



For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 06126619

Company name in full C & C Fabrication & Maintenance Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Mike

Surname Dillon

3 Administrator's address

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M35EN

Country

4 Administrator's name ①

Full forename(s) Katy

Surname McAndrew

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M35EN

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 0	^d 3	^m 0	^m 4	^y 2	^y 0	^y 2	^y 2
To date	^d 0	^d 2	^m 1	^m 0	^y 2	^y 0	^y 2	^y 2

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten signature]

X

Signature date

^d 2	^d 8	^m 1	^m 0	^y 2	^y 0	^y 2	^y 2
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**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 **Mary Dempsey**

Company name **Leonard Curtis**

Address **Riverside House**

Irwell Street

Manchester

Post town

County/Region

Postcode **M 3 5 E N**

Country

DX

Telephone **0161 831 9999**

**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 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 or email 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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

C & C FABRICATION & MAINTENANCE LIMITED
(IN ADMINISTRATION)

Registered Number: 06126619

Court Ref: CR-2020-MAN-000395

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

**Joint Administrators' Fifth Progress Report in accordance
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
3 April 2022 to 2 October 2022

28 October 2022

Mike Dillon and Katy McAndrew - Joint Administrators
Leonard Curtis
Riverside House, Irwell Street, Manchester M3 5EN
Tel: 0161 831 9999 Fax: 0161 831 9090
General email: recovery@leonardcurtis.co.uk
Ref: M/56/MDE/CL90K/1010

CONTENTS

1	Introduction
2	Statutory Information
3	Joint Administrators' Proposals
4	Progress of the Administration
5	Assets Still To Be Realised
6	Investigations
7	Joint Administrators' Remuneration and Expenses
8	Joint Administrators' Expenses
9	Estimated Outcome for Creditors
10	Matters Still to be Dealt With
11	Extensions to the Administration
12	Next Report
13	Data Protection

APPENDICES

A	Summary of Joint Administrators' Approved Proposals
B	Summary of Joint Administrators' Receipts and Payments Account for the Period from 3 April 2022 to 2 October 2022
C	Summary of Joint Administrators' Time Costs for the Period from 3 April 2022 to 2 October 2022
D	Summary of Joint Administrators' Total Time Costs to 2 October 2022 Incorporating a Comparison with the Joint Administrators' Approved Fees Estimate
E	Summary of Joint Administrators' Expenses for the Period from 3 April 2022 to 2 October 2022 Incorporating a Comparison with the Joint Administrators' Statement of Likely Expenses
F	Leonard Curtis Policy regarding Fees, Expenses and Disbursements
G	Estimated Outcome Statement
H	Proof of Debt Form
I	Privacy Notice

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**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 (“the Rules”) to provide creditors with an update on the progress of the Administration of C & C Fabrication & Maintenance Limited (“the Company”) for the period from 3 April 2022 to 2 October 2022. This is the Joint Administrators’ fifth progress report to creditors.
- 1.2 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to “the period of this report”, this specifically means 3 April 2022 to 2 October 2022, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Mike Dillon and Katy McAndrew were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number CR-2020-MAN-000395 on 3 April 2020. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Riverside House, Irwell Street, Manchester M3 5EN.
- 2.3 The principal trading address of the Company was Field Road, Heysham, Morecambe LA3 2XU. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Field Road, Heysham, Morecambe LA3 2XU. Following the appointment, this was changed to Riverside House, Irwell Street, Manchester M3 5EN. The registered number of the Company is 06126619.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company’s main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS’ PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators’ approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were deemed to be approved by creditors on 29 May 2020.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.

- 3.4 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 It is anticipated that the objective of the Administration will be met as there will be sufficient funds available to allow for a distribution to the preferential creditors. As detailed in paragraph 9.8 the Joint Administrators have issued the relevant notices to preferential creditors, a dividend will be declared on or before 4 December 2022. The ability to declare future dividends is subject to the level of asset realisations.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 3 April 2022 to 2 October 2022.

Debtor/Sales Ledger

- 4.2 As detailed in my previous reports, on appointment, the Company held a Debtor ledger which had a book value of £4,819.73.
- 4.3 Our appointed agents, Cerberus Receivables Management ("CRM") conducted a review of the ledger on our appointment. In order to help in the collection of the outstanding ledger the Joint Administrators instructed Lune Fabrications Limited ("the Purchaser") to assist with the collection of the debtor ledger, and CRM to assist with the monitoring of funds being received. Within our previous progress reports it had been reported that it had been agreed that a collection fee of 20% of any realisations will be payable to the Purchaser and CRM, to be divided equally between the parties. It has transpired that the collection fee was reported incorrectly due to an inadvertent administrative error as the Purchaser had not agreed to the reduction in collection fee. Therefore, a collection fee of 20% was due to the Purchaser and a fee equating to 10% of collections was due to CRM.
- 4.4 No further collections have been made during the period of this report. Collections to date total £1,017.99 in respect of this ledger.
- 4.5 As previously reported, a number of debtors have contested the balances payable to the Company which resulted in several debts being extinguished. During the period of the report the attempts to collect the remaining ledger have remained ongoing. However, during their recent update, CRM have deemed collections from the debtor ledger to be exhausted and no further realisations are anticipated. As detailed in our previous progress report, the remaining potential collections total c£34,000 and relate to the category of applications and retentions as noted below.

