

The Insolvency Act 1986

**Statement of administrator's proposals****2.17B**

Name of Company <b>THE DRY CLEANING BUSINESS LIMITED</b>	Company number <b>05746399</b>
In the <b>HIGH COURTS OF JUSTICE</b> [full name of court]	Court case number <b>15574 of 2009</b>

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

I / We (a) **Bernard Hoffman and Ian Douglas Yerrill, both of Gateway House, Highpoint Business Village, Henwood, Ashford, Kent TN24 8DH**

\* Delete as applicable

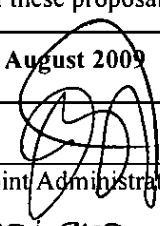
attach a copy of ~~\*my~~ / our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) Insert date

(b) **25<sup>th</sup> August 2009**

Signed

  
Joint Administrator

Dated

**25/08/09**

**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

<b>Gerald Edelman Business Recovery, Gateway House, Highpoint Business Village, Henwood,</b>	
<b>Ashford, Kent TN24 8DH</b>	
	Tel <b>01233 666280</b>
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



PC4

COMPANIES HOUSE

TUESDAY



**Gerald Edelman**  
Business Recovery

**Strictly Private & Confidential**

Our Ref: ADM092T/DPJ/5

**TO ALL CREDITORS**

Your Ref:

25<sup>th</sup> August 2009

Dear Sirs

**THE DRY CLEANING BUSINESS LIMITED**  
**In Administration ("the Company")**  
**High Courts of Justice: No. 15574 of 2009**

We refer to previous correspondence in the above matter and detail below a Statement of our proposals in accordance with paragraph 49 of Schedule B1 to the Insolvency Act 1986 ("the Act") and rule 2.33 of the Insolvency Rules 1986 (as amended) ("the Rules").

**Statutory Information**

The Company, registration number 05746399, was incorporated on 16<sup>th</sup> March 2006. The Company was incorporated in the name Rooksbury Limited, which was changed to its current style on 4<sup>th</sup> April 2006. Its registered office address is Gateway House, Highpoint Business Village, Henwood, Ashford, Kent TN24 8DH, having been changed from 15 Station Road, St. Ives, Cambridgeshire PE27 5BH shortly after our appointment.

The officers of the Company are scheduled as:

Name of Officer	Office Held	Appointment Date
Avnish Patel	Director	04/04/06
Kirtash Patel	Director	04/04/06
Kirtash Patel	Company Secretary	04/04/06

The Company has an authorised share capital of £100 divided into 100 Ordinary £1 shares, of which all have been issued and are fully paid up. The shares of the Company are held as follows:

Name of Shareholder	Number of Shares Held	Percentage of Shares
JSP Holdings Ltd	100	100

Cont.



Partners  
B Hoffman FCCA FABRP  
I D Yerrill FIPA FABRP  
D Murphy

M Harris FCA  
C R Burns FCA CTA  
R H Kleiner FCA  
N Summer FCA  
H J Wallis FCA  
D A Convisser FCA  
D B Atkinson FCA  
D S Patel FCCA  
S H Rosenberg ACA  
S P Coleman ACA  
A C Shah FCCA  
G W Thomas Cert PFS

Consultant  
L F Crowther

Gateway House  
Highpoint Business Village  
Henwood, Ashford  
Kent TN24 8DH  
T: +44 (0)1233 666 280  
F: +44 (0)1233 666 281

25 Harley Street  
London W1G 9BR  
T: +44 (0)20 7299 1400  
F: +44 (0)20 7637 1440

Other offices at:  
Whetstone, London  
T: +44 (0)20 8492 5600

Braintree, Essex  
T: +44 (0)1376 569 333

TDCB/I

### Appointment of Joint Administrators

Bernard Hoffman, FCCA, FABRP, who is licensed to act as an Insolvency Practitioner by the Association of Chartered Certified Accountants and Ian Douglas Yerrill, FIPA, FABRP, who is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association, both of this office, were appointed Joint Administrators of the Company on 2<sup>nd</sup> July 2009. In accordance with paragraph 100(2) of Schedule B1 to the Act, we would confirm that all functions of the Joint Administrators may be exercised by either or both of the Joint Administrators.

