

# AM03

## Notice of administrator's proposals



Companies House

THURSDAY



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31/10/2019

#335

COMPANIES HOUSE

### 1 Company details

Company number 06054878

Company name in full Everyman Legal Limited

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

### 2 Administrator's name

Full forename(s) Richard Paul

Surname Rendle

### 3 Administrator's address

Building name/number No 9 Hockley Court

Street Hockley Heath

Post town Solihull

County/Region

Postcode B946NW

Country

### 4 Administrator's name

Full forename(s)

Surname

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

### 5 Administrator's address

Building name/number

Street

Post town

County/Region

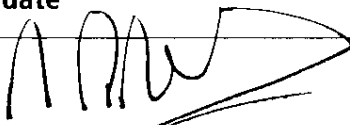
Postcode

Country

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

AM03

## Notice of Administrator's Proposals

|                              |   |   |  |
|------------------------------|---|---|--|
| <b>6</b>                     | <b>Statement of proposals</b>   |   |  |
|                              | <input checked="" type="checkbox"/> I attach a copy of the statement of proposals                                   |   |  |
| <b>7</b>                     | <b>Sign and date</b>  |   |  |
| Administrator's<br>Signature | <div>Signature</div> <div>✕ </div> | ✕ |  |
| Signature date               | <div><div>d2d9</div><div>m1m0</div><div>y2y0y1y9</div></div>  |   |  |

# AM03

## Notice of Administrator's Proposals



### Presenter information

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

|               |                                     |
|---------------|-------------------------------------|
| Contact name  | Joe Bentley                         |
| Company name  | R P Rendle & Co Limited             |
| Address       | No 9 Hockley Court<br>Hockley Heath |
| Post town     | Solihull                            |
| County/Region |                                     |
| Postcode      | B 9 4 6 N W                         |
| Country       |                                     |
| DX            | info@rprendle.com                   |
| Telephone     | 01564 783777                        |



### 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)**

**EVERYMAN LEGAL LIMITED  
IN ADMINISTRATION**

**ADMINISTRATOR'S PROPOSALS AND REPORT**

**PURSUANT TO PARAGRAPH 49 OF THE INSOLVENCY ACT 1986 (AS AMENDED)  
AND RULES 3.35 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 1986 (AS AMENDED)**

**Rendle & Co**

Chartered Accountants  
Licensed Insolvency Practitioner  
Pensions Consultants

No 9 Hockley Court, Hockley Heath, Solihull B94 6NW  
Rendle & Co is the trading style of R P Rendle & Co Limited  
Telephone: +44(0) 1564 783777 Fax +44(0)121 345 0790 Email: [info@rprendle.com](mailto:info@rprendle.com)  
Registered in England under number 5907349. A list of directors is available at the registered address.  
Our privacy policy is available at [www.rprendle.com](http://www.rprendle.com)

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## **EVERYMAN LEGAL LIMITED - IN ADMINISTRATION**

### **ADMINISTRATOR’S PROPOSALS AND REPORT**

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#### **1. BACKGROUND**

- 1.1. This report is prepared pursuant to paragraph 49 of Schedule B1 of the Insolvency Act 1986 (as amended) (“Act”). The purpose of the report is to update creditors and provide creditors with details of the Administrator’s proposals to achieve the purpose of the Administration. Much of the information has been provided from various sources within the Company and has not been verified by the Administrator or R P Rendle & Co Limited (“Rendle & Co”).
- 1.2. These Proposals and report have been prepared for the sole purpose of updating creditors in accordance with the Act and The Insolvency (England and Wales) Rules 2016 (as amended) (“Rules”). The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or part, by creditors for any purpose other than advising them, or by any other person for any purpose whatsoever.
- 1.3. Attached as Appendix A is an extract of statutory information, including details of the directors and company secretary, from the Company’s file held at Companies’ Registration Office.

#### **History**

- 1.4. The Company commenced trading in July 2007 with the aim of providing corporate legal advice and a platform for home-based freelance solicitors to work for the Company on a fee share basis.
- 1.5. The Company operated from 2,100 square feet of leasehold office premises in Witney. Working capital was over time provided by share capital (some £140,000) and borrowings (a further £100,000) guaranteed by James Hunt, the founder and MD. The working directors of the Company were James Hunt and Natalie Hopkins who resigned and left in mid-August 2019.
- 1.6. At one time there were some 8 freelance solicitors engaged on this basis but from July 2014 most of those solicitors left and the plan was then to focus efforts on building a full service law firm with employed solicitors in Witney albeit that the traditional legal services provided by the Company were increasingly under severe pricing pressure. In April 2018 part of the premises were sublet to reduce overheads.
- 1.7. A marketing plan around a new website was developed and the business focussed on an innovative succession planning service for owner managers of businesses. This was eventually called the Business Owners Succession Strategy (“BOSS”). Whilst that service, alongside the traditional corporate and commercial legal work, produced some good revenue, the property legal work did not generate the expected revenue. The business was throughout its operations dependent on James Hunt as the only significant work getter.

#### **Overview of the Financial Information**

- 1.8. Summarised profit and loss accounts for the years ended 30 June 2017 to 30 June 2019 and summary balance sheets for the years ended 30 June 2017 and 30 June 2018 are shown in Appendix B.

- 1.9. The information has been extracted from Companies Registration Office or provided by management and has not been checked or verified by the Administrator or Rendle & Co.

## **2. CIRCUMSTANCES AND EVENTS LEADING UP TO THE ADMINISTRATION**

- 2.1. In April 2019 the decision was made to reduce the team for the property legal work and to focus almost exclusively on the BOSS service offering. However, the pipeline of work, projected work flow and fees for that offering did not match the fixed costs in Witney. It was therefore necessary to find a merger partner or acquirer of the corporate legal services business to avoid triggering a liability to pay run off cover for professional indemnity insurance. The employees were provided with notice of redundancy in case a merger partner or acquirer could not be found.
- 2.2. As it transpired, despite extensive efforts, a merger partner or acquirer could not be found who was prepared to take on the successor practice liability and invest in the BOSS work with the legal team in place. In addition, negotiations to surrender the ground floor of the premises to the freeholder proved impossible to agree and an employee lodged a claim against the Company.
- 2.3. In early September 2019, the final potential suitor for the business withdrew from negotiations which led the Board to conclude the Company had to cease trading.
- 2.4. The director sought advice regarding the position of the Company and was advised that in order to protect the business and the Company he should take immediate steps to place the Company into Administration.
- 2.5. The directors attribute the failure of the business to the dependency on a single work provider and the inability to scale the BOSS service offering quickly enough.

## **3 ADMINISTRATOR’S APPOINTMENT**

- 3.1 Richard Paul Rendle of Rendle & Co was appointed as Administrator of the Company on 19 September 2019 by the directors.
- 3.2 The notice of appointment was filed in the High Court the Business and Property Courts of England and Wales under reference number CR-2019-006195.

### **Purpose of the Administration**

- 3.3 From 15 September 2003 the Enterprise Act 2002 (“Enterprise Act”) replaced the previous four purposes of Administration with one overarching purpose split into a 3 part single purpose:
  - Firstly, to rescue a company as a going concern (in other words a restructuring which keeps the entity intact).
  - Secondly, if the first purpose is not reasonably practicable (or the second purpose would clearly be better for creditors as a whole), then the Administrator must perform his functions with the objective of achieving a better result for creditors than would be obtained through an immediate liquidation of the company. This would normally be by a sale of the business and assets, or a significant part of them, as a going concern.
  - Thirdly, if neither of the first two parts of the purpose are reasonably practicable, then the Administrator must perform his functions with the objective of realising property in order to make a distribution to secured creditors and/or in respect of the preferential claims of creditors.

