors for completion of CDDA questionnaires and their requirement to prepare statement of affairs
- Investigation of Company's affairs and conduct as outlined in the Insolvency Act 1986 and Statement of Insolvency Practice 2

Realisation of assets

Sale of business

- Liaising with interested parties, sale of business and assets
- Advertising, preparation of sales memorandum and information for interested parties
- Reviewing and documenting terms of offer and sale documentation and seeking legal advice on issues on sale, including environment, licences and transfer of employees
- Implementation of sale completion

Other assets

- Realisation of all other assets, including cash at bank, book debts and refunds
- Dealing with assets subject to retention of title, and HP/leased assets
- Arranging insurance of assets

Trading

- Maintenance of site in order to achieve a sale of the business
- HR/Employee related issues, staff management
- Environmental and health and safety issues
- Dealing with suppliers and utility companies (orders/undertakings)
- Dealing with customers
- Licence/permit issues

Employees

- Dealing with redundant staff, RP1 claim forms, RP14 and RP14A and RP15
- Liaising with Redundancy Payments Office
- Dealing with Employment Tribunal queries

Creditors

- Liaising with creditors and dealing with creditor related issues



Reporting

- Preparation of Administrators' proposals and forms for initial meeting of creditors
- Reporting results of meeting to creditors
- Periodic statutory reporting requirements
- Reporting to Secured Creditors
- Closure reporting

Cashiering

- Establishing set up of case details on IPS
- Setting up bank account
- Case maintenance of bank accounts and periodic reconciliations
- Issuing and banking cheques, electronic transfers

Statutory & Compliance

- Preparation and lodgement of statutory appointment documents
- Initial notices following appointment
- Case monitoring and statutory compliance, internal case reviews
- Case bordereau

Guidance for creditors on charge out rates and allocated (Category 2) disbursements
Charge out rates for Mazars LLP Restructuring Services

It is anticipated that the following grades of personnel will work on the case. Their current charge out rates are set out below.

Grade of personnel	Hourly charge out rate (£)
Partner	317 00
Director	227 00
Senior manager	211 00
Manager	185 00
Assistant manager	148 00
Senior Administrator	127 00
Administrator	100 00
Junior Administrator	65 00
Cashier	100 00

Charge out rates are reviewed annually on 1 September and in common with other professional firms, may increase over the period of the administration of a case. The rates are appropriate to the skills and experience of the team member and the work that they perform. Time is recorded in 6 minute units with supporting narrative to explain the work undertaken.

Allocated (category 2) disbursements

It is proposed that the following allocated expenses of administering the case be charged -

- **Company search(es)** Searches are obtained by the firm's company secretarial department and are charged at the cost of the search plus an administration charge, which is currently 25% of cost, subject to a minimum administration charge of £5 00.
- **Mileage** will be charged at relevant Inland Revenue rates, currently 45p per mile.
- **Document storage** – based on the cost of the square footage occupied by boxes and files of records and allocated on the basis of the number of open cases.
- **Electronic verification of individual's identity** for money laundering purposes, charged at £2 50 per individual or £10 00 per company (where applicable).

It should be noted that disbursement costs might increase from time to time. However, increases would only be in line with inflation or increases from our suppliers.

Guidance for creditors on charge out rates – Mazars Receivables Management**Charge out rates from 1st September 2014 to 31st August 2016**

It is anticipated that the following grades of personnel will work on the above case. Their current charge-out rates are set out below

Grade of personnel	Maximum Hourly charge out rate (£)
Director	245 00
Manager	211 00
Senior Administrator	165 00
Administrator	115 00

Guidance for creditors on charge out rates – Mazars Tax Department**Charge out rates from 1st September 2011 to 31st August 2016**

In common with other professional firms, our charge out rates increase from time to time over the period of administration of a case.

Grade of personnel	Hourly charge out rate (£)
Partner	280 00
Director	243 00
Senior manager	169 00
Manager	143.00
Assistant manager	116 00
Senior 1	95 00
Senior 2	84 00
Senior 3	79 00
Senior 4	74.00
Trainee 1	69.00
Trainee 2	58 00
Trainee 3	53.00
Trainee 4	48 00