The appointment was made by the Directors of the Company.

### Circumstances Leading to Appointment

The Company traded from JSP House, Dukes Road, London W3 0Sl as a provider of dry cleaning and related services.

The business was adversely effected by the global economical downturn to such an extent that the Directors sought professional advice and subsequently appointed Administrators with a view to achieving the survival of the whole, or substantially the whole of the business.

The Directors of the Company have been asked to provide additional information regarding the history of the Company and the Company's affairs in general and reminded of their duties pursuant to Section 235 of the Insolvency Act 1986. To date, this request has not been complied with.

### Action since Appointment

As disclosed in our last Report, prior to our appointment agents, namely AgentCite Limited, were instructed to prepare a valuation of the Company's assets and the business and assist with a sale of same.

Discussion took place with a party interested in buying the business and assets of the Company. After negotiations, an offer was received and it was recommended that this offer should be accepted as it represented a greater net realisation than any other method of disposal.

The agreed sale price was £20,000, broken down as to £17,500 for the chattel assets and £2,500 for goodwill. Payment is to be made by way of six monthly instalments (five of £3,333.33 followed by a final instalment of £3,333.35).

Our solicitors in this matter, Ronaldsons, were instructed to prepare a sale agreement on our behalf.

The agreement has been secured by way of a fixed and floating charge Debenture, granted in favour of The Dry Cleaning Business Limited (In Administration) by the purchasing company, dated 8<sup>th</sup> July 2009. The agreement has also been personally guaranteed by the directors of the purchasing company.

We would advise you that the purchaser of the business and assets was AB Care Homes Limited, a legally connected company.

The sale enabled the assets to remain in situ, thereby alleviating any removal and storage costs. Further it facilitated the initiation of a new viable business and the protection of employment. This in turn has generated a better realisation than would have been achieved on liquidation.

As previously advised, as part of the sale of goodwill, the Administrators have agreed to changed the name of the Company to AB Care Homes Limited, allowing that company to change its name to The Dry Cleaning Business Limited.

HSBC Invoice Finance (UK) Limited are currently collecting the book debts that have been factored to them and we await confirmation of the final position. It is understood that a surplus may be realised into the Administration, the extent of which is yet to be determined.

It is anticipated that realisations may be sufficient to allow for a nominal dividend to unsecured creditors.

Ronaldsons have collected the first instalment of £3,333.33 and shall account to us for same shortly.

#### Receipts and Payments Account

We attach a copy of our up to date Receipts and Payments account, from which you will see that as at today's date, we are showing a nil balance.

A number of costs have been incurred and not yet discharged including the costs of our agent, legal costs, statutory advertising, and bonding.

#### Statement of Affairs

The Directors of the Company have been given Notice to submit a Statement of Affairs for the Company in accordance with paragraph 47(1) of the schedule B1 of the Act. He has subsequently been reminded of his duties pursuant to Section 235 of the Act, however to date that Statement of Affairs has yet to be lodged in these proceedings.

An estimated statement as at the date of our appointment has been prepared by this office and is attached. This incorporates a schedule detailing the names, addresses and balances due in respect of all known creditors of the Company.

You will see from the estimated statement provided that there would appear to be sufficient Book Debts to discharge the monies owed to HSBC Invoice Finance (UK) Limited, although as mentioned previously we await confirmation of the final position.

Any return to creditors is dependent on the level of realisations and subject to the costs of the Administration.

Should funds allow for a dividend to unsecured creditors the Company shall be moved to a creditors' voluntary liquidation.

