

Form 1 3

Rule 1.26

**The Insolvency Act 1986**

Notice to Registrar of Companies of  
Supervisor's Progress Report

**Pursuant to Rule 1.28A(4)(a) or  
Rule 1.54 of the  
Insolvency Rules 1986**

**R.1.26(4)(a)/  
R.1.54**

**Official Use**

To the Registrar of Companies

For

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**Company**

**Number**

05992075

Insert full name of  
company

Name of Company

AMP Communications Limited

Insert full name and  
address

I Nedim Ailyan  
Abbott Fielding Limited t/a Griffins  
142/148 Main Road  
Sidcup  
DA14 6NZ

Insert date

supervisor(s) of a voluntary arrangement approved on

27 September, 2013

Attach my progress report for the period

From

27 September 2015

To

26 September 2016

Number of continuation sheets (if any) attached

☐

Signed

Date

Presenter's name,  
address and reference  
(if any)

Nedim Ailyan  
Griffins  
142/148 Main Road  
Sidcup  
Kent  
DA14 6NZ

**For Official Use**

Liquidation Section

Post Room

FRIDAY



A08

\*A5KHKDD7\*

25/11/2016

#342

COMPANIES HOUSE

**AMP COMMUNICATIONS LIMITED  
COMPANY VOLUNTARY ARRANGEMENT  
HIGH COURT OF JUSTICE - NO. 6231 OF 2013**

**SUPERVISOR'S REPORT TO CREDITORS ON THE PROGRESS OF THE ARRANGEMENT**

**INTRODUCTION**

The voluntary arrangement was approved on 27 September 2013 and I was appointed Supervisor

Attached is my receipts and payments account for the 12 months ended 16 September 2016, together with a summary which gives details of all transactions for the 36 months since the commencement of the voluntary arrangement on 27 September 2013

**COMMENTS ON RECEIPTS AND PAYMENTS**

Debtor contributions

Under the modified terms of the arrangement AMP Communications Limited is scheduled to make 60 consecutive monthly contributions of £7,210, rising as reviews allow

I can advise that I have received payments totalling £100,940 00 in the period which includes the additional 2 payments referred to in my previous years report

The balance of funds are held in an interest bearing estate bank account

A review to ascertain whether any additional payments have become due has been undertaken in the period. As a result of a final agreed claim from HM Revenue & Customs ("HMRC") which was higher than anticipated in the original proposal it was determined that the contributions would need to be increased in order to maintain the anticipated level of dividend. Following discussions with the directors an increased contribution level of £8,325 was agreed for the remainder of the term of the arrangement. I can confirm that the first increased contribution of £8,325 was received on 12 October 2016

Bank Interest Gross

I have received £48 68 gross bank interest in the period on funds held in the arrangement bank account making a total of £102 37 received in total

Other Bank Interest

As advised, in my previous report, bank interest of £14 13 has been received from Natwest Bank plc in respect of the refund of bank charges detailed below

Bank Charge Refund

As advised, in my previous report, a refund of £401 54 has been received from Natwest Bank Plc in respect of a refund of bank charges. This constitutes a windfall in accordance with the proposal

**CREDITOR CLAIMS**

	As per Proposals	Lodged to Date
	£	£
Unsecured	411,554 56	439,715 16

There are 3 creditor claims outstanding with a statement of affairs balance totalling £7,130. The overall level of creditor's claims is greater than that estimated in the proposal



Accordingly the monthly contributions have been increased to £8,325 per month for the remainder of the term of the arrangement

## OFFICE HOLDER'S REMUNERATION

Under the terms of the proposal my remuneration as Nominee is to be calculated on a time cost as a fixed fee of £4,000. As detailed in my previous report I have drawn £4,000 in respect of this fee

Under the terms of the proposal my remuneration as Supervisor is to be calculated on a time cost basis (plus VAT). I have not drawn any Supervisor's remuneration in the period covered by this report and £6,000 in total during the arrangement. A further £3,500 has been drawn in the period subsequent to this report

My total costs to 26 September 2016 amount to £10,727.50 representing 43.80 hours at an average charge out rate of £244.92 per hour, of which £3,683.00 representing 13.80 hours work has been incurred in the period since 27 September 2015 at an average charge rate of £266.88 per hour

The proposal estimated that the total supervisor's fees for the duration of the arrangement would be £15,000

Schedules of my time costs are attached

A description of the routine work undertaken since my last progress report is as follows