Applications

- 4.6 As previously reported, the Company held an Applications ledger which had a book value of £18,412.77.
- 4.7 Our appointed agents CRM conducted a review of the ledger on our appointment. In order to assist in the collection of the outstanding ledger the Joint Administrators instructed the Purchaser to assist with the collection of the debtor ledger, and CRM to assist with the monitoring of funds being received. As previously reported, it has been determined and agreed that a collection fee of 20% of any realisations will be payable to the Purchaser and CRM, to be divided equally between the parties. It has transpired that the collection fee was reported incorrectly due to an inadvertent administrative error as the Purchaser had not agreed to the reduction in collection fee. Therefore, a collection fee of 20% was due to the Purchaser and a fee equating to 10% of collections was due to CRM.
- 4.8 No further collections have been made during the period of this report. Collections to date total £4,162.35 in respect of this ledger. These funds have been received by the Joint Administrators.
- 4.9 CRM have confirmed that despite no further realisations within the period, they continue to work with the Purchaser to realise the remaining ledger. As detailed above, three debtors remain outstanding relating to the applications and

retentions ledger with a balance of c£34,000 being outstanding. A Letter before Action has been issued to the remaining debtors which has not resulted in the payment of the outstanding balance or repayment plan being made. The Joint Administrators are currently working with CRM to determine the best course of action to recover the remaining debtors in respect of this ledger.

Retentions

- 4.10 As previously detailed in the Statement of Proposals, the Company held a Retentions ledger which had a book value of £142,997.88.
- 4.11 Our appointed agents CRM conducted a review of the ledger on our appointment. In order to assist in the collection of the outstanding ledger the Joint Administrators instructed the Purchaser to assist with the collection of the debtor ledger, and CRM to assist with the monitoring of funds being received. As previously reported, it has been determined and agreed that a collection fee of 20% of any realisations will be payable to the Purchaser and CRM, to be divided equally between the parties. It has transpired that the collection fee was reported incorrectly due to an inadvertent administrative error as the Purchaser had not agreed to the reduction in collection fee. Therefore, a collection fee of 20% was due to the Purchaser and a fee equating to 10% of collections was due to CRM.
- 4.12 Collections in respect of retentions total £27,935.45, of which £3,814.85 was collected during the period of this report. These funds have been remitted to the Joint Administrators by CRM. CRM attempts to recover this ledger has been ongoing during the period. As detailed in paragraph 4.5 and 4.9, three debtors remaining outstanding relating to the applications and retentions ledger with a balance of c£34,000 being outstanding. A Letter before Action has been issued to the remaining debtors which has not resulted in the payment of the outstanding balance or repayment plan being made. The Joint Administrators are currently working with CRM to determine the best course of action to recover the remaining debtors in respect of this ledger.
- 4.13 The Purchaser and CRM will continue their efforts in an attempt to realise the remaining ledger. Any further updates will be provided in the next report to creditors.

Work In Progress ("WIP")

- 4.14 As previously reported, an offer of £1,500.00 plus VAT was received for the WIP from the Purchaser following appointment. As this offer was in line with CRM's initial valuation of between £Nil and £6,000.00, it was accepted.
- 4.15 As previously reported, it had been agreed that the fee payable to the Purchaser from collections would be offset against the sale of the WIP to the Purchaser. In line with the collection agreements as noted above, a collection fee totalling £6,623.16 is payable to the Purchaser, which is sufficient to offset the amount payable in respect of the WIP. The Purchaser has recently provided the Joint Administrators with an invoice in respect of the collection fee services they provided and so these funds will apportioned shortly.

Director's Loan Account

- 4.16 As discussed in our previous reports, the Company's management accounts as at 28 February 2020 recorded the following outstanding Director's Loan Accounts:

Kevin Clarke	£44,699.00
Paul Clarke	£25,583.00
Steven Stevenson	£48,814.00

- 4.17 The Directors disputed these balances and instructed a third-party agent to undertake a reconciliation of the accounts. The result of the reconciliation was that the following sums are now due from each of the Directors.