## Proposals

The Joint Administrators propose that:

1. They continue to monitor receipt of the instalments in respect of the sale of the Company's business and assets.
2. They continue to monitor the progress of HSBC Invoice Finance (UK) Limited in respect of the collection of the Company's book debts.
3. That, in the event that realisations are sufficient to facilitate a distribution to unsecured creditors then the Joint Administrators will take steps to place the Company into creditors' voluntary liquidation. It is proposed that the Joint Administrators will be nominated as Joint Liquidators. In accordance with paragraph 83(7) of Schedule B1 and rule 2.117(3) of the Rules, creditors may nominate a different person provided such nomination is made between the dates of receipt of the proposal and approval of same.
4. That, if insufficient funds are available to facilitate a distribution to the unsecured creditors, then the Joint Administrators will take the necessary steps to move the Company from Administration to Dissolution under the procedure detailed in paragraph 84 of Schedule B1 of the Act.
5. That the Joint Administrators fix their remuneration by reference to the time properly expended by them and their staff in relation to the conduct of the administration and shall draw such Remuneration as, when and if funds are available. In this regard your attention is drawn to the attached 'A Creditors' Guide to Administrators' Fees'.

## Meeting of Creditors

In accordance with paragraph 51 of Schedule B1 to the Act, we enclose herewith Notice of a forthcoming Meeting of Creditors. This meeting is convened for the purpose of receiving a copy of this Report and, in particular, to receive a copy of the Joint Administrators' proposals, as mentioned above.

In addition to the above, a Resolution will be sought at the Meeting of Creditors, in accordance with rule 2.106 of the Rules, fixing the manner in which the Joint Administrators are to be remunerated, as '5' above.

## Remuneration

Creditors should note that this firm's charge-out rates are as follows:

Partner 1 (Licence Holder)	£350 per hour
Partner 2 (Non Licence Holder)	£275 per hour
Manager	£200 per hour
Senior Administrator	£160 per hour
Administrator	£125 per hour

All of the foregoing are subject to VAT.

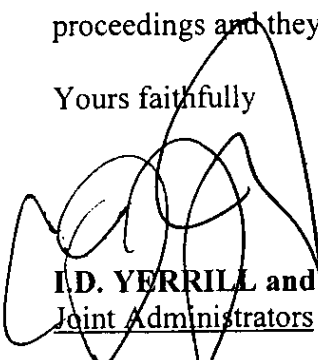
It is additionally the policy of this Practice to recover third party disbursements at cost.

The balance currently outstanding on our time ledger is £8,379 and a breakdown is attached to this Report.

EC Regulations

Please note that in the opinion of the Joint Administrators, the EC Regulation applies to these proceedings and they are main proceedings.

Yours faithfully



**I.D. YERRILL and B. HOFFMAN**  
Joint Administrators

*Licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association and the Association of Chartered Certified Accountants respectively.*

**The Dry Cleaning Business Limited**  
(In Administration)

**JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 02/07/2009 To 25/08/2009 £	From 02/07/2009 To 25/08/2009 £
<b>RECEIPTS</b>			
(1) Book Debts	20,867.00	0.00	0.00
(3) Chattel Assets	4,995.00	0.00	0.00
(4) Goodwill	Uncertain	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<b>PAYMENTS</b>			
		<u>0.00</u>	<u>0.00</u>
<b>BALANCE - 25 August 2009</b>			<u><u>0.00</u></u>

Insolvency Act 1986

The Dry Cleaning Business Limited  
Estimated Statement Of Affairs as at 2 July 2009

	Book Value £	Estimated to Realise £	£
<b>ASSETS</b>			
(1) Book Debts	26,084.00	20,867.00	
(2) HSBC Invoice Finance (UK) Ltd	(15,507.00)	(15,507.00)	
		5,360.00	5,360.00
(3) Chattel Assets	34,754.00		4,995.00
(4) Goodwill	176,675.00		Uncertain
			10,355.00
<b>LIABILITIES</b>			
<b>PREFERENTIAL CREDITORS:-</b>			
			NIL
			10,355.00
Estimated prescribed part of net property where applicable (to carry forward)			2,680.00
			7,675.00
<b>DEBTS SECURED BY FLOATING CHARGE</b>			
			NIL
			7,675.00
Estimated prescribed part of net property where applicable (brought down)			2,680.00
			10,355.00
<b>Unsecured non-preferential claims (excluding any shortfall to floating charge holders)</b>			
(5) Trade & Expense		85,833.00	
(6) HM Revenue & Customs - PAYE/NIC		78,425.00	
(7) HM Revenue & Customs - VAT		59,303.00	
(8) Avnish Patel		191,682.00	
			415,243.00
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)			(404,888.00)
			(404,888.00)
<b>Issued and called up capital</b>			
(9) Ordinary Shareholders		100.00	
			100.00
<b>TOTAL SURPLUS/(DEFICIENCY)</b>			<u>(404,988.00)</u>



