

# CVA3

## Notice of supervisor's progress report in voluntary arrangement



Companies House

MONDAY



A09 \*A6JKVUFE\* 20/11/2017 #2  
COMPANIES HOUSE

### 1 Company details

Company number 05992075

Company name in full AMP Communications Limited

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

### 2 Supervisor's name

Full forename(s) Nedim

Surname Ailyan

### 3 Supervisor's address

Building name/number 142-148 Main Road

Street Sidcup

Post town Kent

County/Region

Postcode DA14 6NZ

Country

### 4 Supervisor's name<sup>①</sup>

Full forename(s)

Surname

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

### 5 Supervisor's address<sup>②</sup>

Building name/number

Street

Post town

County/Region



Postcode

Country

② Other supervisor  
Use this section to tell us about  
another supervisor.

# CVA3

## Notice of supervisor's progress report in voluntary arrangement

<b>6</b>	<b>Date of voluntary arrangement</b>																	
Date	d	2	d	7	m	0	m	9	y	2	y	0	y	1	y	3		
<b>7</b>	<b>Period of progress report</b>																	
Date from	d	2	d	7	m	0	m	9	y	2	y	0	y	1	y	6		
Date to	d	2	d	6	m	0	m	9	y	2	y	0	y	1	y	7	/	
<b>8</b>	<b>Progress report</b>																	
<input checked="" type="checkbox"/> I attach a copy of the progress report																		
<b>9</b>	<b>Sign and date</b>																	
Supervisor's signature	Signature 																	
Signature date	d	1	d	7	m	1	m	0	y	2	y	0	y	1	y	7		

# CVA3

## Notice of supervisor's progress report in voluntary arrangement



### 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	Tamara Warner
Company name	Abbott Fielding Limited
Address	142-148 Main Road
	Sidcup
Post town	Kent
County/Region	
Postcode	D A 1 4 6 N Z
Country	
DX	
Telephone	020 8302 4344



### 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)

**TO ALL KNOWN MEMBERS AND CREDITORS**

14 November 2017

Our ref: npa/chm/ch ampc001 cva.12  
Your ref.

Dear Sir / Madam

**AMP COMMUNICATIONS LIMITED ("THE COMPANY")  
COMPANY VOLUNTARY ARRANGEMENT**

I enclose my report on the progress of the Arrangement for the period from 27 September 2013 to 26 September 2017. My report follows, and should be read in conjunction with my previous reports.

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 Voluntary Arrangement Fees' can be obtained from our website at <http://www.abbottfielding.co.uk/information-for-creditors>. Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the 6 April 2017 version. A hard copy can also be obtained on request from this office at the address below.

An explanatory note which shows Abbott Fielding's practice fee recovery policy is attached to the report.

If creditors or members have any queries regarding this notice or the enclosed documentation, they should contact Carol Hooper by email at [carol@abbottfielding.co.uk](mailto:carol@abbottfielding.co.uk), or by phone on 020 8302 4344.

Yours faithfully

  
Nedim Ailyan  
Supervisor

Nedim Ailyan is licensed in the United Kingdom to act as an insolvency practitioner by the The Insolvency Practitioners Association

:abbott:fielding:

142/148 Main Road Sidcup Kent DA14 6NZ  
Tel: 020 8302 4344 Fax: 020 8309 9178  
[info@abbottfielding.co.uk](mailto:info@abbottfielding.co.uk) [www.abbottfielding.co.uk](http://www.abbottfielding.co.uk)

Insolvency Practitioners act as agents only and without personal liability

Abbott Fielding Limited registered in England No 05588036 Registered Office Lynwood House, Crofton Road, Orpington, BR6 8QE

**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 26 September 2017, together with a summary which gives details of all transactions for the 48 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.

As previously advised a review to ascertain whether any additional payments have become due was undertaken. 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. An increased contribution level of £8,325 was agreed for the remainder of the term of the arrangement. A trading review was undertaken in November 2017 whereby it was agreed that no further increase was required with regard to the level of monthly contributions, subject to future review.

I have received monthly contributions at the increased rate of £8,325 amounting to £74,925 and a further £16,650 was received after the period of this report.

Bank Interest Gross

I have received £19.56 gross bank interest in the period on funds held in the arrangement bank account making a total of £121.93 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 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 drawn supervisor's remuneration of £4,500 in the period covered by this report: and £10,500 in total during the arrangement.

My total time costs to 26 September 2017 amount to £14,352.50, which have been charged at an average charge out rate of £250.04, of which £3,625.00 was charged in the period between 27 September 2016 and 26 September 2017. Schedules of my time costs incurred to date are attached.

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

1. Administration and Planning
  - Preparing documentation required.
  - 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.
  - Paying annual dividends
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.

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 Voluntary Arrangement Fees' can be obtained from our website at <http://www.abbottfielding.co.uk/information-for-creditors>. Please note that there are different versions and in this case you should refer to the 6 April 2017 version. A hard copy can also be obtained on request from this office.

An explanatory note which shows Abbott Fielding'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:

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

As Supervisor I have incurred expenses to 26 September 2017 of £1,333.50 of which £11.06 was incurred in the period since 27 September 2016.