Kevin Clarke	£6,690.00
Paul Clarke	£0.00
Steven Stevenson	£10,947.00

- 4.18 These final figures, totalling an amount of £17,637.00, have been agreed between the Joint Administrators and Directors, and letters were issued requesting that payment proposals be provided to the Joint Administrators in respect of the amounts due.
- 4.19 Based on discussions with the Directors' appointed representative, it was agreed to offset the monies receivable in regard to the overdrawn Director's Loan Accounts against the respective collection fees due to the Purchaser, in respect of the assistance that is being provided to recover debtors, applications and retentions, as described previously. However, after the deduction of the sale of the WIP proceeds as noted above there are insufficient funds to discharge the outstanding loan accounts totalling £17,637.00 in full.
- 4.20 Given the aforementioned update provided from CRM, it is not anticipated that future realisations, and thus collection fees, will be sufficient in order to discharge the outstanding loan accounts in full. Therefore, further demands for repayment have been made to the directors.
- 4.21 An offer of settlement has been proposed by the Directors, the basis of the offer is a lump sum payment along with the offset monies due to the Purchaser in respect of the collection fees due in respect of the various ledgers referred to above. Upon consideration, it was deemed that the anticipated costs of enforcing the amount outstanding would exceed the discount proposed in the settlement.
- 4.22 The Joint Administrators have confirmed their acceptance of the offer and a request for payment has been made. In order not to prejudice the settlement further details have not been provided at this time. I can confirm that payment has been received in the period since this report.

Bank Interest

- 4.23 During the period of this report interest totalling £100.31 has accrued on funds held in the Joint Administrators' bank account.

5 ASSETS STILL TO BE REALISED

The remaining assets to be realised are detailed in section 4 above and summarised below:

- The collection of the remaining application ledger;
- The collection of the remaining retentions ledger;
- Allocation of funds in relation to WIP; and
- The receipt of the lump sum in line with the proposed settlement agreement in respect of the overdrawn Director's Loan Accounts (received since period of this report).

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 This assessment noted the Director's Loan Accounts detailed in paragraphs 4.16 to 4.22.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND EXPENSES**Pre-Administration Costs**

- 7.1 On 2 June 2020, the general body of creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Total amount paid £	Total amount unpaid £
Leonard Curtis	Carried out an assessment of the Company's financial position with a view to establishing the appropriate insolvency procedure, providing insolvency advice to the directors and the Company on the available options, instructing valuation agents, liaising marketing the Company for sale, and dealing with all appointment formalities.	37,895.50	37,895.00	0.50
CAM	Valuation of physical assets	7,500.00	7,500.00	-
CRM	Assessments of the Debtor ledger, Applications, Retentions and DLA	3,000.00	3,000.00	-
Knights Plc ("Knights")	Drafting and executing appointment documents and preparing sales documents in respect of the offer received for the business and assets	3,371.29	3,371.29	-
J M Marriot & Co (North West) Limited	Provision of financial information	500.00	500.00	-
TOTAL		52,266.79	52,266.29	0.50

Please note, it was initially anticipated that Knights would equate to £7,500.00, however it has transpired that their pre-appointment costs totalled £3,371.29. Knights have confirmed that no further sums are due in respect of the work undertaken relating to the drafting and executing of the appointment documents.

These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B.

Joint Administrators' Remuneration

- 7.2 On 2 June 2020, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £65,768.50, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £14,599.50. This represents 44.1 hours at an average rate of £331.05 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators' original fees estimate. Time costs for the duration of the Administration to 2 October 2022 totals £144,329.00.