## **THE DRY CLEANING BUSINESS LIMITED**

### **Notes to Statement of Affairs**

1. Book Debts have been written down by 20% to allow for potential bad debts.
2. HSBC Invoice Finance (UK) Limited hold fixed and floating charges over the Company's assets by way of a debenture dated 10<sup>th</sup> June 2008. The fixed charge over book debts comes by way of a factoring agreement.
3. Chattel Assets have been valued by an independent professional agent, namely AgentCite Limited.
4. Goodwill has an uncertain realisable value due to the fact that it would almost certainly have no value on a cessation of trading basis.
5. Per attached schedule.
6. Relates to outstanding PAYE/NIC. The liability in this regard has yet to be fully quantified.
7. Relates to outstanding VAT.
8. Relates to monies personally invested by a Director of the Company.
9. 100% of the Company's shares are owned by JSP Holdings Limited.

**NO ACCOUNT HAS BEEN TAKEN ON THE STATEMENT OF AFFAIRS FOR THE COSTS OF THE ADMINISTRATION.**

**Gerald Edelman Business Recovery**  
**The Dry Cleaning Business Limited**  
**B - Company Creditors**

Key	Name	Address	£
CB00	British Gas	PO Box 254, Camberley, Surrey, GU15 3WA	6,003.94
CE00	EDF Energy	EDF Energy, Freepost 3814, London, WC1V 6AJ	10.50
CE01	EDF Energy	EDF Energy, Freepost 3814, London, WC1V 6AJ	10.50
CE02	Edwards Accountants	15 Station Road, St Ives, Cambridgeshire, PE27 5BG	11,562.00
CG00	G&P Services	1 Elmhurst, St Catherine's Road, Broxbourne, Herts, EN10 7LF	15,251.02
CH00	HM Revenue & Customs	Durrington Bridge House, Barrington Road, Worthing, West Sussex, BN12 4SE	78,425.20
CH01	HM Revenue & Customs - VAT	Insolvency Operations, 3NW Queens Dock, Liverpool, L74 4AF	59,303.43
CI00	Integrated Systems	65 East Hill, Wandsworth, London, SW18 2QE	41,183.30
CJ00	JLA Limited	Meadowcroft Lane, Halifax Road, Ripponden, West Yorkshire, HX6 4AJ	256.27
CK00	K&S Packaging	33-37 Garman Road, London, N17 0ST	1,222.45
CP00	Avnish Patel	Ankur, 2 The Close, Russell Hill, Purley, Surrey, CR8 2JU	191,682.00
CR00	Alex Reid	128-130 Beddington Lane, Croydon, Surrey, CR0 4YZ	10,332.65
<b>12 Entries Totalling</b>			<b>415,243.26</b>

# **A Creditors' guide to Administrators' fees**

## **England and Wales**

### **1 Introduction**

**1.1** When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees and explains the basis on which fees are fixed.

### **2 The nature of administration**

**2.1** Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court with the following objective:

- rescuing the company as a going concern, or
- achieving a better result for the creditors as a whole than would be likely if the company were wound up without first being in administration,

or, if the administrator thinks neither of these objectives is reasonably practicable

- realising property in order to make a distribution to secured or preferential creditors.

### **3 The creditors' committee**

**3.1** The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is normally established at the meeting of creditors which the administrator is required to hold within a maximum of 10 weeks from the beginning of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee asks for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide information about the exercise of his functions.