- 3.4 In the case of the Company it is considered that the Administration is likely to achieve a better result for creditors than would have been obtained through an immediate liquidation.

#### **4. CONDUCT OF THE ADMINISTRATION**

##### **Introduction**

- 4.1 Immediately following the appointment, the directors were advised of the Administrator’s appointment and the Administrator took responsibility for managing the business. Steps were also taken to begin the task of securing the assets.
- 4.2 At the same time staff were instructed to deal with regulatory notifications, banking, employee matters, insurance and the overall control of the administration process. Consideration was also given to the sale of the business.
- 4.3 The following sections cover the major actions taken the Administrator and his staff since the appointment regarding the realisation of the assets and the achievement of the purpose of the Administration.

##### **Funding and initial strategy**

- 4.4 At the date of appointment the Company had monies in the bank and accordingly trading was continued in the interim whilst the situation was established. Initial investigations quickly established that a sale of the business was unlikely because of the limitations placed on the Company by the regulations governing the business of a legal practice. In particular, the inability to operate a client account and the confidentiality provisions of client files.
- 4.5 It was also apparent that the directors had carried out an effective search of the marketplace and that all the likely potential buyers had already been approached.
- 4.6 The director had contacted various parties with a view to a sale of the business as a going concern. Those discussions had reached an advanced stage with more than one party but did not proceed to completion. It was concluded that the prospect of a sale to an independent party was unlikely.

##### **Trading**

- 4.7 There were no “live” matters at the date of appointment. The last matter was a property transaction which was transferred to an independent third party legal practice the day prior to the appointment of the Administrator. The work, and the client file, was transferred as the Company would have been unable to act for the client during the Administration because it would have been unable to operate a client account, would not have had professional indemnity insurance and would be unable to comply with the relevant regulations regarding the continuation of trade.
- 4.8 An amount of £6,000 was agreed to be paid by the third party legal practice which completed the transaction in respect of the work done on the file by the Company. This was invoiced by the Company shortly after the date of appointment of the Administrator.
- 4.9 The Company ceased to trade following the sale of the business as set out below.
- 4.10 Details of the amounts realised from trading and the costs incurred in trading are attached in Appendix C.



### **Sale of the Business**

- 4.11 It is evident from the information provided that it was necessary in the circumstances to sell the business and assets quickly if that was possible in order to extract any value for the benefit of the creditors and the Company.
- 4.12 The size, nature and circumstances of the business precluded the more usual procedures in relation to the sale of the business. It was also apparent that unless a sale of the business was concluded quickly the realisable value would be extinguished.
- 4.13 As explained in the initial circular to creditors, shortly after the appointment, the Administrator was approached by Everyman Advisory Limited (“EAL”), an entity associated with the directors of the Company regarding a proposal to purchase the business and certain assets of the Company. Specifically, the goodwill, the intellectual property rights (“IPR”) and some minor items of fixtures and fittings.
- 4.14 It must be recognised that in some instances, particularly the smaller cases, the only interested parties are the directors and/or persons connected with them. In the event that assets are sold to connected parties, it is important that the sale is conducted at arm’s length, for full value and reported as soon as reasonably practicable.
- 4.15 It is also desirable to obtain an independent value of the assets wherever possible. However, In this case it was not possible to utilise the services of an independent valuer because the value of the tangible assets was negligible and the IPR was considered to be transient, unknown and insignificant.
- 4.16 The tangible assets, which comprised a few items of fixtures and fittings, realised £375; it would have cost the Company to dispose of them in the event that they were not sold.
- 4.17 The “everyman” trademark was the only registered intellectual property; this was considered not to have any realisable value and the remaining IPR was known to the proposed purchaser. Accordingly, no other reasonable purchaser was likely to make an offer for the IPR because it had been developed by and was known to the purchaser. Furthermore, in acquiring the goodwill and IPR the purchaser also acquired the rights duties and obligations of the Company to its sole remaining employee, the director of the Company and a director of EAL thereby relieving the Company of a significant preferential and unsecured claim.
- 4.18 In addition, as part of the sale EAL also became responsible for the client files thereby relieving the Company of a significant regulatory burden and future costs.
- 4.19 Whilst the amount realised from the sale of the business and assets, £5,375 in total, was not significant the Administrator considers that by using his commercial judgment he disposed of the assets for the best reasonable economic net recovery for the benefit of creditors and improved considerably the dividend prospects of unsecured creditors.
- 4.20 The sale to EAL was completed on 26 September 2019. The full name of the purchaser is shown above and is considered to be associated with the Company (as defined in Section 435 of the Act). Nevertheless, the Administrator and his advisers consider the sale proceeds reflect the full value of the assets available at that time.

### **Investigation**

- 4.21 As part of his statutory duties the Administrator will consider the conduct of the directors and any person considered to be a shadow or de facto director in relation to the management of the affairs of the Company and the causes of failure and submit confidential reports to the Insolvency Service.

4.22 As part of his investigation the Administrator will consider, amongst other matters, the following:

- Statutory compliance issues
- Misfeasance or breach of duty
- Transactions at an undervalue and potential preferences

4.23 Creditors who wish to draw any matters to the attention of the Administrator should put the matter in writing and forward it to the Administrator at Rendle & Co, No. 9 Hockley Court, Hockley Heath, Solihull B94 6NW.

#### **Future strategy and conduct**

4.24 The Administrator will continue to manage the business and affairs of the Company in a similar manner until he is discharged should his proposals be approved by creditors.

### **5. ASSETS AND REALISATIONS**

5.1 Set out below is a brief commentary on the assets and the steps taken to realise them.

#### **Leasehold property**

5.2 The Company occupied leasehold office premises at 1G Network Point, Range Road, Witney, OX29 0YN. There is no value in the lease.

#### **Debtors**

5.3 The debts have a book value of \$55,551 and are expected to realise £40,000. In addition the amount invoiced during the trading period is expected to be received imminently.

#### **Office Equipment**

5.4 As explained above, there was a few items of office equipment which were sold for £375.

#### **Cash at bank**

5.5 At the date of appointment cash at bank (net of accrued charges and interest) totalled £50,593 and this amount is expected to be realised shortly.

#### **Sales to connected parties**

5.6 In accordance with SIP13 we are obliged to report that on 26 September 2019 James and Alison Hunt both directors and members of the Company acquired the business, intellectual property and tangible assets of the Company for the total sum of £5,375 via a corporate vehicle, Everyman Advisory Limited.

### **6. ASSETS REMAINING TO BE REALISED**

6.1 As detailed above the debtors and the cash at bank remain to be realised.

## **7. RECEIPTS AND PAYMENTS**

- 7.1 Attached as Appendix C to this report is a summary of the receipts and payments in the Administration as at 18 October 2019 being the latest practicable reckonable date prior to the issue of this report. The amounts are stated net of VAT as the Company is registered for VAT.
- 7.2 Appendix C also includes a summary trading account on a receipts and payments basis. The statement excludes any costs incurred by the Administrator and his staff in monitoring the trading activity of the Company.
- 7.3 The summary when read in conjunction with this report is self-explanatory and no further explanation is considered to be necessary.
- 7.4 The balance of funds in hand, together with any accruing interest, represents monies which will be available to creditors in their appropriate ranking after the payment of the costs and expenses of the Administration. Monies are held on interest bearing accounts and the interest earned is credited to the account on the date on which the interest is received.

## **8. STATEMENT OF AFFAIRS**

### **Introduction**

- 8.1 A summary of the directors’ Statement of Affairs is attached at Appendix D showing the net book value of the assets and liabilities as at the date of the Administration.
- 8.2 The Statement of Affairs and the accompanying schedules have only recently been received and as such has not been subject to a detailed review by the Administrator or his staff however, in the Administrator’s opinion, the following comments are relevant in relation to an appreciation of the Statement of Affairs:
- The claims of creditors are based on the information in the Company’s books and records and may not be wholly correct or complete. Certain claims also appear to have been estimated.
  - The book values of the assets are in line with the books and records and the management accounts.
  - The realisable values of the assets has been estimated and appear to be reasonable.
  - The effect of the costs and expenses has not been taken into account in calculating the value of the Company’s net property and the Prescribed Part. Accordingly, the Prescribed Part overstates any funds that may be available to unsecured creditors.

### **Statement of Concurrence**

- 8.3 It was not considered necessary to require anybody to submit a Statement of Concurrence in relation to the Statement of Affairs.

### **Limited disclosure**

- 8.4 An Order limiting the disclosure of the Statement of Affairs has not been sought nor is there any intention to do so.

## **9. PRESCRIBED PART**

- 9.1 The Enterprise Act amended the Act by inserting inter alia section 176A into the Act. The effect of inserting section 176A is to provide, in certain circumstances, a limited fund for unsecured creditors from the assets of the Company, which would otherwise be available to a floating charge holder. This fund is known as the “Prescribed Part” and is only relevant where

the floating charge holder obtained the benefit of its security on or after the implementation of the relevant provisions of the Enterprise Act on 15 September 2003.

- 9.2 The Administrator is required in certain circumstances to detail those monies paid to unsecured creditors in respect of the Prescribed Part. However, the calculation of the Prescribed Part is uncertain as assets remain to be realised and the affairs of the Company have not been completed. Nevertheless, the Administrator is required to provide estimates of both the Company’s net property and the Prescribed Part
- 9.3 The amount of the Company’s net property and the Prescribed Part of the assets under Section 176A of the Act, before taking account of the costs and expenses of the Administration, are currently estimated at £80,993 and £6,000, respectively.

## **10. CREDITORS’ CLAIMS**

- 10.1 Set out below is a brief summary of the current estimated position in relation the various categories of creditors.

### **Secured creditors**

- 10.2 The Company granted security in favour of Mrs Alison Hunt for a loan of £14,250 which was created on 20 June 2019.
- 10.3 The Administrator is currently in the process of considering the validity of the security which is thought to be ineffective in securing the monies owed.

### **Preferential creditors**

- 10.4 It was estimated in the Statement of Affairs that the preferential claims of creditors will total £9,600.
- 10.5 The only known preferential claim was in respect of an employee claim which was automatically transferred to the purchaser on the acquisition of the business.

### **Unsecured creditors**

- 10.6 It is estimated that there are some twenty six unsecured creditors and claims will total approximately £265,595 based on the information shown in the books and records and the statement of affairs. However, it is an early stage of the proceedings and there may be material differences in the claims that may actually be received from creditors and ultimately agreed.
- 10.7 The amounts at which creditors’ claims are stated in these proposals are not those which may be used for voting or dividend purposes which are different matters.

## **11. ESTIMATED OUTCOME**

- 11.1 The estimated outcome for creditors is dependent upon the approval of the Administrator’s proposals and various other significant matters such as the extent of any investigation that may be required, the level of costs that may be incurred and the likely realisable value of the assets. Accordingly, it is not appropriate to provide a formal estimated outcome statement. However, based on the information currently available details of the amounts likely to be available to creditors is set out below.
- 11.2 Creditors will understand that any estimate provided in respect of the dividend prospects for creditors is purely an estimate based on the circumstances as they are known at the current

time. Any dividend that may ultimately be declared could be significantly different from the estimate stated.

### **Secured creditors**

- 11.3 If the security is considered to be valid the secured creditor is likely to be paid in full. If the security is not valid then any claim lodged will be treated as an unsecured claim.

### **Preferential creditors**

- 11.4 As there are no anticipated preferential claims there will be no payments in respect of preferential claims however if there are any preferential claims it is likely that they will be paid in full.

### **Unsecured creditors**

- 11.5 It would appear, given the likely level of realisations that after paying the costs and expenses of Administration, there will be sufficient funds to pay a dividend to the unsecured creditors of the Company of c 10p in the £. However, it is too early in the process to give an indication as to the likely timing of any dividend.

## **12. ADMINISTRATOR’S PROPOSALS**

- 12.1 The Administrator’s proposals in relation to the Company are as follows:

1. The Administrator should consider and pursue the most appropriate method of realising the assets for the benefit of the creditors.
2. The Administrator should arrange to distribute any available funds from the realised assets to those creditors entitled to them in an economic manner and may agree the claims of all categories of creditors of the Company unless the Administrator concludes, in his reasonable opinion, that the Company will have no assets available for distribution to them.
3. The Administrator continues his enquiries into the conduct of the directors and the reasons for the failure of the Company and pursues the benefit of any claims, including antecedent transactions, the Company may have or assets to which the Company may be entitled.
4. The Administrator be authorised to distribute funds to the secured and preferential creditors as and when claims are agreed and funds permit and in relation to distributions to unsecured creditors when the Court gives permission.
5. That in the event the relevant creditors so determine, as part of a decision procedure, appoint a Creditors Committee in the Administration comprising of not more than five and not less than three creditors of the Company.
6. That the Administrator’s fees be fixed by reference to the time given in attending to matters arising in the Administration together with any disbursements and expenses incurred by the Administrator at the standard rates of Rendle & Co as amended from time to time.
7. The Administrator be authorised to make such application to Court for directions or otherwise as he considers appropriate with a view to achieving the purposes of the Administration or the Proposals.

8. If the Administrator considers it appropriate, he may convene a further decision procedure for creditors pursuant to paragraph 54 of schedule B1 of the Insolvency Act 1986 to consider a revision to the Administrator’s proposals.
9. The Administrator concludes the Administration if or when he considers the objective to have been achieved.
10. In the event that the claims of creditors have been settled or compounded for and funds remain in the hands of the Administrator and the Administrator is satisfied that the objective of the Administration has been achieved then the Administrator may pass control of the Company back to the directors in accordance with the Rules.
11. Unless the Administrator considers that the objective has been achieved, the Company exits the Administration by the route deemed most appropriate by the Administrator, being:
  - Company Voluntary Arrangement
  - Creditors’ Voluntary Liquidation
  - Dissolution, or
  - Compulsory liquidation
12. If the Company exits the Administration by way of a Creditors’ Voluntary Liquidation (“CVL”), Compulsory liquidation or a Company Voluntary Arrangement (“CVA”) Richard Paul Rendle of Rendle & Co, No 9 Hockley Court, Hockley Heath, Solihull B94 6NW be appointed as Liquidator or Supervisor as appropriate. Creditors may nominate a different person as the proposed Liquidator or Supervisor.
13. The Administrator may seek to extend the term of the Administration should he consider it necessary and appropriate.
14. In the unlikely event that a CVA is approved then it shall be entirely a matter for the Administrator to consider the timing of the proposed discharge of the Administrator from liability and/or the issue of the final report in the Administration. The Administrator may delay the completion of the Administration until the CVA has been substantially completed in the opinion of the Administrator. If necessary the Administrator may seek to extend the term of the Administration to ensure the successful completion of the CVA.
15. The Administrator be granted his discharge with effect from the date specified in the relevant section headed, “Discharge from Liability”, in the Administrator’s report issued in respect of these Proposals.
16. Pre appointment fees and expenses unpaid at the commencement of the Administration may only be paid to the extent permitted by Rule 3.36. The Administrator will provide creditors with a detailed account of such expense paid from Administration funds in accordance with Rule 3.36. Pre appointment fees and expenses not payable with Rule 3.36 shall rank as an unsecured claim alongside other ordinary creditors.

### **13. EXIT ROUTES FROM ADMINISTRATION**

- 13.1 Following the amendments to the Act pursuant to the terms of the Enterprise Act all Administrations after 15 September 2003 automatically come to an end after one year, unless an extension is granted by the Court or with the consent of the creditors.
- 13.2 The exit provisions contained in Schedule B1 of the Act provide an informal and cost effective

way for the appointment of an Administrator to cease and reference is made to this in the Administrator’s proposals.

13.3 Otherwise and unless it is proposed that a company in Administration should be placed in Creditors’ Voluntary Liquidation the appointment of an Administrator ceases on the following:

- an application to Court (in the event of a Court appointment)
- filing a notice in Court and with the Registrar of Companies confirming that the purpose of the Administration has been sufficiently achieved
- in the event that the company has no property the Administrator may notify the Registrar of Companies to that effect at which time the appointment of Administrator ceases and three months following that date the company is deemed to be dissolved.

13.4 The exit route chosen in relation to the Company will depend on the circumstances of the Administration and the approval of creditors.

13.5 The Administrator is required to provide an estimate of the likely costs of exiting the Administration in the event the Proposals are approved in the same or a substantially similar form by creditors. These costs are set out in the table below and are based on the circumstances as they are currently known and expected future events to name two of the primary assumptions. The prediction of future events is an imprecise science and as such the costs shown below should be used as a guide and may not be materially correct.

| Exit route                       | Fees<br>£ | Expenses<br>£ | Total cost<br>£ |
|----------------------------------|-----------|---------------|-----------------|
| Voluntary Arrangement            | 25,000    | 1,000         | 26,000          |
| Creditors’ voluntary liquidation | 15,000    | 2,000         | 17,000          |
| Compulsory liquidation           | 20,000    | 10,000        | 30,000          |
| Dissolution                      | 3,000     | 0             | 3,000           |

## 14. ADMINISTRATOR’S RELEASE

14.1 On the date of cessation of the Administrator’s appointment either pursuant to Paragraph 83(6)(a) (voluntary liquidation) or 84(4) (dissolution) of Schedule B1 of the Act, as appropriate, the Administrator will be discharged from liability in respect of any of his actions as administrator 14 days after the cessation of his appointment as administrator in accordance with Paragraph 98 2(b) of the said Schedule. In respect of the ending of the Administration in any other circumstance, except by resolution of the Creditors’ Committee the discharge shall be the earlier of 14 days after the expiry of the natural term, the filing of a notice in accordance with Paragraph 80(2) (achievement of purpose) or the making of a Court Order, as appropriate. Where the discharge is granted in accordance with Paragraph 98 2(b) by the Creditors’ Committee it shall be the date specified by the relevant resolution of the Creditors’ Committee.

## 15. ADMINISTRATOR’S FEES AND EXPENSES

### Pre-administration costs

15.1 There are unpaid pre-Administration costs of the Administrator in the sum of £7,402. The costs are set out in Appendix F and are the costs agreed with the Company in respect of a verbal instructions issued on 3 September 2019 confirmed in a letter of engagement signed on 13 September 2019. The costs were incurred in for the work in dealing with the application for the Administration of the Company. The work was essential to protect the interest of

creditors and the success of the Administration. The outstanding expenses are shown separately. None of these costs have been paid.

- 15.2 For the avoidance of doubt the unpaid pre-appointment costs constitute those that are permitted within Rule 3.35 of the Rules and the details required by 3.35(10) of the Rules are provided within this section of the report or Appendix F.
- 15.3 The report adequately discloses the nature of the work carried out prior to the Administration and the necessity for that work. It is also evident from the report how the objective of the Administration was furthered by that work.
- 15.4 The pre-Administration work arose as a result of an instruction to Rendle & Co issued by the Company on 3 September 2019 as they were considered to be an essential pre-requisite to the consideration of an appointment of an Administrator. The legal costs incurred were similarly authorised by the Company on 3 September 2019 to Blake Morgan LLP.
- 15.5 The fees incurred in respect of the pre-Administration work were charged at the standard charge out rates of Rendle & Co without any uplift to reflect the speculative nature of the work.
- 15.6 The costs of the solicitors in relation to appointment of the Administrator total £2,000 including the application fee. In accordance with Rule 3.51, the costs of the application are payable as an expense of the Administration. These costs are also outstanding.
- 15.7 The payment of the pre-Administration costs as an expense of the administration is:
- Subject to approval under Rule 3.52, and
  - Not part of the proposals subject to approval under paragraph 53 of Schedule B1 of the Act.
- 15.8 As the Administrator has decided to seek approval of the Proposals by deemed consent the pre-Administration costs will be dealt with by way of a separate decision procedure at a later date.

#### **Fee information**

- 15.9 From the date of appointment to 18 October 2019, being the latest practicable date before the issue of this report, 62.90 hours have been recorded as having been spent at a cost of £13,356 as shown in Appendix G. The costs incurred have been categorised into the various standard task headings and sub categories and a detailed analysis and summary of the time spent is shown in the appendix.
- 15.10 It will be proposed in due course that the Administrator shall be authorised to draw remuneration based upon time costs together with the expenses incurred by him in the Administration, to be paid out of the assets of the Company (in accordance with Rule 18.16(2)) “by reference to the time properly given by the Administrators and their staff, in attending to matters arising in the administration”.

#### **Fees and costs approval**

- 15.11 As the Administrator has decided not to convene a formal decision procedure and the approval of the Proposals will be dealt with by deemed consent (see section 16 below) the Administrators fees and costs will be dealt with by way of a separate decision procedure at a later date.



### **Administrator’s expenses**

- 15.12 No expenses have been charged or recharged as at 18 October 2019. The direct expenses incurred (but not paid) in the Administration total £95.50 as set out in Appendix H. Certain costs are estimated.

### **Solicitors**

- 15.13 To advise on appropriate legal matters the Administrator instructed Blake Morgan LLP solicitors. An indication of their outstanding costs to 18 October 2019, net of VAT has been provided to us and is also included in the table in Appendix H. Their fees are based upon their recorded time costs incurred at their prevailing charge out rates and will be reviewed by the Administrator’s staff before being approved for payment. They were selected on the basis of their specific expertise, knowledge of the company and their experience in this particular field.

### **Agents and valuers**

- 15.14 It was not considered necessary to instruct agents and valuers as the tangible assets were insignificant and of limited realisable value. Similarly, there were no known the intangible assets remain to be documented.

### **Other professional costs**

- 15.15 No other professional costs have been incurred in the Administration other than in respect of insurance.

### **Apportionment of Administrator’s costs in respect of trading activities**

- 15.16 No attempt has been made to apportion the time incurred by the Administrator or his staff to the trading activities of the Company since this would be of little or no value to creditors.

### **Requests for further information regarding fees and costs**

- 15.17 A secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors may request such further information regarding the costs and expenses of the Administration which is considered reasonable and not prejudicial to the Administration or subject to any confidentiality obligation. Furthermore, any secured creditor, or unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including that creditor) or the permission of the Court, may apply to the Court for one or more orders set out in Rule 18.34 of the Rules.
- 15.18 Further information regarding fees and creditors’ rights can be found in the creditors’ guides produced by R3 which are available from [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk). Statement of Insolvency Practice 9 (“SIP9”) which deals with the information that insolvency practitioners are obliged to make known to creditors and interested parties is available from the client access area of our website at [www.rprendle.com](http://www.rprendle.com) (username SIP9, password SIP9) or inter alia, from the websites of the Institute of Chartered Accountants in England & Wales at [www.icaew.com](http://www.icaew.com) or R3 at [www.r3.org.uk](http://www.r3.org.uk). Alternatively you may request a hard copy by contacting us at [info@rprendle.com](mailto:info@rprendle.com).
- 15.19 The appropriate SIP9 is that which relates to the relevant date of appointment which was 19 September 2019.

## **16. CONSIDERATION OF ADMINISTRATOR'S PROPOSALS**

- 16.1 In accordance with paragraph 51 of Schedule B1 to the Act and Rule 3.38 of the Rules the Administrator proposes to deal with the approval of the Proposals by deemed consent and formal notice to this effect is enclosed. In accordance with Rule 3.38(3) of the Rules the Administrator's Proposals shall be deemed to be approved if no creditors' meeting has been requisitioned within the time period specified in the notice.
- 16.2 In accordance with Paragraph 52(2) of Schedule B1 to the Act a creditors' meeting may be convened by the Administrator if it is requested by creditors of the Company, whose debts amount to at least 10% in value of the total debts of the Company. In accordance with Rule 15.18 such a request must be submitted within 8 business days on which these proposals are sent out and the Administrator may require any such creditor to lodge with him a deposit, at an amount to be determined by the Administrator, as security for expenses of convening a meeting.
- 16.3 The purpose of such a decision procedure would be for creditors to consider and vote on the Administrator's proposals.

### **Physical meeting**

- 16.4 In accordance Section 246ZE of the Act creditors may also require a physical meeting be convened to consider the Proposals provided that the request is made before the Decision Date and within 5 business days of the deemed delivery of the notice by delivering an authenticated and dated Notice of the objection to the Convener C/o Rendle & Co at the address provided below.
- 16.5 The threshold for a request to the use of this procedure and for the convening of a physical meeting is 10% of creditors by value, or 10% by number or 10 creditors. Creditors means all creditors.

### **Resolutions**

- 16.6 The following resolutions are required to be considered by creditors:

1. The acceptance of the Administrator's proposals.

## **17. REGULATORY MATTERS**

- 17.1 The authorising body of Richard Paul Rendle, the Administrator, when engaged in insolvency matters is the Institute of Chartered Accountants in England & Wales.

## **18. REPORTS**

- 18.1 The next report you will receive will be a progress report which falls due six months after the date of appointment.

## **19. PROFESSIONAL STANDARDS**

- 19.1 Licensed Insolvency Practitioners are required to comply with the Insolvency Code of Ethics ("Code"), Statements of Insolvency Practice ("SIPs") and professional regulations which set out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found on the Insolvency Service website ([www.gov.uk](http://www.gov.uk)). A copy of the SIPs can be found on the R3 website ([www.r3.org.uk](http://www.r3.org.uk)).

## **20. EC REGULATIONS**

20.1 Council Regulation (EU) No 848/2015 applies and these are the main proceedings as defined in Article 3(1) of that Regulation.

If you have any queries in relation to the report, please contact Louise Rutherford.

Dated: 29 October 2019



**R P Rendle**  
Administrator

Licensed in the UK to act as an insolvency practitioner by the Institute of Chartered Accountants in England & Wales.

**The affairs, business and property of the Company are being managed by the Administrator who acts as agent for the Company without personal liability.**

PRO1002

**EVERYMAN LEGAL LIMITED  
STATUTORY INFORMATION**

**NAME:** Everyman Legal Limited

**REGISTERED NUMBER:** 06054878

**DATE OF INCORPORATION:** 16 January 2007

**FORMER TRADING NAME:** N/A

**FORMER TRADING ADDRESS:** 1G Network Point, Range Road, Witney, OX29 0YN

**PRINCIPAL ACTIVITY:** Solicitors

**REGISTERED OFFICE:** No 9 Hockley Court, Hockley Heath, Solihull, B94 6NW  
From 20 September 2019  
1G Network Point, Range Road, Witney, OX29 0YN

| <b>SHARE CAPITAL:</b>             | <b>Nominal</b> | <b>Issued</b> |
|-----------------------------------|----------------|---------------|
| Ordinary shares of £0.01 each     | 57,306.36      | 5,730,736     |
| Preference shares of £0.0001 each | 575.99         | 5,759,986     |

**SHAREHOLDERS:** See below.

**DIRECTOR:** Alison Jane Hunt  
James Christopher Hunt  
(See shareholding below)

**SECRETARY:** None

**MORTGAGES AND CHARGES:** Mrs Alison Jane Hunt

**COURT:** High Court The Business and Property Courts of England and Wales

**CASE NUMBER:** CR-2019-006195

**NAME OF ADMINISTRATOR:** Richard Paul Rendle

**OFFICE HOLDER NUMBER:** 5766

**DATE APPOINTED:** 19 September 2019

**BY WHOM APPOINTED:** Directors

**CONTACT DETAILS:** info@rprendle.com or 01564 783777

**EVERYMAN LEGAL LIMITED  
STATUTORY INFORMATION  
SHAREHOLDERS SCHEDULE**

| <b>Name</b>   | <b>No of Shares</b> |                     | <b>Total</b>         |
|---|---------------------|---------------------|----------------------|
|   | <b>Preference</b>   | <b>Ordinary</b>     |                      |
| Helen Allsworth   | 10.00               | 10.00               | 20.00                |
| Emma-Jane Benoit  | 873.00              | 873.00              | 1,746.00             |
| Angela Claudette Bent   | 14,663.00           | 14,663.00           | 29,326.00            |
| Edward Peter Burrell  | 125,000.00          | 125,000.00          | 250,000.00           |
| Edmund Conybeare  | 10.00               | 10.00               | 20.00                |
| Penny Demczak   | 10.00               | 10.00               | 20.00                |
| Jill Evans  | 5,865.00            | 5,865.00            | 11,730.00            |
| Stephen Evans   | 25,000.00           | 25,000.00           | 50,000.00            |
| Mr J Hunt and Mr R Jonckheer (as Ttees of the Everyman Legal Share Trust) | 750,010.00          | 750,010.00          | 1,500,020.00         |
| Stephen John Fernback   | 78,992.00           | 78,992.00           | 157,984.00           |
| Christopher Duncan Gibson   | 25,000.00           | 25,000.00           | 50,000.00            |
| Edward Lucas Hoare  | 77,479.00           | 77,479.00           | 154,958.00           |
| Julia Hoare   | 77,479.00           | 77,479.00           | 154,958.00           |
| Natalie Jayne Hopkins – former director                                   | 10.00               | 10.00               | 20.00                |
| Alison Jane Hunt - director   | 522,657.00          | 0.00                | 522,657.00           |
| James Christopher Hunt - director   | 3,654,268.00        | 4,149,925.00        | 7,804,193.00         |
| Michelle Hunt   | 14,663.00           | 14,663.00           | 29,326.00            |
| Robert Francois Jonckheer   | 170,325.00          | 168,075.00          | 338,400.00           |
| Alun Kent Jones   | 3,498.00            | 3,498.00            | 6,996.00             |
| Susan Mary Morton   | 25,000.00           | 25,000.00           | 50,000.00            |
| Sarah Nash  | 5,865.00            | 5,865.00            | 11,730.00            |
| Colm O'Rourke   | 10.00               | 10.00               | 20.00                |
| Roderick Alexander Cochrane Tait  | 10.00               | 10.00               | 20.00                |
| Robert Warner   | 183,289.00          | 183,289.00          | 366,578.00           |
|   | <b>5,759,986.00</b> | <b>5,730,736.00</b> | <b>11,490,722.00</b> |

**Appendix B**

**EVERYMAN LEGAL LIMITED**  
**Summary of Profit and Loss Accounts**

|                                     | <b>30 June 2017</b><br><b>Audited</b><br><b>£</b> | <b>30 June 2018</b><br><b>Unaudited</b><br><b>£</b> | <b>30 June 2019</b><br><b>Management</b><br><b>Accounts</b><br><b>£</b> |
|-------------------------------------|---|---|---|
| Turnover                            | 495,509   | 505,267   | 481,152   |
| Cost of sales                       | (217,952)   | (213,815)   | (60,047)  |
| Gross profit                        | <u>277,557</u>                                    | <u>291,452</u>                                      | <u>421,105</u>  |
| Directors’ salaries                 | (27,813)  | (29,973)  | (117,573)   |
| Administrative expenses             | (336,215)   | (259,433)   | (399,253)   |
| Other operating income              | 0   | 9,384   | 0   |
| <b>Operating (Loss)/profit</b>      | <u>(86,469)</u>                                   | <u>11,430</u>                                       | <u>(95,721)</u>   |
| Interest and charges                | <u>(12,628)</u>                                   | <u>(11,158)</u>                                     | <u>119</u>  |
| <b>(Loss)/profit before Tax</b>     | <u>(99,097)</u>                                   | <u>272</u>  | <u>(95,602)</u>   |
| <b>Taxation</b>                     | <u>8,921</u>                                      | <u>413</u>  | <u>(1,150)</u>  |
| <b>(Loss)/profit after Taxation</b> | <u><u>(90,176)</u></u>                            | <u><u>685</u></u>                                   | <u><u>(96,752)</u></u>  |

**Appendix B****EVERYMAN LEGAL LIMITED****Summary of Balance Sheets**

|  | As at<br>30 June 2017<br>£ | As at<br>30 June 2018<br>£ |
|--|----------------------------|----------------------------|
| <b>Fixed Assets</b>                          |                            |                            |
| Tangible Fixed Assets                        | 15,869                     | 20,513                     |
| Intangible Assets                            | 7,500                      | 7,500                      |
|  | <u>23,369</u>              | <u>28,013</u>              |
| <b>Current Assets</b>                        |                            |                            |
| Work in Progress                             | 1,094                      | 3,900                      |
| Trade Debtors                                | 154,646                    | 127,489                    |
| Cash at Bank and in Hand                     | 74,229                     | 59,211                     |
|  | <u>229,969</u>             | <u>190,610</u>             |
| <b>Current Liabilities</b>                   |                            |                            |
| Trade Creditors                              | 23,051                     | 22,284                     |
| Other Creditors                              | 6,104                      | 4,927                      |
| Obligations under finance leases             | 27,918                     | 29,237                     |
| Other taxation and social security           | 47,044                     | 35,613                     |
| Accruals and deferred Income                 | 30,186                     | 33,913                     |
| Series C loan notes                          | -                          | 5,000                      |
|  | <u>(134,303)</u>           | <u>(130,974)</u>           |
| <b>Net Current Liabilities</b>               | <u>95,666</u>              | <u>59,636</u>              |
| <b>Total Assets less Current Liabilities</b> | 119,035                    | 87,649                     |
| <b>Liabilities Due After 12 Months</b>       | (61,315)                   | (29,654)                   |
| Deferred Taxation                            | (9,507)                    | (9,097)                    |
| <b>Net Assets</b>                            | <u>48,213</u>              | <u>48,898</u>              |
| <b>Represented By</b>                        |                            |                            |
| Share Capital                                | 57,883                     | 57,883                     |
| Opening Reserves                             | 88,879                     | 88,879                     |
| Retained loss for the period                 | (98,549)                   | (97,864)                   |
|  | <u>48,213</u>              | <u>48,898</u>              |

**EVERYMAN LEGAL LIMITED**  
**ADMINISTRATOR'S ABSTRACT OF RECEIPTS & PAYMENTS**  
**FROM 19 SEPTEMBER 2019 TO 18 OCTOBER 2019**

| S of A £                  |                                 | £                 | £                      |
|---------------------------|---------------------------------|-------------------|------------------------|
|                           |                                 | Current<br>period | Appointment<br>to date |
| <b>ASSET REALISATIONS</b> |                                 |                   |                        |
| 0                         | Furniture, Fixtures & Equipment | 375.00            | 375.00                 |
| 0                         | Goodwill                        | 5,000.00          | 5,000.00               |
| 40,000                    | Book Debts                      | 0.00              | 0.00                   |
| 50,593                    | Cash at Bank                    | 0.00              | 0.00                   |
| <u>90,593</u>             |                                 | <u>5,375.00</u>   | <u>5,375.00</u>        |
| <b>DISTRIBUTIONS</b>      |                                 |                   |                        |
| (9,600)                   | Preferential Creditors          | 0.00              | 0.00                   |
| (14,250)                  | Floating Charge Creditors       | 0.00              | 0.00                   |
| (265,595)                 | Unsecured Creditors             | 0.00              | 0.00                   |
| (57,883)                  | Members                         | 0.00              | 0.00                   |
| <u>(347,328)</u>          |                                 | <u>0.00</u>       | <u>0.00</u>            |
| <b>BALANCE</b>            |                                 | <u>5,375.00</u>   | <u>5,375.00</u>        |
| <b>REPRESENTED BY</b>     |                                 |                   |                        |
|                           | Cash at bank – interest bearing | 5,375.00          | 5,375.00               |
|                           |                                 | <u>5,375.00</u>   | <u>5,375.00</u>        |

**ADMINISTRATOR'S TRADING RECEIPTS & PAYMENTS**

|                                  | £                 | £                      |
|----------------------------------|-------------------|------------------------|
|                                  | Current<br>period | Appointment<br>to date |
| <b>TRADING SALES</b>             |                   |                        |
| Sales                            | 0.00              | 0.00                   |
|                                  | <u>0.00</u>       | <u>0.00</u>            |
| <b>TRADING EXPENDITURE</b>       |                   |                        |
| Expenses                         | 0.00              | 0.00                   |
|                                  | <u>0.00</u>       | <u>0.00</u>            |
| <b>TRADING SURPLUS/(DEFICIT)</b> | <u>0.00</u>       | <u>0.00</u>            |



**Appendix D**

**EVERYMAN LEGAL LIMITED**  
**SUMMARY OF THE STATEMENT OF AFFAIRS**

|   | Book Value | Estimated to<br>Realise |                     |
|---|------------|-------------------------|---------------------|
|   | £          | £                       | £                   |
| <b>ASSETS</b>   |            |                         |                     |
| Furniture, Fixtures & Equipment   | 12,077.00  |                         | NIL                 |
| Book Debts  | 55,551.43  |                         | 40,000.00           |
| Cash at Bank  | 50,593.00  |                         | 50,593.00           |
|   |            |                         | <u>90,593.00</u>    |
| <b>LIABILITIES</b>  |            |                         |                     |
| <b>PREFERENTIAL CREDITORS:-</b>   |            |                         |                     |
| Employee Arrears/Holiday Pay  |            | 9,600.00                |                     |
|   |            |                         | <u>9,600.00</u>     |
|   |            |                         | 80,993.00           |
| <b>DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003</b>                |            |                         |                     |
| <b>OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS</b>                  |            |                         |                     |
|   |            |                         | <u>NIL</u>          |
|   |            |                         | 80,993.00           |
| Estimated prescribed part of net property where applicable (to carry forward) |            |                         | <u>NIL</u>          |
|   |            |                         | 80,993.00           |
| <b>DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003</b>               |            |                         |                     |
| Alison Hunt   |            | 14,250.00               |                     |
|   |            |                         | <u>14,250.00</u>    |
|   |            |                         | 66,743.00           |
| Estimated prescribed part of net property where applicable (brought down)     |            |                         | <u>NIL</u>          |
|   |            |                         | 66,743.00           |
| <b>Unsecured non-preferential claims</b>                                      |            |                         |                     |
| Trade & Expense Creditors   |            | 30,606.50               |                     |
| Employee Claims RPO Claims  |            | 15,750.00               |                     |
| NatWest Bank Card Services  |            | 4,414.06                |                     |
| Director's Loan Account   |            | 486.16                  |                     |
| Landlord  |            | 9,000.00                |                     |
| HMRC – PAYE/NI  |            | 11,586.38               |                     |
| HMRC – VAT  |            | 19,523.72               |                     |
| Interior Contracts UK Limited   |            | 26,600.00               |                     |
| Funding Circle  |            | 64,798.24               |                     |
| Insurance run off cover   |            | 82,830.00               |                     |
|   |            |                         | <u>265,595.06</u>   |
| <b>Estimated deficiency/surplus as regards non-preferential creditors</b>     |            |                         |                     |
| <b>(excluding any shortfall in respect of F.C's post 14 September 2003)</b>   |            |                         | <u>(198,852.06)</u> |
|   |            |                         | (198,852.06)        |
| <b>Issued and called up capital</b>   |            |                         |                     |
| Ordinary Shareholders   |            | 57,307.36               |                     |
| Preference Shareholders   |            | 575.99                  |                     |
|   |            |                         | <u>57,883.35</u>    |
| <b>TOTAL SURPLUS/(DEFICIENCY)</b>   |            |                         | <u>(256,735.41)</u> |

## APPENDIX E

## EVERYMAN LEGAL LIMITED

| Key  | Name                                  | Address  | £         |
|------|---------------------------------------|--|-----------|
| CA00 | Advance Vision Systems                | Unit 1, Avenue 1, Station Lane, Witney, Oxford, OX28 4XZ                                   | 464.03    |
| CB00 | BNP Paribas                           | Northern Cross, Basing View, Basingstoke, Hampshire, RG21 4HL                              | 217.87    |
| CC02 | Computing Information Systems Limited | 1 Rac Estate, Park Road, Faringdon, SN7 7BP  | 3,318.00  |
| CC03 | Clarity Copiers Ltd                   | Unit 11 Treadaway Technology Centre, Treadaway Hill, Loudwater, High Wycombe, HP10 9RS     | 132.81    |
| CC04 | Carter Jonas Oxford                   | Mayfield House, 256 Banbury Rd, Oxford, OX2 7DE  | 55.20     |
| CD00 | Decision First                        | Cardinal House, 9 Manor Road, Leeds, West Yorkshire, LS11 9AH                              | 41.25     |
| CD02 | Director's Loan Account               | Mr J Hunt, Bridge Cottage, Mill Lane Blockley, Moreton In Marsh, Gloucestershire, GL56 9HT | 486.16    |
| CE00 | Electric Studio                       | Milton Park Innovation Centre, 99 Park Drive, Milton, Abingdon, OX14 4RY                   | 62.50     |
| CE02 | Employee Claims - Unsecured           |  | 15,750.00 |
| CE03 | Employee Claims - Preferential Claims |  | 9,600.00  |
| CF00 | Funding Circle                        | 71 Queen Victoria Street, London, EC4V 4AY   | 64,798.24 |
| CH01 | HM Customs & Excise - VAT             | VAT Central Unit, BX5 5AT  | 19,523.72 |
| CH02 | HM Revenue & Customs - PAYE           | Direct, BX5 5BD  | 11,586.38 |
| CH03 | Mrs Alison Jane Hunt                  | Bridge Cottage, Mid Lane, Blockley, Morton in Marsh, GL56 9HT                              | 14,250.00 |
| CH04 | Howden UK Group Limited               | 6th Floor Alpha Tower, Suffolk Street, Queensway, Birmingham, B1 1TT                       | 82,830.00 |
| CI01 | Interior Contracts UK Limited         | 186 Warwick Road, Kenilworth, Warwickshire, CV8 1HY  | 26,600.00 |
| CL00 | JD & GT Lay - Landlord                | Brandywell, 2 Burn End, Weald Street, Oxfordshire, OX18 2HL                                | 9,000.00  |
| CM00 | Margaret L Johnson                    | Glenmore Business Centre, Witney, OX29 0AA   | 199.61    |
| CN00 | NatWest                               | Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend on Sea, SS1 9AJ  | 4,414.06  |
| CP00 | Premium Credit                        | Emryn House, Emryn Way, Leatherhead, KT22 8UX  | 15,693.65 |
| CS00 | Sun Water Coolers Limited             | Rose Cottage, Lew Road, Curbridge, Witney, OX29 7PD  | 6.66      |
| CS01 | STL Communications Limited            | Park House, Station Lane, Witney, OX28 4LH   | 88.57     |
| CT00 | Thomas Reuter Online Law Magazine     | 5 Canada Square, Canary Wharf, London, E14 5AQ   | 3,449.99  |
| CT01 | The Law Society                       | 199 Wharfside St, Birmingham, B1 1RN   | 560.75    |
| CT02 | Thames Valley Chamber of Commerce     | 150 Edinburgh Avenue, Slough, Berks, SL1 4SS   | 415.00    |
| CW00 | West Oxfordshire District Council     | Elmfield, New Yatt Road, Witney, OX28 1PB  | 5,575.86  |
| CW01 | WM Refrigeration Ltd                  | 26 Stanton Harcourt Industrial Estate, Stanton Harcourt, Witney, OX29 5UX                  | 174.17    |

| Key                  | Name                | Address   | £          |
|----------------------|---------------------|---|------------|
| CW02                 | Waterlow Wilmington | 5th Floor, 10 Whitechapel High Street, London, E1 8QS | 150.58     |
| 28 Entries Totalling |                     |   | 289,445.06 |

## Appendix F

### EVERYMAN LEGAL LIMITED SUMMARY OF PRE-ADMINISTRATION COSTS

#### Pre-Administration Costs Charged/Incurred

|                          | Charged/<br>Incurred | Paid        | Unpaid       |
|--------------------------|----------------------|-------------|--------------|
|                          | £                    | £           | £            |
| Administrators’ Fees     | 5,402                | 0.00        | 5,402        |
| Administrators’ Expenses | 2,000                | 0.00        | 2,000        |
| <b>Total</b>             | <b>7,402</b>         | <b>0.00</b> | <b>7,402</b> |

#### Pre-Administration work carried out

The work prior to the Administration was carried out by Rendle & Co and no other party (other than the solicitors engaged) carried out any of the work for which payment is sought.

The work carried out in respect of the Administration prior to the appointment prior to the appointment being made represented was essential and constituted amongst other more minor matters the following work:

Describe here the nature of the work carried out for **pre-administration work**

- Briefing solicitors on the circumstances of the Company
- Liaising and discussing the situation with the Solicitors Regulation Authority
- Generally updating the chargeholder and providing sufficient information to justify the appointment of the Administrator
- Discussing the matter with the chargeholder and obtaining consent for the appointment of the Administrator
- Drafting and reviewing the briefing and Administration purposes paper for the directors
- Producing the estimated outcome statement comparing the outcome from an Administration to that of any other insolvency process
- Reviewing and commenting upon the draft documentation for the appointment
- Drafting the Consent to Act
- Liaising with the directors during the process

**EVERYMAN LEGAL LIMITED**  
**REMUNERATION SCHEDULE**  
**Between 19 September 2019 and 18 October 2019**

| Classification of Work Function   | Actual results |              |                            |                            |              |                         |
|-----------------------------------|----------------|--------------|----------------------------|----------------------------|--------------|-------------------------|
|                                   | Partner        | Manager      | Other Senior Professionals | Assistants & Support Staff | Total Hours  | Average Hourly Rate (£) |
| Administration & Planning         | 0.20           | 1.70         | 3.10                       | 0.20                       | 5.20         | 165.58                  |
| Case Specific Matters             | 0.00           | 0.00         | 0.00                       | 0.00                       | 0.00         | 0.00                    |
| Creditors                         | 0.20           | 0.10         | 0.20                       | 1.10                       | 1.60         | 143.13                  |
| Dividends & distributions         | 0.00           | 0.00         | 0.00                       | 0.00                       | 0.00         | 0.00                    |
| Investigation                     | 0.00           | 0.00         | 0.00                       | 0.00                       | 0.00         | 0.00                    |
| Realisation of Assets             | 6.30           | 1.40         | 0.10                       | 0.00                       | 7.80         | 358.85                  |
| Statutory & regulatory compliance | 2.30           | 26.80        | 16.60                      | 0.90                       | 46.60        | 191.44                  |
| Trading                           | 1.30           | 0.00         | 0.40                       | 0.00                       | 1.70         | 321.18                  |
| <b>Total</b>                      | <b>10.30</b>   | <b>30.00</b> | <b>20.40</b>               | <b>2.20</b>                | <b>62.90</b> | <b>212.34</b>           |

**Total Fees Claimed**

**0**

**Administration and planning** - includes such tasks as case planning and set-up, cashiering, accounting, where appropriate, and administrative functions.

**Case specific matters** - are those matters which cannot be appropriately categorised elsewhere or relate to the specific nature and circumstances of the case

**Creditors** - queries from and correspondence with creditors and where appropriate employees are necessary aspects of any insolvency process. A significant amount of time can be spent in dealing with the claims of creditors. Generally, this category includes such tasks as creditors set up, communication, reviewing and claims, retention of title issues, corresponding with secured creditors, reviewing and obtaining advice in relation to security granted by the Company and recording and progressing employee related claims.

**Dividends & distributions** - dividends are monies made available to creditors in respect of claims lodged. A formal process is required to be undertaken in order to declare and pay a dividend to creditors. Distributions are funds made available to the members of an entity after the payment of the claims of creditors.

**Investigation** - includes such tasks as investigating the directors' conduct and the reasons for the failure of the Company, where appropriate, investigating antecedent transactions and any other investigations that may be deemed appropriate. An officeholder is obliged to report his findings, as appropriate, to the Disqualification Unit of BIS in respect of certain insolvencies and generally in respect of other aspects of breaches of the law.

**Realisation of assets** - realising the assets is considered to be the key aspect of any insolvency. It includes such tasks as identifying and securing assets, sale of business, property issues, and activities in relation to other fixed assets, stock, debtors, investments and related legal issues.

**Statutory & regulatory compliance** - this is a significant component of every case as insolvency work is highly regulated. Insolvency law is codified and prescriptive in the manner in which tasks are required to be undertaken and a myriad of professional and regulatory requirements with which insolvency practitioners are obliged to comply.

**Trading** - includes such tasks as planning strategy, preparing and monitoring cash flow and trading forecasts, managing operations, corresponding with suppliers and customers, landlord issues and employee matters including payroll.

A fuller description of the tasks included in the above categories is included in the Fees Estimate & Expenses pack attached.

**Appendix H**

**EVERYMAN LEGAL LIMITED  
DISBURSEMENT AND EXPENSES SUMMARY**

**Amounts paid to the Office holder's firm and/or associated parties**

| <b>Nature of the expense</b>           | <b>Cat</b> | <b>Costs<br/>Estimate<br/>£</b> | <b>Estimated<br/>Chargeable<br/>£</b> | <b>Paid<br/>this period<br/>£</b> | <b>Paid<br/>Total<br/>£</b> |
|--|------------|---------------------------------|---------------------------------------|-----------------------------------|-----------------------------|
| Searches                               | 1          | N/A                             | 5                                     | 0.00                              | 0.00                        |
| Printing, photocopying, & stationery   | 2          | N/A                             | 20                                    | 0.00                              | 0.00                        |
| Post redirection, post & courier costs | 1          | N/A                             | 50                                    | 0.00                              | 0.00                        |
| Room hire                              | 1          | N/A                             | 80                                    | 0.00                              | 0.00                        |
| Advertising                            | 1          | N/A                             | 170                                   | 0.00                              | 0.00                        |
| Insurance & specific bond              | 1          | N/A                             | 520                                   | 0.00                              | 0.00                        |
| IT costs                               | 2          | N/A                             | 450                                   | 0.00                              | 0.00                        |
| Storage & archiving costs              | 2          | N/A                             | 400                                   | 0.00                              | 0.00                        |
|  |            | N/A                             | 1,695                                 | 0.00                              | 0.00                        |

**Amounts paid to the Office holder's solicitors, agents and subcontractors**

| <b>Nature of the expense</b>   | <b>Costs<br/>Estimate<br/>£</b> | <b>Estimated<br/>Chargeable<br/>£</b> | <b>Paid<br/>this period<br/>£</b> | <b>Paid<br/>Total<br/>£</b> |
|--------------------------------|---------------------------------|---------------------------------------|-----------------------------------|-----------------------------|
| Solicitors fees and costs      | N/A                             | 5,000                                 | 0                                 | 0                           |
| Agent's fees and costs         | N/A                             | 0                                     | 0                                 | 0                           |
| Subcontractor's fees and costs | N/A                             | 0                                     | 0                                 | 0                           |
|                                | N/A                             | 5,000                                 | 0                                 | 0                           |