- 7.5 You will note that time costs incurred to date do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, the areas where significant variance has occurred relate to Statutory and Review, Receipts and Payments, Assets, Liabilities, Post Appointment Creditors' Decision Procedures and Legal Services.
- 7.6 Time costs have exceeded the fees estimate to the sum of 11,389.00 in relation to Statutory and Review. This is a result of the additional reviews taken regarding the handling of the Retention of Title ("ROT") assets due to the restrictions in entering the former trading premises, reviews on the Directors Statement of Affairs and additional reviews on the matter of the outstanding ledgers. Further work has also been undertaken in reviewing the case for extension on two occasions, which was not accounted for in the fees estimate, and carrying out periodic statutory reviews and additional reviews in order to progress the case and establishing outstanding matters to be completed prior to the future closure of the case. In light of the Administration having been extended, additional case reviews have been required to be undertaken which were not envisaged as being required at the time of preparing the fees estimate.
- 7.7 Time costs have exceeded the fees estimate to the sum of £11,867.00 in relation to Receipts and Payments. Time has been incurred seeking to liaise with HMRC in order to determine whether the Company has been deregistered for VAT purposes, the de-registration of the Company was protracted due to Covid 19 back logs and so required a number of calls to HMRC to finalise VAT matters. It was not anticipated that such time would be required to be incurred in this respect. Further work has also been undertaken in revising the Estimated Outcome Statement based on the changes in realisations throughout the case and ensuring the receipt of payments in respect of collections were assigned to the appropriate ledger. Additional time has been spent liaising with the agents and defraying the expenses of the Administration which was not anticipated when preparing the original fees estimate.
- 7.8 Time costs have exceeded the fees estimate to the sum of £18,097.50 in relation to Assets. This is a result in part due to the additional work that has been required to be undertaken in relation to the review, identification and prospective recovery of sales ledger retentions, compared to that anticipated as being required when preparing the fees estimate. Additional time has been incurred compared to that which was provided for in tending to matters relating to third party assets and the inability to collect due to the removal of access to the premises that were occupied by the Company by the Landlord of the site. Time has been spent attempting to liaise with the respective parties involved in this matter. Additional time has also been spent dealing with a ROT claim relating to items which were sold by the Company to the Purchaser prior to the Administration which resulted in discussions with the creditor and the Purchaser in order to attempt to resolve this matter. Further time has been incurred in the period of this report in regard to discussions with the agents, CRM and the Purchaser, reviewing and updating the debtor ledger and reconciling and processing debtor receipts. When the initial fees estimate was provided to creditors it was not anticipated that there would be significant time incurred in dealing with the ledgers and ascertaining what would and would not be collectable. It was also not foreseen that additional work would be incurred in dealing with ROT matters which became contentious due to the sale of assets prior to the insolvency of the Company. In addition, unanticipated time has been spent liaising with the directors in respect of their outstanding loan accounts, dealing with disputes regarding the amount, issuing demands for repayment and reaching a settlement agreement.
- 7.9 Time costs have exceeded the fees estimate to the sum of £25,429.50 in relation to Liabilities. This has partly been due to the additional queries in relation to ROT matters as noted above, such matters were not envisaged at the onset of the Administration including a review of claims in order to respond accordingly to any and all enquiries. Additional time has been incurred in the preparation, review and issuing of additional progress reports, due to the Administration having been extended, and also drafting an interim report to assist with the drafting of a witness statement in conjunction with the Court hearing to seek approval to the second extension to the Administration, and providing notification to all known creditors, the Court and Companies House of the extensions. Had the Administration completed within the period of one year, it would have been necessary to prepare two reports. It was not anticipated that the Administration would be required to be extended at the time of preparing the fees estimate. In addition, time has been spent logging claims and responding to correspondence received from the Company's 132 creditors. It was not anticipated at the outset of the Administration that such a volume of enquiries would be received from creditors.

- 7.10 Time costs have exceeded the fees estimate to the sum of £2,734.00 in relation to Post Appointment Creditor Decision Procedures. This is a result of the additional work that was required to compile the Joint Administrators' Report and Statement of Proposals compared to the time that it was anticipated would be required at the time of preparing the fees estimate. Time has been incurred gathering the information relating to the outstanding ledgers and the paperwork relating to the hire purchase assets to be included within the body of the report. It should also be noted that additional time was incurred in arranging the extension of the period of the Administration via a decision procedure with the relevant creditors. At the time of preparing the fees estimate it was not anticipated that it would be necessary to extend the period of the Administration.
- 7.11 Total time has exceeded the fees estimate by £4,728.50 in relation to Legal Services. This is a result of the work required in drafting a witness statement and scheduling a Court hearing with regard to the proposed extension to the period of the Administration, submitting the information bundle to be exhibited at the hearing and liaising with the Court following the hearing to ensure receipt of the sealed Court Order. The Court duly granted an extension to the period of the Administration to 2 April 2023.
- 7.12 The Administration is not yet complete, and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The fees estimate has been exceeded; however recovery of our unpaid time costs will be limited by available funds. Accordingly, the Joint Administrators do not propose requesting the creditors to consider a further revision to the fees estimate at this stage, although the Joint Administrators do reserve the right to in the event that significant further realisations are made. The information provided above is therefore for information purposes only.
- 7.13 Further guidance may be found in "Administration: A Guide for Creditors on Insolvency Practitioner Fees" (Version 1 – April 2021) which may be downloaded from:
<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>
- 7.14 If you would prefer this to be sent to you in hard copy please contact Mary Dempsey of this office on 0161 831 9999.
- 7.15 The remuneration drawn by the Joint Administrators to date totals £35,105.00 plus VAT.

8 JOINT ADMINISTRATORS' EXPENSES

- 8.1 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs). These are known as "Category 2 expenses" and are subject to the approval of the creditors.

Additionally, with effect from 1 April 2021, the Joint Administrators are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to associates of Leonard Curtis. Payments to associates are subject to the same level of approval as the office holder's fees and category 2 expenses and further details are included at Appendix E and F.