I have drawn £1,249.60 to date of which £24.32 was drawn in the period since 27 September 2016. 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:

<b>Type of expenses</b>	<b>Amount incurred/accrued in the period £</b>
Postage	11.06
<b>Total</b>	<b>11.06</b>

I have used the following agents or professional advisors:

<b>Professional Advisor</b>	<b>Nature of Work</b>	<b>Basis of Fees</b>
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

- 1 Arrears: A change in bank details has resulted in a delay in AMP Communications Limited contributions. I have been advised that this matter has now been resolved.
- 2 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 £. The most recent dividend was for 16.70p in the £ and was paid to all proving unsecured creditors in October 2017, bringing total dividends paid to date to 72.50p in the £. The current estimated outcome for the arrangement is to pay dividends totalling 100p in the £.



Nedim Ailyan  
Supervisor

14 November 2017



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

**Supervisor's Summary of Receipts and Payments**

	Statement of affairs £	From 27/09/2016 To 26/09/2017 £	From 27/09/2013 To 26/09/2017 £
<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		74,925.00	327,275.00
Directors loans	73,966.00	0.00	0.00
Bank Interest Gross		19 56	121.93
Other Bank Interest		0.00	14.13
Bank Charge Refund		0.00	401 54
		<u>74,944.56</u>	<u>327,812.60</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		4,500 00	10,500.00
Office Holders Expenses		24.32	1,249.60
Solicitor's Fee		0.00	83.90
Employee Arrears/Hol Pay	(20,508.44)	0 00	0.00
Trade & Expense Creditors	(96,255.30)	17,175.28	85,469 15
Employees	(116,034 60)	0.00	0.00
HM Revenue and Customs - PAYE / NIC	(134,105.40)	136,894.21	159,891.93
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>158,593.81</u>	<u>261,238.97</u>
<b>BALANCE - 26 September 2017</b>		<u><b>(83,649.25)</b></u>	<u><b>66,573.63</b></u>
<b>MADE UP AS FOLLOWS</b>			
Interest Bearing Bank Account		(83,649.25)	66,573.63
		<u>(83,649 25)</u>	<u>66,573.63</u>

## SIP 9 - Time & Cost Summary

Period 27/09/13. 26/09/17

### 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	14 20	0 00	26 10	41 70	10,233 00	245 40
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	4 50	0 00	8 10	12 60	3,068 00	243 49
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>18 70</b>	<b>0 00</b>	<b>34 20</b>	<b>57 40</b>	<b>14,352 50</b>	<b>250 04</b>
<b>Total Fees Claimed</b>						<b>10,500 00</b>	

**SIP 9 - Time & Cost Summary**

Period: 27/09/16..26/09/17

## 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	5 50	0 00	4 20	9 70	2,590 00	267 01
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisations of assets	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	0 00	2 40	0 00	1 50	3 90	1,035 00	265 38
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00
<b>Total Hours</b>	0 00	7 90	0 00	5 70	13 60	3,625 00	266 54
<b>Total Fees Claimed</b>						4,500 00	

# **VOLUNTARY ARRANGEMENT PRACTICE FEE RECOVERY POLICY FOR ABBOTT FIELDING**

## **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 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**  
under rule 14.4 of The Insolvency (England and Wales) Rules 2016

**AMP Communications Limited ("the Company") - In Company Voluntary Arrangement**

**Decision Date: 27 September 2013**

1	Name of creditor:	
2	Address of creditor:	
3	<p>Claim, including VAT, as at date of Liquidation:</p> <p>Less: any payments made after that date in relation to the claim; any deduction for discounts (except a discount for immediate or early settlement) which would have been available but for the insolvency proceedings; and any adjustment as a result of set-off</p> <p>Total claim, including VAT</p>	<p>£</p> <p>£</p> <p>£</p>
4	The amount of any uncapitalised interest that is include in the claim, if any	£
5	Particulars of how and when the debt was incurred	
6	<p>Please provide details of any documents by which debt can be substantiated:</p> <p><i>(Notes - copies need not be supplied unless specifically requested by the office holder)</i></p>	
7	Particulars and value of any security held and the date it was given:	
8	<p>Signature of creditor or authorised person:</p> <p>NAME, IN BLOCK LETTERS:</p> <p>Creditor's reference.</p>	
9	<p>Position or relationship with creditor:</p> <p><i>(eg, director, accountant, credit controller etc)</i></p>	

**Guidance notes re preferential debts:**

For claims arising in insolvencies commencing on or after 15 September 2003 the categories of preferential debts under section 386(1) of the Insolvency Act 1986, are as follows:

- (a) pension scheme contributions;
- (b) remuneration etc of employees;
- (c) levies on coal and steel production

**VAT bad debt relief**

The provisions of the Finance Act 1990, came into effect on 26 July 1990, and introduced changes in the way that VAT on bad debts is recovered.

Your claim overleaf must be quoted inclusive of VAT. You may claim relief on your VAT return when the debt is at least six months old and has been written off. This system can also be applied to debts for any supplies made between 1 April 1989, and 25 July 1990, and such debts must be claimed gross overleaf. Any dividend you receive in respect of this claim will include payment in respect of the VAT element of your debt and you will be responsible for declaring such VAT to HM Customs & Excise.