- 1 Administration and Planning
  - Dealing with all routine correspondence
  - Maintaining physical case files and electronic case details on the case management system
  - Review and storage
  - Case bordereau
  - Case planning and administration
  - Preparing reports to members and creditors
- 2 Cashiering
  - Maintaining and managing the Supervisor's cashbook and bank account
  - Ensuring statutory lodgements and tax lodgement obligations are met
- 3 Creditors
  - Dealing with creditor correspondence and telephone conversations
  - Preparing reports to creditors
  - Maintaining creditor information on the case management system
  - Reviewing and adjudicating on proofs of debt received from creditors
- 4 Realisation of Assets
  - Corresponding with directors and collecting payments

During the course of the year I have taken the necessary steps to discharge my duties as Supervisor in accordance with the terms of the arrangement. This includes monitoring for receipt of the Company's contributions, reviewing the Company's trading, agreeing creditors' claims, and paying a dividend to creditors

This work was necessary to administer the voluntary arrangement. Some of the work was required by statute and regulatory guidance, but it contributed to the payment of the agreed dividends to creditors and the conclusion of this arrangement. I think that this shows that the fee paid to the Supervisor is a fair and reasonable reflection of the work carried out



Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/> A copy of 'A creditors' guide to insolvency practitioners' fees under voluntary arrangements' can be obtained from our website at <http://www.griffins.net/technical/> A hard copy is available on request from this office at the address below An explanatory note which shows my firm's practice fee recovery policy is attached to the report

## OFFICE HOLDER'S EXPENSES

I incurred Nominee's expenses to 27 September 2013 of £62.61 prior to my appointment as Supervisor I have drawn £27.61 to date none of which was drawn in the period since 27 September 2014

Details of these expenses are as follows

Nominee	£
Searches	5.00
Filing fee	35.00
Postage	22.61
<b>Total</b>	<b>£62.61</b>

I have incurred Supervisor's expenses to 26 September 2016 of £1,322.44 of which £13.26 was incurred in the period since 27 September 2015

I have drawn £1,225.28 to 26 September 2016 none of which was drawn in the period since 26 September 2015 Legal fees of £83.90 plus VAT were paid from the case funds in a previous period

I have incurred the following expenses in the period since my last progress report, details of the expenses since appointment are also provided

Type of expense	This Period		Cumulatively	
	Incurred	Paid	Incurred	Paid
Bond and Insurance			1,200.00	1,200.00
Legal			83.90	83.90
Postage	13.26		38.54	25.28
<b>Total</b>	<b>13.26</b>	<b>Nil</b>	<b>1,322.44</b>	<b>1,309.18</b>

I have used the following agents or professional advisors

Professional Advisor	Nature of Work	Basis of Fees
Lawbridge Solicitors	Solicitors	Time costs

I paid Lawbridge Solicitors £83.90 plus VAT of £16.78 being a fixed fee plus disbursements incurred in connection with filing the voluntary arrangement in the Companies Court

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them I have reviewed the fees charged and am satisfied that they are reasonable in the circumstances of this case



## MATTERS OUTSTANDING

Agreement of claims Any creditor who has not yet submitted a claim should now do so as soon as possible

## PROGRESS AND PROSPECTS FOR THE FULL IMPLEMENTATION OF THE ARRANGEMENT

The modified arrangement requires a minimum dividend of 100p in the £ A dividend for 10 1p in the £, was paid to all proving unsecured creditors on 20 November 2015, bringing total dividends paid to 26 September 2016 up to 30 8p in the £ An equalising dividend of £2,188 40, on an additional claim, was also paid on the same date

A further dividend of 25p in the £ together with an equalising dividend on the HMRC additional claim were paid in the period subsequent to this report bringing dividends up to 55 8p in the £ The current estimated outcome for the arrangement is to pay dividends totalling 100p in the £

To comply with the Provision of Services Regulations, some general information about Abbott Fielding Limited t/a Griffins can be found at <http://www.griffins.net/statutory-information/>