On 2 June 2020, the general body of creditors also approved that category 2 expenses could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 8.4 Expenses have been incurred, which have exceeded the original statement of expenses, in respect of the collection of the various debtor's ledgers. As noted in section 4 above, it has been agreed that a 20% collection fee is payable to the Purchaser and a fee equating to 10% of collections is due to CRM, based on collections to date the fees incurred in this respect totals £6,623.16 and £3,311.58 respectively.
- 8.5 Additional fees totalling £450.00 have been incurred in respect of the calculation of residual employee claims. Whilst it was not previously noted that such a fee would be payable in respect of this category, the overall fees in respect of dealing with employee matters is lower than anticipated.
- 8.6 Legal Fees totalling £500.00 were incurred at the onset of the Administration, Knights PLC were instructed to provide ad-hoc advice to the Joint Administrators in relation to a number of legal matters. It was deemed that due to their familiarity of the case in dealing with pre-appointment matters they could deal with such queries in an expeditious manner rather than instructing an alternative legal professional.
- 8.7 In addition fees totalling £650.00 have been incurred in respect of instructing Counsel to attend the Court hearing to seek a further extension to the term of the Administration. As previously advised, such an extension was not envisaged at the outset of the Administration, however such expense was required in order to allow further time to be available for the remaining assets to be realised.
- 8.8 Additional fees have been incurred in maintaining the costs of the SAGE accounting subscription in the sum of £266.50. This subscription was required in order to maintain and extract financial records required for the realisation of assets. In addition, insurance premiums incurred are slightly higher than anticipated due to the delay in the retrieval of the Company's assets from the trading premises. It was a requirement for the Joint Administrators to maintain adequate insurance during this period.
- 8.9 Additional costs of £398.88 have been incurred for the postal service used to issue statutory letters and documents. Whilst further expenses are to be incurred in respect of this category of expenses it is anticipated that such additional costs will be minimal.
- 8.10 The expenses relating to document hosting incurred to date are £77.00 higher than originally anticipated. Due to the recent changes in insolvency practice it is no longer deemed appropriate for the costs of document hosting to be drawn without the relevant approval of creditors. Therefore, further costs will be incurred but not drawn from the estate, unless approval is sought from the appropriate body of creditors and duly provided.
- 8.11 Since our last report, no professional advisors ("PA") and / or subcontractors ("S") have been instructed.
- 8.12 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 March 2021.
- 8.13 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.14 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to

the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.

8.15 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.

8.16 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

9 ESTIMATED OUTCOME FOR CREDITORS

9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

Secured Creditors

9.2 As at the date of Administration, the Company had no registered Charges.

Preferential Claims

9.3 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions.

9.4 I can advise that 25 employees were made redundant on 26 March 2020 prior to our appointment. The relevant claim forms have subsequently been submitted to the Redundancy Payments Office ("RPO") in respect of employees claims.

9.5 Evolve IS Limited ("Evolve") are employment consultants, engaged by the Joint Administrators to assist in the redundancy process. A revised proof of debt form has been received from the RPO for the sum of £22,072.01 and Evolve have calculated the residual claims due to the employees to total £7,025.93. The below figure is higher than previously reported due to the inclusion of an additional employee claim.

9.6 The breakdown of the preferential claims is as follows:

	£
Arrears of Pay	11,840.16
Holiday Pay	2,512.11
Pension	7,719.74
Residual claims	7,025.93
TOTAL	<u>29,097.94</u>

9.7 The Company also operated a Group Personal Pension scheme which means that part of the pension claim made to the RPO will rank as an unsecured claim.

9.8 The Joint Administrators have issued the relevant notices to preferential creditors, a dividend will be declared on or before 4 December 2022. The ability to declare future dividends is subject to the level of asset realisations from the remaining ledgers and receipt of the settlement monies in relation to the Directors Loan Accounts.

Prescribed Part

9.9 As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 9.10 At present, it is considered unlikely that there will be sufficient funds available to enable any form of distribution to unsecured creditors.
- 9.11 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

10 MATTERS STILL TO BE DEALT WITH

- 10.1 Matters still to be dealt with before conclusion of the Administration include the following:

- The realisation of the remaining assets, as detailed in sections 4 and 5;
- A final distribution to the Company's preferential creditors; and
- The unpaid remuneration and expenses will need to be defrayed.

11 EXTENSIONS TO THE ADMINISTRATION

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 11.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.
- 11.3 As you will be aware, the period of the Administration was extended until 2 April 2022 with the consent of the unsecured and preferential creditors via a decision procedure.
- 11.4 A further extension was required from the Court to enable the remaining matters to be completed. Following the granting of the Court order, the revised date at which the Administration will come to an end is 2 April 2023. The Company will then move either to dissolution or to creditors' voluntary liquidation as appropriate
- 11.5 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

12 NEXT REPORT

- 12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

13 DATA PROTECTION

- 13.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix I, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

C & C FABRICATION & MAINTENANCE LIMITED – IN ADMINISTRATION

If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully
for and on behalf of
C & C FABRICATION & MAINTENANCE LIMITED



MIKE DILLON
JOINT ADMINISTRATOR

Mike Dillon and Katy McAndrew are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 24610 and 24470, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation ("CVL"). It is further proposed that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the Company, and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that the Joint Administrators in office at the date of conversion to compulsory liquidation be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

APPENDIX B

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
3 APRIL 2022 TO 2 OCTOBER 2022