### **4 Fixing the administrator's fees**

**4.1** The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed either:

- as a percentage of the value of the property which the administrator has to deal with, or
- by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration.

It is for the creditors' committee (if there is one) to determine on which of these bases the remuneration is to be fixed, and if it is fixed as a percentage fix the percentage to be applied. Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case;
- any responsibility of an exceptional kind or degree which falls on the administrator;
- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties;
- the value and nature of the property which the administrator has to deal with.

**4.2** If there is no creditors' committee, or the committee does not make the requisite determination, the administrator's remuneration may be fixed by a resolution of a meeting of creditors having regard to the same matters as the committee would. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator.

**4.3** There are special rules about creditors' resolutions in cases where the administrator has stated in his proposals that the company has insufficient property to enable a distribution to be made to unsecured creditors except out of the reserved fund which may have to be set aside out of floating charge assets.

In this case, if there is no creditors' committee, or the committee does not make the requisite determination, the remuneration may be fixed by the approval of –

- each secured creditor of the company; or
- if the administrator has made or intends to make a distribution to preferential creditors –
  - each secured creditor of the company; and
  - preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval, having regard to the same matters as the committee would.

Note that there is no requirement to hold a creditors' meeting in such cases unless a meeting is requisitioned by creditors whose debts amount to at least 10 per cent of the total debts of the company.

**4.4** A resolution of creditors may be obtained by correspondence.

## **5 What information should be provided by the administrator?**

### **5.1 When seeking fee approval**

**5.1.1** When seeking agreement to his fees the administrator should provide sufficient supporting information to enable the committee or the creditors to form a judgement as to whether the proposed fee is reasonable having regard to all the circumstances of the case. The nature and extent of the supporting information which should be provided will depend on:

- the nature of the approval being sought;
- the stage during the administration of the case at which it is being sought; and
- the size and complexity of the case.

**5.1.2** Where, at any creditors' or committee meeting, the administrator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case.

**5.1.3** Where the administrator seeks agreement to his fees during the course of the administration, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the administrator should disclose to the committee or the creditors the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case. The additional information should comprise a sufficient explanation of what the administrator has achieved and how it was achieved to enable the value of the exercise to be assessed (whilst recognising that the administrator must fulfil certain statutory obligations that might be seen to bring no added value for creditors) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4.1 above. To enable this assessment to be carried out it may be necessary for the administrator to provide an analysis of the time spent on the case by type of activity and grade of staff. The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff:

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the administrator's own initial assessment, including the anticipated return to creditors. To the extent applicable it should also explain:

- Any significant aspects of the case, particularly those that affect the amount of time spent.
- The reasons for subsequent changes in strategy.
- Any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make.
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement.
- Any existing agreement about fees.
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees.
- It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases.

5.1.4 Where the fee is charged on a percentage basis the administrator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by an administrator or his staff.

## **5.2 After fee approval**

Where a resolution fixing the basis of fees is passed at any creditors' meeting held before he has substantially completed his functions, the administrator should notify the creditors of the details of the resolution in his next report or circular to them. In all subsequent reports to creditors the administrator should specify the amount of remuneration he has drawn in accordance with the resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the administrator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out.

## **5.3 Expenses and disbursements**

There is no statutory requirement for the committee or the creditors to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the administrator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the administrator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

## **6 What if a creditor is dissatisfied?**

6.1 If a creditor believes that the administrator's remuneration is too high he may, if at least 25 per cent in value of the creditors (including himself) agree, apply to the court for an order that it be reduced. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing. Unless the court orders otherwise, the costs must be paid by the applicant and not as an expense of the administration.

## **7 What if the administrator is dissatisfied?**

7.1 If the administrator considers that the remuneration fixed by the creditors' committee is insufficient he may request that it be increased by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient, he may apply to the court for it to be increased. If he decides to apply to the court he must give at least 14 days' notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

## 8 Other matters relating to fees

**8.1** Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.

**8.2** If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

a)	Partner 1 (Licence Holder)	(£350 per hour)
b)	Partner 2 (Non Licence Holder)	(£275 per hour)
c)	Manager	(£200 per hour)
d)	Senior Administrator	(£160 per hour)
e)	Administrator	(£125 per hour)
f)	Assistant/Support	(£100-£125 per hour)

# Time Entry - SIP9 Time & Cost Summary

## ADM092T - The Dry Cleaning Business Limited

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	0.00	12.10	0.40	12.50	1,976.00	158.08
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.70	0.00	5.80	0.60	7.10	1,233.00	173.66
General Correspondence	0.00	0.20	2.40	0.00	2.60	424.00	163.08
Investigations	0.00	0.00	1.40	0.00	1.40	224.00	160.00
Realisation of Assets	3.30	0.00	21.70	0.00	25.00	4,522.00	180.88
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>4.00</b>	<b>0.20</b>	<b>43.40</b>	<b>1.00</b>	<b>48.60</b>	<b>8,379.00</b>	<b>172.41</b>
<b>Total Fees Claimed:</b>						<b>0.00</b>	

## Notice of a meeting of creditors

Name of Company

**THE DRY CLEANING BUSINESS LIMITED**

Company number

**05746399**

In the

**HIGH COURTS OF JUSTICE***[full name of court]*

Court case number

**15574 of 2009**

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

Notice is hereby given by (a) **Bernard Hoffman and Ian Douglas Yerrill, both of Gateway House, Highpoint Business Village, Henwood, Ashford, Kent TN24 8DH**

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

that a meeting of the creditors of (b) **The Dry Cleaning Business Limited, whose registered office is situated at Gateway House, Highpoint Business Village, Henwood, Ashford, Kent TN24 8DH**

(c) Insert details of place of meeting

is to be held at (c) **25 Harley Street, London W1G 9BR**

(d) Insert date and time of meeting

on (d) **Wednesday 9<sup>th</sup> September 2009 at 11.00 hrs.**

The meeting is:

\*Delete as applicable

- \* (1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ("the Schedule");**  
~~**\* (2) an initial creditors' meeting requested under paragraph 52(2) of the Schedule;**~~  
~~**\* (3) to consider revisions to my proposals under paragraph 54(2) of the Schedule;**~~  
~~**\* (4) a further creditors' meeting under paragraph 56 of the Schedule;**~~  
~~**\* (5) a creditors' meeting under paragraph 62 of the Schedule.**~~

I invite you to attend the above meeting.

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed

Joint Administrator

Dated

25/09/09

\* Delete as applicable

A copy of the ~~\*proposals / revised proposals~~ is attached



**THE DRY CLEANING BUSINESS LIMITED**

High Courts of Justice: No. 15574 of 2009

Relevant Date for Claims: 2nd July 2009

**Proof of Debt Form**

Name of Creditor	
Address of Creditor	
Total amount of Claim (incl. VAT)	
Documents by which claim can be substantiated (if required)	
Details of any security held (copies of any Charges may be requested)	
Details of how & when debt arose	
Signature of Creditor	
Name of Signatory	
Date	

**FOR OFFICIAL USE ONLY**

Date claim rec'd	<input type="text"/>	Date claim admitted	<input type="text"/>
Preferential	<input type="text"/>	Non-preferential	<input type="text"/>
Entered (IPS)	<input type="text"/>	Initials	<input type="text"/>

## Proxy (Administration)

**The Dry Cleaning Business Limited**

Name of Creditor \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on **Wednesday 9<sup>th</sup> September 2009 at 11.00am**, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

## Voting Instructions for resolutions

\*Please delete as appropriate

1. For the acceptance/rejection\* of the administrator's proposals/revised proposals\* as circulated

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. For the appointment of

\_\_\_\_\_

of

\_\_\_\_\_

representing \_\_\_\_\_

as a member of the creditors' committee

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature

\_\_\_\_\_

\_\_\_\_\_

Remember: there may be resolutions on the other side of this form