Nedim Aliyan  
Supervisor

24 November 2016



**AMP Communications Limited**  
**(Under a Voluntary Arrangement)**

**Supervisor's Abstract Of Receipts And Payments**

	Statement of affairs £	From 27/09/2015 To 26/09/2016 £	From 27/09/2013 To 26/09/2016 £
<b>RECEIPTS</b>			
Book Debts	212,515.00	0 00	0 00
Furniture & Equipment	NIL	0 00	0 00
Stock/WIP	NIL	0 00	0 00
Cash at Bank	1,560 00	0 00	0 00
Debtor Contributions		100,940 00	252,350 00
Directors loans	73,966 00	0 00	0 00
Bank Interest Gross		48 68	102 37
Other Bank Interest		0 00	14 13
Bank Charge Refund		0 00	401 54
		<u>100,988 68</u>	<u>252,868 04</u>
<b>PAYMENTS</b>			
Invoice Discounting/Factoring	(73,871 25)	0 00	0 00
Nominees fee		0 00	4,000 00
Nominees Disbursements		0 00	27 61
Office Holders Fees		0 00	6,000 00
Office Holders Expenses		0 00	1,225 28
Solicitor's Fee		0 00	83 90
Employee Arrears/Hol Pay	(20,508 44)	0 00	0 00
Trade & Expense Creditors	(96,255 30)	9,127 21	68,293 87
Employees	(116,034 60)	0 00	0 00
HM Revenue and Customs - PAYE / NIC	(134,105 40)	22,997 72	22,997 72
HM Revenue and Customs - Corp Tax	(30,701 95)	0 00	0 00
HM Revenue and Customs - VAT	(86,684 05)	0 00	0 00
HM Revenue and Customs - s455	(63,807 86)	0 00	0 00
Ordinary Shareholders	(1,000 00)	0 00	0 00
Vat Receivable		0 00	16 78
		<u>32,124 93</u>	<u>102,645 16</u>
<b>BALANCE - 26 September 2016</b>		<u><b>68,863.75</b></u>	<u><b>150,222.88</b></u>
<b>MADE UP AS FOLLOWS</b>			
Interest Bearing Bank Account		68,863 75	150,222 88
		<u>68,863 75</u>	<u>150,222 88</u>

## SIP 9 - Time & Cost Summary

Period 27/09/13 26/09/16

## Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & planning	1 40	8 70	0 00	21 90	32 00	7,643 00	238 84
Investigations	1 30	0 00	0 00	0 00	1 30	422 50	325 00
Realisations of assets	1 80	0 00	0 00	0 00	1 80	629 00	349 44
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	0 00	2 10	0 00	8 60	8 70	2,033 00	233 68
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00
<b>Total Hours</b>	<b>4 50</b>	<b>10 80</b>	<b>0 00</b>	<b>28 50</b>	<b>43 80</b>	<b>10,727 50</b>	<b>244 92</b>
<b>Total Fees Claimed</b>						<b>6,000 00</b>	

**SIP 9 - Time & Cost Summary**

Period 27/09/15 26/09/16

## Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & planning	0 00	6 00	0 00	3 10	9 10	2,341 00	257 25
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisations of assets	1 80	0 00	0 00	0 00	1 80	629 00	349 44
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	0 00	2 00	0 00	0 90	2 90	713 00	245 86
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00
<b>Total Hours</b>	<b>1 80</b>	<b>8 00</b>	<b>0 00</b>	<b>4 00</b>	<b>13 80</b>	<b>3,683 00</b>	<b>266 88</b>
<b>Total Fees Claimed</b>						<b>0 00</b>	



## **VOLUNTARY ARRANGEMENT PRACTICE FEE RECOVERY POLICY FOR GRIFFINS (The trading name of ABBOTT FIELDING LIMITED)**

### **Introduction**

The insolvency legislation was changed in April 2010 for insolvency appointments made from that time in order to allow more flexibility on how office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The legislation now allows different fee bases to be used for different tasks within the same appointment.

### **Time cost basis**

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

### **Charge out Rates**

<b>Grade of staff</b>	<b>Current charge-out rate per hour, effective from 1 February 2016 £</b>	<b>Previous charge-out rate per hour, effective from 1 February 2015 £</b>
Partner – appointment taker	365-520	345-500
Managers	280-370	260-350
Administrators	250-280	230-260
Support Staff	190-220	170-200

These charge-out rates charged are reviewed on an annual 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. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters

### **Percentage basis**

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. Where we would like to realise any asset or assets on a percentage basis we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

### **Fixed fee**

The legislation also allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Where we would like to charge a set amount for a task or different set amounts for different tasks we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

### **All bases**

CVAs and IVAs are VAT exempt, with the exception of certain situations where there has been a change of office holder, in which case the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.



## **Agent's Costs**

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

## **Disbursements**

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

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

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

The standard arrangement terms we use in IVA's do not give us authority to draw any category 2 disbursements.



## Proof of Debt - General Form

**AMP Communications Limited**  
**Company Voluntary Arrangement**

High Court of Justice No 6231 of 2013

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date of the meeting of creditors	£
4	Details of any documents by reference to which the debt can be substantiated [Note the Nominee or Supervisor may call for any document or evidence to substantiate the claim at his discretion]	
5	If total amount above includes outstanding uncapitalised interest, please state amount	£
6	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with Schedule 3 to the Social Security Pensions Act 1975)	Category  Amount(s) claimed as preferential £
7	Particulars of how and when debt incurred	
8	Particulars of any security held, the value of the security, and the date it was given	
9	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

For office use only	
Admitted to vote for	Admitted for dividend for
£	£
Date	Date