	Estimated to Realise	Previous Periods	This Period	Cumulative
	£	£	£	£
Receipts				
Work in Progress	1,500.00	-	-	-
Sundry Receipts	-	5.49	-	5.49
Chattel Assets	42,000.00	42,000.00	-	42,000.00
Applications	-	4,162.35	-	4,162.35
Retentions	-	24,120.60	3,814.85	27,935.45
Debtors - Sales Ledger	4,338.00	1,017.99	-	1,017.99
Balance at Bank	47,827.00	47,249.65	-	47,249.65
Deposit Interest	-	0.16	100.31	100.47
	95,665.00	118,556.24	3,915.16	122,471.40
Payments				
Agents' Fees and Expenses		(1,025.00)	-	(1,025.00)
Administrators' Remuneration		(22,105.00)	(13,000.00)	(35,105.00)
Solicitors' Fees and Expenses		(500.00)	-	(500.00)
Pre-Appointment Administrators' Fee		(37,895.00)	-	(37,895.00)
Pre-Appointment Legal Disbursements		(110.29)	-	(110.29)
Pre-appointment Legal fees		(3,261.00)	-	(3,261.00)
Pre-appointment Agents' fees		(10,500.00)	-	(10,500.00)
Pre-appointment Accountancy fees		(500.00)	-	(500.00)
Collection Fee		(2,930.09)	(381.48)	(3,311.57)
Other Professional Fees		(2,845.00)	-	(2,845.00)
Disbursements CAT1		(921.39)	(888.54)	(1,809.93)
Software Licence		(266.50)	-	(266.50)
Insurance		(497.28)	-	(497.28)
Corporation Tax		-	(0.03)	(0.03)
		(83,356.55)	(14,270.05)	(97,626.60)
Balance in Hand		35,199.69	(10,354.89)	24,844.80

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 3 APRIL 2022 TO 2 OCTOBER 2022

	Units	Average hourly rate £	Cost £
Statutory and review	45	338.00	1,521.00
Receipts and payments	105	267.86	2,812.50
Insurance, bonding and pensions	7	297.86	208.50
Assets	120	368.75	4,425.00
Liabilities	158	342.50	5,411.50
General Administration	2	175.00	35.00
Legal Services – In Court	1	465.00	46.50
Legal Services – Letter Out	3	465.00	139.50
	441	331.05	14,599.50

All Units are 6 Minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it ensures that the case is managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

- Case management reviews. These are carried out periodically throughout the life of the case, including during the period of this report, in order to ensure that the case is progressing as anticipated. A comprehensive case review has been undertaken during the period to ensure that statutory and regulatory requirements have been adhered to; and
- Progression of review points to ensure that the case is progressing as anticipated.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

- Periodic review and update of the Estimated Outcome Statement (“EOS”) to ensure that the case was progressing as planned and ascertain accurate estimates on the potential returns to creditors. In this instance, based upon realisations to date, and prospective future realisations, there will be a dividend distribution to preferential creditors, albeit the quantum is uncertain at this time;
- Timely completion of all post appointment corporation tax and VAT returns;
- Liaising with HMRC in respect of ongoing and outstanding VAT matters;; and
- Managing estate expenses

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three-month intervals in accordance with best practice.

Assets

The work set out in this category may bring a financial benefit for creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be set aside for the benefit of unsecured creditors) or may, depending on realisations, costs and the extent of any 3rd party security, result in a distribution to the preferential and / or unsecured creditors. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised of the following:

- Liaising with CRM in order to obtain updates in respect of book debt collections to date, and anticipated future collections in respect of the various ledgers;
- Liaising with CRM to remit collections in respect of the ledgers to the Joint Administrators;
- Calculation of the collection fee in line with the agreement with CRM and the Purchaser; and

- Liaising with the directors of the Company, and assessment of the settlement offer received, in respect of the outstanding overdrawn director's loan account.

Liabilities

This category of time includes both statutory and non-statutory matters and will not necessarily bring any financial benefit to creditors generally. The more employees and creditors a company has, the more time and cost will be involved in dealing with those claims. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

Statutory

- Review of preferential claims in the Administration and liaising with employment agents in respect of residual preferential claims and future assistance required in relation to the calculation of Real Time Information;
- Liaising with the RPO to obtain details of their preferential claim for dividend purposes;
- Preparation, review and issuing of the Notice of Intended Dividend ("NOID") to preferential creditors; and
- Preparation, review and issuing of the Joint Administrators' fourth progress report to creditors.

Non-statutory

- Dealing with enquiries from the Company's creditors received by telephone following the issuing of the NOID.

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration. The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

- Issuing correspondence to HMRC with regard to a corporation tax return prepared during the period via Postworks.

Legal Services

The work carried out under this category during the period 3 April 2022 to 2 October 2022 has comprised the following:

- Corresponding with the Court to obtain a copy of the sealed Court Order following the extension of the Administration.

**SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO 2 OCTOBER 2022
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEES ESTIMATE**

	FEES ESTIMATE			INCURRED TO 2 OCTOBER 2022			VARIANCE
	Total			Total			Cost
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	£
Statutory and review	209	7,157.50	342.46	618	18,546.50	300.11	11,389.00
Receipts and payments	109	3,047.50	279.59	520	14,914.50	286.82	11,867.00
Insurance, bonding and pensions	91	2,649.50	291.15	105	3,482.00	331.62	832.50
Assets	230	8,771.50	381.37	799	26,869.00	336.28	18,097.50
Liabilities	368	12,328.50	335.01	1,218	37,758.00	310.00	25,429.50
Landlords	83	3,419.50	411.99	91	3,127.00	343.63	(292.50)
General Administration	127	3,977.00	313.15	243	5,995.00	246.71	2,018.00
Appointment	149	4,705.50	315.81	159	5,230.50	328.96	525.00
Planning & Strategy	42	1,656.50	394.40	31	922.50	297.58	(734.00)
Post Appointment Creditors' Decisions	476	13,916.50	292.36	566	16,650.50	294.18	2,734.00
Investigations	112	4,139.00	369.55	246	6,105.00	248.17	1,966.00
Legal Services – Preparation	-	-	-	63	2,904.00	460.95	2,904.00
Legal Services – In Court	-	-	-	6	279.00	465.00	279.00
Legal Services – Drafting documents	-	-	-	7	122.50	175.00	122.50
Legal Services – Letter Out	-	-	-	24	1,116.00	465.00	1,116.00
Legal Services – Telephone Call	-	-	-	6	279.00	465.00	279.00
Legal Services – Email Out	-	-	-	1	28.00	280.00	28.00
	1,996	65,768.50	329.50	4,703	144,329.00	306.89	78,560.50

All Units are 6 Minutes

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 3 APRIL 2022 TO 2 OCTOBER 2022
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks (CAT 1)	Business Tax Centre	Electronic client verification	25.00	25.00	-	25.00	-
Bond Fee (CAT 1)	AUA Insolvency Risk Services	Insurance bond	260.00	260.00	-	260.00	-
Document Hosting *	Pelstar	Hosting of documents for creditors	72.80	149.80	19.60	72.80	77.00
Software Licence Fee *	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising (CAT 1)	Courts Advertising	Advertising	91.80	91.80	-	91.80	-
Storage Costs (CAT 1)	Auctus	Storage of books and records	100.00	96.82	20.37	90.03	6.79
Post Redirection (CAT 1)	Royal Mail**	Redirection of Post	211.00	-	-	-	-
Postage costs (CAT 1)	Postworks	Postage of correspondence	-	398.88	100.19	338.30	60.58
		Total standard expenses	847.60	1,109.30	140.16	964.93	144.37

* Payment to Associate requiring specific creditor / committee approval if drawn after 1 April 2021

C & C FABRICATION & MAINTENANCE LIMITED – IN ADMINISTRATION

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	JM Marriott	Assistance with Statement of Affairs	1,500.00	1,500.00	-	1,500.00	-
Agents' Fees (Cat 1 Disbursement)	Auctus	Collection of books and records	195.00	195.00	-	195.00	-
Solicitors' Fees	Knights plc	Legal fees	-	500.00	-	500.00	-
Agents' Fees	CRM	Monitoring of the collection of debts	2,000.00	3,311.57	381.48	3,311.57	-
Agents' Fees*	Lune Fabrication	Cost of collection of debts	3,796.98	6,623.16	762.97	-	6,623.16
Agents' Fees	Evolve IS	Completion of ERA Work	2,685.00	1,345.00	-	1,345.00	-
Agents' Fees	Evolve IS	Pension Advice	575.00	575.00	-	575.00	-
Agents' Fees	Evolve IS	Calculation of Residual employee claims	-	450.00	-	450.00	-
Agents' Fees	CAPA	Investigating refund from the local authority in respect of non-domestic rates refund	25% of any refund	-	-	-	-
Software License	SAGE	Costs of SAGE subscription	-	266.50	-	266.50	-
Counsel fees (Cat 1 Disbursement)	Exchange Chambers	Counsel fees in relation to attendance at Court to seek extension.	-	650.00	-	650.00	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	50.00	-	-	-	-
Insurance	Eddisons	Insurance of the freehold property, plant and machinery and motor vehicles	336.00	497.28	-	497.28	-
Corporation Tax	HM Revenue & Customs	Corporation tax due on deposit interest	-	0.03	0.03	0.03	-
		Total case specific expenses	11,137.98	15,913.54	1,144.48	9,290.38	6,623.16

*NB – As detailed above the collection fee due to the Purchaser was inadvertently recorded as being 10% of realisations within previous progress reports. The above table reflects the correct position.

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by the appropriate body of creditors that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to request and obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	6 Jan 2014 onwards		1 Aug 2019 onwards		1 March 2021 onwards	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	688
Senior Manager	410	512	445	556	465	581
Manager 1	365	456	395	494	415	518
Manager 2	320	400	345	431	365	456
Administrator 1	260	325	280	350	295	369
Administrator 2	230	287	250	313	265	331
Administrator 3	210	262	230	288	245	306
Administrator 4	150	187	165	206	175	219
Support	0	0	0	0	0	0

In respect of assignments pre-dating 1 March 2022, office holders' remuneration may include costs incurred by the firm's in-house legal team, which may be used for non-contentious matters pertaining to the insolvency appointment.

Use of Associates

We are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to Associates of Leonard Curtis (LC). The term "Associate" is defined in s435 of the Insolvency Act 1986, but we are also required to consider the substance or likely perception of any association between the appointed insolvency practitioner, their firm (LC) or an individual within the firm and the recipient of a payment. Payments to Associates are subject to the same level of approval as the office holder's fees and category 2 expenses (see table on the next page for further details).

Leonard Curtis Legal Limited (LC Legal) are part of the LCBSG group; as such they are an "Associate" of LC. Where LC Legal are instructed to assist an office-holder in a particular matter from 1 March 2022 onwards, details of their proposed costs will be provided to creditors and specific approval for payments to associates will be sought.

Additionally, whilst not meeting the legal definition of "Associate" we are aware that there is a perceived association between LC and Pelstar Limited. Pelstar Limited provides insolvency case management software and document hosting facilities to LC. LC employs an individual who is married to a director of Pelstar Limited. Pelstar Limited's costs are set out in the expenses tables below.

C & C FABRICATION & MAINTENANCE LIMITED – IN ADMINISTRATION

Use of Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Use of Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Categorisation of Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount																								
AML checks via Smartsearch	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search Note that with effect from 1 April 2021, these costs are no longer recovered from the estate.																								
Bond / Bordereau fee via AUA Insolvency Services	Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches via Companies House	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Hosting of documents via a secure portal for access by creditors/shareholders. Costs are charged per upload plus VAT and are generally dependent upon the number of creditors. The costs are commensurate with those charged by other providers of comparable services.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Software Licence fee hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Payable to software provider for use of case management system. The costs are commensurate with those charged by other providers of comparable services.	£87.00 plus VAT per case																								
Postage via Royal Mail or Postworks	Cost of posting documents which are directly attributable to a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and																								

		whether the document is sent by international, first or second class post.
Post re-direction via Royal Mail	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00
Statutory advertising via advertising agents	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges

- | Type | Description | Amount |
|----------------------|---|---|
| Agents' fees | Costs of appointed agents in valuing and realising assets | Time costs plus disbursements plus VAT |
| Debt Collection fees | Costs of appointed debt collectors in realising debts | Generally agreed as a % of realisations plus disbursements plus VAT |
| Legal fees | Costs of appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. Where the solicitor appointed is LC Legal, any fee payable for work completed is classed as a payment to an associate and requires specific creditor / committee approval as detailed above. | Time costs plus disbursements plus VAT |
| Other expenses | See Category 1 and 2 expenses notes below | See Category 1 and 2 expenses notes below |

- a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.
- b) Category 2 expenses: These are costs that are directly referable to the appointment in question, but not paid to an independent third party. They may include costs which have an element of shared cost. The following items of expenditure are recharged on this basis and are charged at HMRC approved rates:

Payments to Associates (as defined above) are categorised by LC in the same way as Category 2 expenses. Category 2 expenses and payments to Associates may only be drawn if they have been approved in the same manner as an office holder's remuneration.

ESTIMATED OUTCOME STATEMENT

	Preferential	Unsecured
	£'000	£'000
Amount estimated available to class of creditor	TBC	Nil
Amount due to creditor per Estimated Financial Position	(28)	(773)
Estimated dividend rate (as a %)	TBC%	0%

Proof of Debt – General Form

Relevant date: 3 April 2020

Please e-mail completed form to:

claims.manchester@leonardcurtis.co.uk quoting ref: CL90K/MDE/PROOF

Name of Company in Administration:

C & C Fabrication & Maintenance Limited

Company registered number:

06126619

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6. Details of any security held, the value of the security and the date it was given

C & C FABRICATION & MAINTENANCE LIMITED – IN ADMINISTRATION

7. Details of any reservation of title claimed in respect of goods supplied to which the debt relates

8. Details of any document by reference to which the debt relates

9. Signature of creditor (or person authorised to act on the creditor's behalf)

10. Date of signing:

11. Address of person signing (if different from 2 above)

12. Name in BLOCK LETTERS

13. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.
3. **Please e-mail completed form to:**

claims.manchester@leonardcurtis.co.uk quoting ref: CL90K/MDE/PROOF

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

C & C FABRICATION & MAINTENANCE LIMITED – IN ADMINISTRATION

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS