

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company

Abbey House UK Limited

Company number

06415757

In the
High Court of Justice

(full name of court)

Court case number
9263 of 2014(a) Insert full
name and
address of
administrator

I (a)
Charles Howard Ranby-Gorwood
CRG Insolvency & Financial Recovery
Alexandra Dock Business Centre
Fisherman's Wharf
Grimsby
DN31 1UL

*Delete as
applicable

attach a copy of my proposals in respect of the administration of the above company

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

(b) 9 April 2015

Signed


Administrator

Dated

9/4/2015

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to researchers of the public record

Charles Howard Ranby-Gorwood
CRG Insolvency & Financial Recovery
Alexandra Dock Business Centre
Fisherman's Wharf
Grimsby
DN31 1UL

DX Number

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DX Exchange

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COMPANIES HOUSE

When you have completed and signed this form, please send it to the
Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

Administrator's Proposals relating to

Abbey House UK Limited ("the Company") – In Administration

Issued on: 9 April 2015

CRG Insolvency and Financial Recovery
Alexandra Dock Business Centre
Fisherman's Wharf
Grimsby
North East Lincolnshire
DN31 1UL

Tel No 01472 250001
Fax No 01472 250777

Dated 9 April 2015
Ref CHRG/MF/PTK

I, Charles Howard Ranby-Gorwood, the Administrator of the Company provide my statutory proposals relating to the Company

1. STATUTORY INFORMATION

Company name	Abbey House UK Limited
Company number	06415757
Date of incorporation	2 November 2007
Floating charge holder	Santander plc
Date of charge	28 January 2010
Date of charge registration	14 February 2010
Directors and shareholders	Mr Jagpreet Singh Dr Reeta Manmeet Kaur Singh
Company Secretary	Dr Reeta Manmeet Kaur Singh
Share Capital	100 ordinary share of £1 Mr Jagpreet Singh 51 Ordinary shares Dr Reeta Manmeet Kaur Singh 49 Ordinary shares
Trading Address	St Georges Care Home, Brickhills, Broughton, Brigg, DN20 0BZ
Registered Office	3 rd Floor, Butt Dyke House, 33 Park Row, Nottingham, NG1 6EE changed on 27 February 2015 to Suite 4, Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, DN31 1UL on 19 th February 2015

2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR

The company traded from rented leasehold premises at St Georges Care Home, Brickhills, Broughton, Brigg, DN20 0BZ. The company managed the trading of the care home and there was a lease in place dated 28 January 2010 with Stamford Enterprise Limited, a further company owned by Mr and Dr Singh, for an annual rent of £65,000 per annum.

Prior to appointment the discussions held with Mr Singh included that the Administration costs would not include a rent liability, as Stamford Enterprise Limited could waive this liability.

A petition had been presented by HM Revenue & Customs for a debt of £99,434.01 against Abbey dated 28th August 2014 and this indebtedness was stated as being from the fiscal year end 5th April 2011 of £6,133.64, the year ended 5th April 2012 of £34,030.66, for the year ended 5th April 2013 of £22,267.56 and thereafter for 2014 and 2015 a balance of £37,002.15.

Following various adjournments and the rejection of a proposed company voluntary arrangement by creditors, a petition for an Administration Order was presented by the directors of Abbey. CRG Insolvency & Financial Recovery were then consulted to ascertain if there was willingness for Charles Howard Ranby-Gorwood to act as Administrator.

As it was confirmed verbally that the costs of the Administration to enable the continued trading of the care home would be met, and a budget for the Administrator's fees and disbursements was discussed, then consent to act as Administrator was given. After assisting with providing further a witness statement to the High Court, Charles Howard Ranby-Gorwood was appointed Administrator on 13th February 2015.

The care home then had 9 residents and a capacity for over 20, but there were restrictions in place that were preventing an increase in the number of residents. The financial viability of the care home could have improved if these restrictions were lifted and as these had now been an issue for some 12 months, the trading results of the company were reflecting this.

The Care Quality Commission were also seeking to remove the registration of Abbey House UK Limited as a care home operator and there was a tribunal proceedings in progress. The making of an Administration Order can delay these proceedings but ultimately an application can be made to the High Court to allow their continuation.

The property lease expired on 27th January 2015 and therefore an informal arrangement would be necessary between the landlord and tenant. The former company voluntary arrangement proposals had stated that the forward monthly rent was to be £2,126 (£25,512 per annum) but this was not discussed with Stamford Enterprise Limited prior to the appointment of the Administrator.

Mr Jagpreet Singh had confirmed in the company voluntary arrangement proposals that he owed £23,951 and would repay this by way of 6 monthly instalments of £3,992.

The company voluntary arrangement proposals confirmed that Stamford Infotech Limited owed Abbey £84,606, that Stamford Infotech Limited had recommenced trading and may be able to make contributions from future profits. As Mr Singh and Dr Singh are directors and shareholders of Stamford Infotech Limited this could prove of benefit to both Abbey and Mr and Dr Singh.

The fixtures and fittings and various assets of Abbey were valued at £33,488 including a prepayment of £4,000. This prepayment may have had no value by the date of the Administration Order, but one debtor owed a similar amount so there could be a similar value of assets held by the company. It is further noted from the Registrar of Companies that there were strike-off proceedings first commenced on 8th April 2014 but these were later discontinued.

A summary of the Company's financial information from the last filed accounts to 31 March 2013 is shown below.

	Statutory Accts for year ended 31 Mar 2013 £'000	Statutory Accts for year ended 31 Mar 2012 £'000
Tangible Assets	41,758	37,614
Current assets	184,603	122,271
Creditors	(225,491)	(139,342)
	—	—
Provision for Liabilities	(3,658)	-
Total Assets Less Current Liabilities	(2,688)	20,843
	—	—
Called up share capital	100	1
Profit and loss account	(2,788)	20,842
	—	—
Shareholders' Funds	(2,688)	20,843

On 13th February 2015, I was appointed as Administrator by an Order of the High Court and took over from the Board and the directors, responsibility for the management of the affairs, business and property of the Company

3. OBJECTIVES OF THE ADMINISTRATION AND THE ADMINISTRATOR'S STRATEGY FOR ACHIEVING THEM

As Administrator of the Company I am an officer of the Court, and I must perform my duties in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives set out in the insolvency legislation, namely to -

- (a) rescue the Company as a going concern, or
- (b) achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors

Objective (a) could not currently be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate, and because the company had already commenced a reduced trading level, that was anticipated to continue to decline. It is stated that this will continue to be reviewed if creditor claims do not exceed the final amount of funds available for distribution

Objective (b) is also unlikely to be achieved due to the amount of unsecured creditors and the inability of the company to achieve profitable trading

Investigations enable potential pursuit of assets for the benefit of creditors both before and after a likely liquidation of the company. The investigations are expected to precede a petition for the winding up of the company

Objective (c) is the most realistically achievable as the indebtedness to Santander plc is some £20,000 and the value of the potentially realisable assets for their benefit may achieve a similar level. The amount of costs incurred to achieve these realisable amounts may be an issue if protracted time costs are necessary. As Mr Singh is a guarantor to Santander for their indebtedness it would seem that his co-operation in paying the director's loan account and realising the value of assets in the premises of St Georges would still be to his potential benefit

In any event the administration order should expire after 12 months and if it is necessary, it may be extended for a further 6 months, but not beyond that point

It is considered that the EC Regulations will apply and the administration is main proceedings

4. ACTIONS OF THE ADMINISTRATOR FOLLOWING APPOINTMENT

On appointment the Administrator considered in the interests of the secured creditor, Santander plc, and the residents, that the care home of St Georges should remain open unless sufficient reason becomes known to amend that decision

Mr Singh had to travel to India for some two weeks initially as his father was most unwell. As Mr Singh had confirmed he would arrange to pay the wages and costs of the trading of the care home, the bank account was not closed to assist with this process

After some two weeks Santander plc acting within their capacity, chose to prevent further payments being made from the bank account. On review of the payments made, it was apparent that two payments had been made to Rossendales, being bailiffs, while Mr Singh was in India, on his instruction

This had the effect of raising concerns that he was not adhering to his agreement in its entirety and secondly that there may be debts not relevant to Abbey and subject to bailiff action. This prevented the Administrator continuing with this system, despite the fact that wages had been predominantly paid. The funds to pay the bailiffs had been placed into the bank account before payment.

The welfare of the residents continued to be a priority and beneficial discussions were taking place with both the Quality Care Commission and North Lincolnshire Council, and it was expected that with some further time, the previous issues that the home had been encountering could be substantially alleviated and further increases in resident numbers was quite foreseeable thereafter.

There had been discussion with an interested party to purchase the care home prior to the administration and these were further developed by the Administrator. This resulted in an offer being made on 23rd March 2015 for the purchase of the care home with the residents remaining in situ, and the staff continuing in their role.

Abbey House UK Limited - In Administration had received a rent demand from Mr and Dr Singh's company, Stamford Enterprise Limited, for £16,500 to cover a three month period, and it was necessary for the potential purchasing party to take early occupation. A request for an immediate rent waiver to allow this purchase to progress was not accepted and therefore the purchaser was not willing to take occupation and the Administrator was not willing for Abbey House UK Limited - In Administration to remain in occupation.

The residents were moved by Social Services on 24th March 2015 to an alternative care home and the limited trading that had previously been undertaken, was therefore able to cease. The staff were of considerable assistance throughout the trading period but ultimately it was not possible to retain them any longer. Further discussions regarding the sale of the care home may take place but these will be on the basis that it is now not with the former residents in occupation.

A very significant factor was that the purchasers needed time to novate the trading licence to their own company and this could take some twelve weeks, but they were willing to absorb any trading costs during that time. They were not willing to absorb the risk of a rent during that time but the terms of the purchase would have meant that ultimately they would have paid an equivalent amount for the lost rent had they completed the proposed purchase.

As it has now been established that the rent on the former proposed voluntary arrangement proposals was some £2,126 per month then it is unfortunate that the landlord company had sought to charge £5,500 per month. Although the former lease has expired it was simply not proving possible to get agreement as to the rent responsibility. The Administrator did not consider it appropriate to expose Abbey House UK Limited - In Administration to a potential rent liability or for the landlord company to consider it was potentially losing rent if Abbey House UK Limited - In Administration remained in occupation.

A significant potential beneficiary of the continued trading and proposed sale was expected to be the landlord company. It is accepted that if the landlord company does not have the same commercial perception, then the purpose of remaining in occupation becomes less necessary. The Administrator had taken legal advice in respect to the rent liability, prior to making the decision to request Social Services to rehouse the residents, and this legal advice was simply being followed.

It may well be that a different way of achieving a suitable outcome is possible and this will continued to be pursued by the Administrator.

The Administrator has also undertaken review of the bank statements of Abbey House UK Limited from November 2013 onwards which shows a total of £76,013 to Mr Singh. It is not clear as yet which of the payments may represent rent because there are no payments to Stamford Enterprise Limited, the landlord company. The wages payments were made by an alternative company, believed to be Joomla Balti House Limited and therefore intercompany transactions are still being examined.

Receipts and payments to date

£16,556 has been received for residents' fees and a repayment was made of £2,066 after the residents moved out for one client who had paid in advance. There was an initial deposit of £2,000 towards legal fees and expenditure has been £13,649 towards the care costs and legal fees and some further expenses may yet be necessary.

In addition Mr Singh arranged for some further £7,500 towards employment costs though a further company, as part of his agreement to ensure trading costs were met. There has been discussion about potentially repaying the £7,500 but Abbey House UK Limited – In Administration does not have the necessary funds so at present these discussions cannot progress.

Further assets being pursued

Abbey House UK Limited still has an interest in the fixtures and fittings either remaining in the care home or those removed to the sale room prior to vacation.

Mr Singh had confirmed in the former company voluntary arrangement proposals that he has a director's loan of £23,951 and this is to be pursued. He has suggested that he has repaid this balance but as yet no evidence of this repayment has been provided.

The £76,013 identified on the bank statements will need clarification to if this was used to pay rent or other expenses.

There is a further balance due of £84,606 from Stamford Infotech Limited, a company that had previously ceased to trade, but the voluntary arrangement proposals had confirmed that this company had started to trade again. The collectability of this debt is still to be ascertained. It has been discovered that there is a notice to dissolve the company at Companies House. As I intend to pursue the balance against Stamford Infotech Limited I have written to Companies House to object to the striking-off of the company.

Anticipated trading / realisation costs

Until trading costs and realisations are complete it is not clear whether or not a surplus will be achieved, but it is unlikely to be of a significant amount in any event and possibly a loss. The potential time costs of the Administrator have also been substantially reduced by utilising existing staff members when compared with utilising the staff of the Administrator, however they have still exceeded original budgets.

Asset category	Valuation basis & amount (£)		Book Value Exp to realise (£)	
	e.g. In-situ	e.g. Ex-situ		
Residents fees			14,490	14,490
Mr Singh			23,951	unknown
Stamford Infotech Limited			84,606	unknown
Furniture & equipment				
	7,925	4,890		4,890
Total	7,925	4,890	123,047	19,388

5. FINANCIAL POSITION OF THE COMPANY

In the absence of a Statement of Affairs provided by the directors I have prepared an estimate of the financial position of the Company as at 13 February 2015 from the records of the Company, and that is attached, together with a list of names and addresses of all known creditors, and the amounts of their debts

The Statement of Affairs does not include the £76,013 identified on the bank statements as clarification is being sought to if this relates to rent or expenses of the company

5.1 Leasehold land and buildings

The Company has a lease over the business premises but as this expired on 27th January 2015 this is currently not considered to be of any significantly realisable value What is being investigated are any potential payments made under the lease within the two years prior to the Administration as these may be potential preferences to the connected landlord company, Stamford Enterprise Limited

5.2. Book debts

Abbey House UK Limited is ascertaining the realisable value of a debt from Mr Singh, a director, for £23,951 and from a connected company, Stamford Infotech Limited, for £84,606

5.3. Furniture and Equipment

The most likely items of value were removed from the care home prior to vacation to ensure and are now in the possession of a professional agent, CJM Asset Management Limited of Dunlop Way, Scunthorpe, North Lincolnshire, DN16 3RN This professional agent is being used due to their expertise and resources for asset sales, which include both an auction house and suitable internet sale facilities, as well as professionally qualified and insured professionals

5.4 Residents fees

A net amount totalling £14,490 has been received and no further significant funds are expected

5.5 Preferential creditors

The main known potential preferential creditors are former employees of the Company for unpaid wages and holiday pay The employees were paid at the end of the month mostly with two on weekly wages They also received their wages to the date of cessation of trade

5.6. Prescribed part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003 This is known as the "prescribed part of the net property " A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge An Administrator has to set aside

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property up to a maximum of £600,000

The Company gave a fixed and floating charge to Santander plc on 28th January 2010 which was registered on 14th February 2010 Since this charge was given after 15 September 2003 the prescribed part provisions can apply if sufficient funds become available

Prescribed	Net	£19,388
part is -	Property	
50 % of first £10,000 (net		£5,000
property)		
plus 20% of the		£2,877
balance		
Amount ring fenced		<u>£7,878</u>

The resident's fees are part of the trading revenue. There have been costs incurred during trading which will reduce the amount of surplus, if any, from trading. Due to costs involved it is unlikely that funds will become available for the prescribed part.

6. ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, being the 13th February 2015, to the date of these proposals.

The salaries that have been expended were for the beneficial realisation of the work in progress and allow the Administrator time to ascertain if a beneficial sale could be agreed.

7. PROPOSED FUTURE ACTIONS OF THE ADMINISTRATOR TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration of the Company I propose to,

- 1 Realise the debtors and investigate the potential for further recoveries from connected parties
- 2 Ascertain the potential for further asset realisations from a sale of the former business premises, as there are still some fixtures and fittings within the premises
- 3 The Administrator is also reviewing the trading of the connected companies and the former Company Voluntary Arrangement Proposals to ascertain if matters have progressed as were proposed
- 4 Ascertain the most appropriate route for exit from Administration

8. ADMINISTRATOR'S REMUNERATION AND EXPENSES

I propose that my fees will be charged by reference to the time properly spent by me and my staff in dealing with matters relating to the Administration of the Company. This time will be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken. Information about current charge out rates and the units of time in which work done is recorded is set out in the attached PRACTICE FEE RECOVERY POLICY FOR CRG INSOLVENCY & FINANCIAL RECOVERY.

I also propose that I am permitted to charge what are known as category 2 expenses. Information about category 2 expenses is also set out in the attached PRACTICE FEE RECOVERY POLICY FOR CRG INSOLVENCY & FINANCIAL RECOVERY.

The approval of the basis of my remuneration as Administrator and category 2 expenses forms part of these proposals for which approval is being sought that are set out at section 12 below. Due to the company having insufficient assets to allow a distribution to unsecured creditors, a creditor's meeting will therefore not be held. Approval of the Administrator's fees and disbursements are therefore to be sought from the secured and preferential creditors. I am therefore writing to Santander and the Insolvency Services to request approval.

My time costs to 8 January 2015 amount to £18,590.48, representing 111.42 hours work, at an average charge out rate of £168.85. A schedule of the time costs incurred to date is attached.

A description of the routine work undertaken in the Administration to date is as follows

- 1 Administration and Planning
 - Preparing the documentation and dealing with the formalities of appointment
 - Statutory notifications and advertising
 - Preparing documentation required
 - Dealing with all routine correspondence
 - Maintaining physical case files and electronic case details on IPS case management software
 - Review and storage
 - Case bordereau
 - Case planning and Administration
 - Preparing reports to members and creditors
 - Convening and holding meetings of members and creditors
- 2 Cashiering
 - Maintaining and managing the Administrator's cashbook and bank account
 - Ensuring statutory lodgements and tax lodgement obligations are met
- 3 Creditors
 - Dealing with creditor correspondence and telephone conversations
 - Preparing reports to creditors
 - Maintaining creditor information on IPS case management software
 - Reviewing, and adjudicating on if necessary, proofs of debt received from creditors
- 4 Investigations
 - Prepare a return pursuant to the Company Directors Disqualification Act
 - Conduct investigations into suspicious transactions
 - Review bank statements to identify any transactions or actions an Administrator may take against a third party in order to recover funds for the benefit of creditors
- 5 Trading
 - Trading the company initially whilst negotiations took place with a potential interested party
 - Liaising with official organisations regarding compliance issues with the care home
 - Ongoing discussions with staff to ensure requested improvements could be actioned
- 6 Realisation of Assets
 - Instructing agents to collect assets belonging to the company and placing them in storage
 - Liaising with the company bank and analysing bank statements
 - Ongoing discussions with an interested party regarding the care home business

In addition to the routine work above and the other work undertaken, as described in the section dealing with actions since appointment, additional time has been spent as follows

There have been discussions with The Care Quality Commission who were seeking to remove the registration of Abbey House UK Limited as a care home operator and there was a tribunal proceedings in progress. I have instigated measures to conform with the requirements of the Care Quality Commission to allow the registration to remain in place

Due to circumstances reported it was necessary for the residents to be rehomed. This required organisation to ensure the move took place immediately and with as little disruption as possible. This involved cooperation and support from the Council, The Care Quality Commission, residents and staff

There has been a significant amount of time spent attempting to discuss and resolve matters with the director Mr Jagpreet Singh. As reported I have been involved in attempting to negotiate a sale of the business. This has not been possible at this time due to the proposed agreement not being accepted in full by Mr Jagpreet Singh

A copy of 'A Creditors Guide to Administrators' Fees' published by the Association of Business Recovery Professionals, together with an explanatory note which shows CRG Insolvency & Financial Recovery's fee policy are available at the link -

www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees

Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the post April 2010 version. A hard copy of both documents can be obtained on request from the Liquidator's office.

My expenses to date amount to £12,901.90. I have not been able to draw any expenses in this matter other than trading expenses as follows - Food and Household expenses for the care home £1,366, Salaries for the care home staff £9,666 and property repairs £37.

The following expenses were incurred but have not been paid:

Type of expense	Amount incurred/accrued to date
Postage	£22
Bonding	£528
Search fee	£6
Advertising	£77
Trading – Fuel	£398
Removals	£765

The following category 2 disbursements were incurred but have not been paid:

Type of category 2 disbursement	Amount incurred/accrued to date
Photocopying	£39

The following agents or professional advisors have been utilised in this matter:

Professional Advisor	Nature of Work	Fee Arrangement
CJM Asset Management	Valuer/Auctioneer	% realised
11 SB	Solicitors/Barristers	Fixed Fee
Alan Charlton Removal	Removals	Time costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case. CJM Asset Management Limited are professional agents with expertise and resources for asset sales, which include both an auction house and suitable internet sale facilities, as well as having professionally qualified and insured professionals. The fee is based on percentage of sale. As the assets have not been sold at this time there are no sale costs at this time.

11SB provide Barristers for Court Hearings and were instructed by the company to assist with the application at Court for an Administration Order.

9. PRE-APPOINTMENT FEES AND EXPENSES

Charles Ranby-Gorwood of CRG Insolvency & Financial Recovery consented to act as Administrator of Abbey House UK Limited on 29 January 2015, replacing the previous Insolvency Practitioner as proposed Administrator on the application for an Administration Order.

The application by Jagpreet Singh and Dr Reeta Manmeet Kaur Singh, the directors of Abbey House UK Limited for the appointment of Charles Howard Ranby-Gorwood was granted on 13 February 2015.

The High Court of Justice Ordered the 'Applicant's costs of the application shall be paid as an expense of the Administration'

The pre-appointment fees all related to the application costs of the application and totalled £4,587 50 This costs included attend the company and compiling a Witness statement for the application I have enclosed a schedule of my time costs

Barristers' expenses totalling £2,085 for attendance of Court Hearings for the application have been incurred

In my initial discussions with the company regarding fees it was discussed that the first 6 weeks of the Administration pre-appointment and post appointments fees would be £10,000 including VAT If the Administration were to continue after that time then further fees would be incurred Due to the issues raised in this report matters have not been resolved sufficiently for the conclusion of the Administration

Although this agreement was provided to the board in writing no agreement was reached as the board did not sign the agreement The Honourable Mrs Justice Proudman Ordered that the costs for the application be an expense of the application therefore pre-appointment application fees of £4,587 50 will be drawn once sufficient funds become available I confirm the Barrister's application costs of £2,085 have been paid

The following statement sets out my pre-appointment fees and expenses incurred The statement also shows those fees and expenses that were paid prior to the Administration and those still to be paid from Administration funds

Description	Incurred £	To be drawn £
CRG Application costs	4,587 50	4,587 50
Other expenses -		
Legal Fees (Barrister)	2,085 50	
Total	6,673 00	4,587 50

10 ADMINISTRATOR'S INVESTIGATIONS

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf I should be pleased to receive from you any information you have that you consider will assist me in this duty I would stress that this request for information forms part of my normal investigation procedure

11. EC REGULATION ON INSOLVENCY PROCEEDINGS

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company I also consider that they are "main" proceedings since the Company's registered office and its trading address is in the United Kingdom

12. ADMINISTRATOR'S PROPOSALS

In order to achieve the objective set out at section 3 above, I formally propose to creditors that

(a) I continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that I

- (i) realise the assets of the company,
- (ii) investigate transactions identified on the bank statements paid to Mr Singh,
- (iii) continue with discussions with any interested party regarding the business,
- (iv) Ascertain the most appropriate route for exit from Administration,
- (v) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company, and
- (vi) do all such things and generally exercise all their powers as Administrators as I consider desirable or expedient at my discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals

If during the Administration there were sufficient realisations to allow for a distribution to unsecured creditor (although at this time it is not expected that there will be sufficient funds and therefore it is unlikely that this exit route will be applicable) the following exit route would be used -

- (vii) the Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Charles Howard Ranby-Gorwood of CRG Insolvency & Financial Recovery, Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, North East Lincolnshire, DN31 1UL am appointed the Liquidator of the Company

Creditors may nominate a different person(s) as the proposed liquidator, but you must make the nomination at any time after you receive these proposals, but before they are approved. Information about the approval of the proposals is set out at section 12

If that does not prove possible then the following appropriate route will be used if a distribution to any form of creditor other than unsecured can be made and the administration achieves its objective -

- (viii) the Administration of the Company will end by filing notice of dissolution with the Registrar of companies. The Company will then automatically be dissolved by the registrar of companies three months after the notice is registered
- (ix) The Administration will end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and if applicable I propose that I, Charles Howard Ranby-Gorwood of CRG Insolvency & Financial Recovery, Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, North East Lincolnshire, DN31 1UL am appointed the Liquidator of the Company

Creditors may nominate a different person(s) as the proposed liquidator, but you must make the nomination at any time after you receive these proposals, but before they are approved. Information about the approval of the proposals is set out at section 12

- (a) I am remunerated by reference to time properly spent by the Administrator and his staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. Details of the current charge out rates are outlined in the attached PRACTICE FEE RECOVERY POLICY FOR CRG INSOLVENCY & FINANCIAL RECOVERY

- (b) I be authorised to draw category 2 expenses as outlined in the attached PRACTICE FEE RECOVERY POLICY FOR CRG INSOLVENCY & FINANCIAL RECOVERY

13. APPROVAL OF PROPOSALS

The company has insufficient assets to allow a distribution to unsecured creditors. A creditor's meeting will therefore not be held.

Rule 2.33(5) & 2.37(1) of the Insolvency Act provides a provision for the proposals to be accepted without a meeting of creditors. The proposals will therefore be deemed approved 8 business days after the proposals have been issued.

If creditors require the administrator to hold a meeting, there must be in total creditors representing at least 10% of the total debts of the company. Rule 2.37 provides that 'the request must be in Form 2.21B. The period prescribed is 12 days from the date on which the administrator's proposals are sent out, and must be held within 28 days of the request being received by the administrator. Security must be given for the expenses of summoning and holding the meeting.' If required, Form 2.21B can be downloaded from the Gov.uk website.

Should you have any queries or would like to provide information on any concerns you may have about the way in which the company's business has been conducted, and on any potential recoveries that you may be aware of for the benefit of the estate, please do not hesitate to contact this office.

14. FURTHER INFORMATION

If creditors or members have any queries regarding the proposals or the conduct of the Administration in general, they should contact Charles Ranby-Gorwood on 01472 250001.



Charles Ranby-Gorwood
Administrator of Abbey House UK Limited

The Administrator is an agent of the Company and acts without personal liability.

**Abbey House UK Limited
(In Administration)
Administrator's Trading Account
To 09/04/2015**

S of A £	£	£
POST APPOINTMENT SALES		
Residents Fees	16,566 96	16,566 96
TRADING EXPENDITURE		
Food & Household Expenses	1,415 71	
Salaries	9,665 77	
Property Repairs	37 00	
Refund of Overpaid Residents Fees	2,066 63	
		(13,185 11)
TRADING SURPLUS/(DEFICIT)		3,381.85

Abbey House UK Limited
(In Administration)
Administrator's Abstract of Receipts & Payments
To 09/04/2015

S of A £		£	£
	SECURED CREDITORS		
(20,073 00)	Santander Bank plc	NIL	NIL
	HIRE PURCHASE		
1,375 00	JLA Single Feed Otex Resign	NIL	
(1,375 00)	JLA Hire Agreement	NIL	NIL
	ASSET REALISATIONS		
Uncertain	Leasehold Improvements	NIL	
Uncertain	Plant & Machinery	NIL	
Uncertain	Fixtures and Fittings	NIL	
Uncertain	Book Debts	NIL	
23,951 00	Directors Loan Account	NIL	
NIL	Prepayments	NIL	
2,000 00	Deposit for legal fees	NIL	
	Deposit towards Legal Fees	2,000 00	
	Trading Surplus/(Deficit)	3,381 85	5,381 85
	COST OF REALISATIONS		
	Counsel Fees	2,085 00	
	VAT	496 25	(2,581 25)
	PREFERENTIAL CREDITORS		
(2,823 06)	DE Arrears & Holiday Pay	NIL	NIL
	UNSECURED CREDITORS		
(61,120 00)	Trade & Expense Creditors	NIL	
(53,038 00)	Connected creditors	NIL	
(13,001 00)	Connected contingent creditors	NIL	
(120,255 00)	HM Revenue & Customs	NIL	NIL
	DISTRIBUTIONS		
(100 00)	Ordinary Shareholders	NIL	NIL
(244,459.06)			2,800 60
	REPRESENTED BY		
	Estate Bank Account - Interest Bearing		2,800 60
			2,800.60

Note

Time Entry - Detailed SIP9 Time & Cost Summary

ABBEYHOUSE - Abbey House UK Limited
To 08/04/2015
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
200 Cashiering	0.00	0.00	0.00	6.20	6.20	620.00	100.00
203 Post Appointment	0.20	14.82	0.00	0.00	15.02	2 637.98	175.67
603 Case Review	0.00	0.00	0.40	0.00	0.40	60.00	150.00
701 Strategy (incl Sales)	7.20	0.00	0.00	0.00	7.20	1 620.00	225.00
FI Filing	0.00	0.10	0.00	0.10	0.20	27.50	137.50
Admin & Planning	7.40	14.92	0.40	6.30	29.02	4,965.48	171.12
600 Case Specific	0.00	0.00	16.80	1.80	18.60	2 700.00	145.16
406 Legal - Correspondence	0.50	0.00	0.00	0.00	0.50	112.50	225.00
Case Specific Matters	0.50	0.00	16.80	1.80	19.10	2,812.50	147.25
501 Unsecured Creditors	1.40	0.60	7.50	1.40	10.90	1 685.00	154.59
502 Employee Matters	0.00	1.00	13.70	1.00	15.70	2 330.00	148.41
504 Statutory Reporting to Creditors	5.60	0.10	0.00	0.00	5.70	1 277.50	224.12
Creditors	7.00	1.70	21.20	2.40	32.30	5,292.50	163.85
407 Liquidators Investigations	0.00	0.00	0.00	0.90	0.90	90.00	100.00
408 Investigations	0.90	0.00	0.00	0.00	0.90	202.50	225.00
404 Legal - Investigations	0.10	0.00	0.60	0.00	0.70	112.50	160.71
Investigations	1.00	0.00	0.60	0.90	2.50	405.00	162.00
302 Property	0.00	0.00	0.00	0.70	0.70	70.00	100.00
303 Book Debts	0.50	0.00	0.00	0.00	0.50	112.50	225.00
306 Other Assets	0.10	0.00	0.00	0.00	0.10	22.50	225.00
Realisation of Assets	0.60	0.00	0.00	0.70	1.30	205.00	157.69
400 Trading	17.40	0.20	0.00	0.00	17.60	3 950.00	224.43
402 Cashiering for Trading	0.00	0.00	0.00	9.60	9.60	960.00	100.00
Trading	17.40	0.20	0.00	9.60	27.20	4,910.00	180.51
Total Hours	33.90	16.82	39.00	21.70	111.42	18,590.48	166.85
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

ABBEYHOUSE - Abbey House UK Limited
To 13/02/2015
Project Code PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
SOA Preparing Statement of Affairs	19 10	0 80	0 00	0 00	19 90	4 437 50	222 99
TP Typing	0 00	0 00	1 00	0 00	1 00	150 00	150 00
Admin & Planning	19 10	0 80	1 00	0 00	20 90	4 587 50	219 50
Total Hours	19 10	0 80	1 00	0 00	20 90	4 587 50	219 50
Total Fees Claimed						0 00	

Abbey House UK Limited
Statement Of Affairs as at 13 February 2015

A - Summary of Assets

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge		
Santander Bank plc		(20,073 00)
JLA Single Feed Otex Resign	1,375 00	1,375 00
JLA Hire Agreement		(1,375 00)
Deficiency c/d		<u>(20,073 00)</u>
Assets subject to floating charge		
Uncharged assets.		
Leasehold Improvements	9,191 00	Uncertain
Plant & Machinery	4,449 00	Uncertain
Fixtures and Fittings	20,136 00	Uncertain
Book Debts	84,606 00	Uncertain
Directors Loan Account	23,951 00	23,951 00
Prepayments	4,000 00	NIL
Deposit for legal fees	2,000 00	2,000 00
Estimated total assets available for preferential creditors		<u>25,951.00</u>

Signature _____ Date _____

Abbey House UK Limited
Statement Of Affairs as at 13 February 2015

A1 - Summary of Liabilities

		Estimated to Realise £
Estimated total assets available for preferential creditors (Carried from Page A)		25,951 00
Liabilities		
Preferential Creditors -		
DE Arrears & Holiday Pay	2,823 06	2,823 06
Estimated deficiency/surplus as regards preferential creditors		23,127 94
Debts secured by floating charge pre 15 September 2003		
Other Pre 15 September 2003 Floating Charge Creditors		NIL
		23,127 94
Estimated prescribed part of net property where applicable (to carry forward)		NIL
Estimated total assets available for floating charge holders		23,127 94
Debts secured by floating charges post 15 September 2003		
		NIL
Estimated deficiency/surplus of assets after floating charges		23,127 94
Estimated prescribed part of net property where applicable (brought down)		NIL
Total assets available to unsecured creditors		23,127 94
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)		
Deficiency b/d	20,073 00	
Trade & Expense Creditors	61,120 00	
Connected creditors	53,038 00	
Connected contingent creditors	13,001 00	
HM Revenue & Customs	120,255 00	
		267,487 00
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F C's post 14 September 2003)		(244,359 06)
Estimated deficiency/surplus as regards creditors		(244,359 06)
Issued and called up capital		
Ordinary Shareholders	100 00	100 00
Estimated total deficiency/surplus as regards members		(244,459 06)

Signature _____ Date _____

CRG Insolvency & Financial Recovery
Abbey House UK Limited
B - Company Creditors

Key	Name	Address	£
CA00	A Plus Recruitment Ltd	8 Buckingham Road, Doncaster, DN2 5DE	2,340 50
CA01	A Laynes	76 Ferry Road, Scunthorpe, North Lincolnshire, DNN15 8QE	125 00
CA02	AF Carpets	Bridge Street, Brigg, North Lincolnshire, DN20 8LP	215 00
CA03	Agility uk (Training & Consultancy) Ltd	Merdian House, Saxon Business Park, Bromsgrove, B60 4AD	1,999 62
CA04	Ashby Carpets & Vinyls	25 Bottesford Road, Asdby, Scunthorpe, DN16 4HA	390 00
CA05	Ashwood Surgery Limited	C/o Stamford House, North kelsey Road, Caistor, Lincolnshire, LN7 6SF	25,267 00
CA06	Anglian Water	PO Box 11076, Harlow, CM20 9JQ	6,424 26
CA07	Ashton Bond Gigg Solicitors	Pearl Assurance House, Friar Lane, Nottingham, NG1 6BX	0 00
CB00	Barton Windows	18 Brigg Road, Barton-Upon-Humber, DN18 5DH	240 00
CC00	Care Quality Commission	T70 Receivables F179, Shared Business Services, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE	2,640 00
CC01	Companies House	Late Filing Penalties, PO Box 710, Crown Way, Cardiff, CF14 3UZ	3,147 00
CD00	D M Boyles Ltd	Low Road, Market Rasen, Lincolnshire, LN8 3SZ	270 00
CD01	Drain Care 24 Hours	Unit 1, Humber Street Ind Estate, Humber Street, Goole, DN14 5UJ	0 00
CF00	Fireco	Head Office, Preece House, Davigdor Road, Brighton, BN13 1RE	228 00
CF01	Fred Margaron Ltd	Rear 12 Southfield Road, Scartho, Grimsby, DN33 2NS	1,004 40
CF02	Kerry Fahey	17 Hemlock Avenue, York, YO31 9DG	0 00
CG00	Gompels Healthcare LTD	1 Swift Way, Bowerhill Industil Estate, Melksham, SN12 6GX	264 58
CH00	H M Revenue & Customs	RM BP 2302, Benton Park View, Longbenton, Newcastle Upon Tyne, NE98 1ZZ	0 00
CH01	HM Revenue & Customs	Durrington Bridge House, Barrington Road, Worthing, BN12 4SE	120,255 20
CH02	HC & CO Solicitors	PO Box 110, Cleckheaton, West Yorkshire, BD19 4XT	875 00
CH03	HSKS Greenhaigh	3rd Floor, Butt Dyke House, 33 Park Row, Nottingham, NG1 6EE	17,082 25
CI00	H M Revenue & Customs - VAT	National Insolvency Unit, 5th Floor Regian House, James Street, Liverpool, L75 1AD	0 00
CI01	Insolvency Service	PO Box 16685, Birmingham, B2 2LX	0 00
CJ00	Jill Miller	10 Belvoir Road, Cleethorpes, North East Lincolnshire, DN35 0SD	716 48
CJ01	JLA Totalcare Limited	Meadowcroft Lane, Halifax Rad, Ripponden, HX6 4AJ	618 00
CJ02	Joomia Balti	C/o Stamford House, North kelsey Road, Caistor, Lincolnshire, LN7 6SF	20,809 00
CJ03	JLA Total Care Ltd	Meadowcroft Lane, Halifax Rad, Ripponden, HX6 4AJ	0 00
CN00	North Lincolnshire Council	Director of Policy and Resources, CivicCentre, Ashby Raod, Scunthorpe, DN16 1AB	315 48
CN01	North Lincolnshire Council	Director of Policy and Resources, Sundry Debtor Section, Civic Centre, Ashby Road, Scunthorpe, DN16 1AB	479 70

Signature

CRG Insolvency & Financial Recovery
Abbey House UK Limited
B - Company Creditors

Key	Name	Address	£
CN02	North Lincolnshire Council	Director of Policy and Resources, Sundry Debtor Section, Civic Centre, Ashby Road, Scunthorpe, DN16 1AB	3,009 68
CN03	Npower Ltd	The Insolvency Team, 4th Floor Radcliffe House, Blenheim Court, Solihull, B91 2AA	2,626 44
CO00	1 Diamond Jones Services Limited	Unit 9E1, Carcroft Enterprise Park, Station Road, Cracraft, Doncaster, DN6 8DD	2,928 00
CO01	Orona Limited	9 Europa View, Sheffield Business Park, Sheffield, S9 1XH	145 02
CP00	P & J Systems	The Lychgate, Severn Meadow, Astley Burf, DY13 0RY	393 81
CP01	P Bryan Electrical Ltd	42 East Street, Habaldstow, Brigg, North Lincolnshire, DN20 9EG	235 60
CP02	PTS Electrical Limited	Compliance House, Gorse Lane, Grantham, NG31 1AP	150 00
CS00	Santander Bank Plc	Customer Service Centre, Bootle, Merseyside, L30 4GB	20,072 00
CS01	Simon Jersey Limited	Syke Side Drive, Altham, Accrington, Lancashire, BB5 5YE	297 87
CS02	Singleton Associates	The Limies Training Centre, Deacon Road, Lincoln, LN2 4JB	1,008 00
CS03	Sylvester Keal Group	Unit 7, 8,9 Westside Business Park, Estate Road No 2, Grimsby, North East Lincolnshire, DN31 2TG	2,597 60
CS04	Stamford Enterprises Limited	Stamford House, North Kelsey Road, Caister, LN7 6SF	6,962 22
CS05	Stiff Engineering	49 Church Street, Cropwell Bishop, Nottingham, NG12 3BY	0 00
CT00	The Consortium Care	Hammond Way, Trowbridge, Wiltshire, BA14 8RR	375 65
CU00	UK Media Ltd	The Media Works, 25 St Peters Street, Colchester, C01 1EW	2,400 00
CV00	Value Products Ltd	Enefco House, The Quay, Poole, Dorset, BH15 1HJ	0 00
CW00	West Lindsey Council	Revenue 7 Benefits, PO Box 1257, Lincoln, LN5 5PQ	2,119 50
CW01	Wrawbt Services Limited	8A Hillside Works, Whitehall Road, Cleckhethon, BD19 4DN	2,847 00
CY00	Youle Chemicals	CMW House, Stone House, Stone Pit Road, Brough, HU15 2BZ	627 66
RS00	Dr Reeta Manmeet Singh	Stamford House, North kelsey Road, Caistor, Lincolnshire, LN7 6SF	0 00
RS01	Mr Jagpreet Singh	Stamford House, North Kelsey Road, Caistor, Lincolnshire, LN7 6SF	0 00
50 Entries Totalling			254,502.52

Signature _____

PRACTICE FEE RECOVERY POLICY FOR CRG INSOLVENCY & FINANCIAL RECOVERY

Introduction

The insolvency legislation was changed in April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the court. Further detail about how an office holder's fees are approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Alternatively a hard copy may be requested from CRG Insolvency & Financial Recovery, Alexandra Dock Business Centre, Fishermans Wharf, Grimsby, DN31 1UL

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn and time costs incurred and will also enable the recipients to see the average rates of such costs. Under the new legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under the old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

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

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 1 April 2009 (£/hour)
Partner – appointment taker	225 00
Manager	175 00
Administrator	150 00
Cashier	100 00
Support Staff	100 00
Clerical	100 00

These charge-out rates charged are reviewed on 1 April each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Each unit of time is 6 minutes. The work is recorded under the following categories:

- Administration and Planning – which includes work such as planning how the case will be administered and progressed, the administrative set up of the case, notifying creditors and others of the appointment, keeping the records relating to the case up to date, and reporting on progress of the case to creditors and others.

- Investigations – which includes work such as undertaking an initial review of the financial affairs of the company and bankrupt, undertaking a detailed investigation with a view to making recoveries for the benefit of creditors where matters such as preferences or wrongful trading come to light as a result of the initial review, and reporting to the Insolvency Service on the conduct of the directors
- Realisation of Assets – which includes work such as identifying, securing and insuring assets, dealing with retention of title claims, collecting debts owed, and selling assets
- Employee matters – which includes work such as dealing with employees, and liaising with the redundancy payments office
- Creditors - which includes work such as communicating with creditors, dealing with creditors' claims, and where funds realised allow, paying dividends to creditors
- Trading – which includes work such as managing and controlling all aspects of the business, and preparing financial records and information relating to that trading

Percentage basis

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

Fixed fee

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

All bases

The officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Complaints

At CRG Insolvency & Financial Recovery we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing to our complaints officer Pauline Thomas at CRG Insolvency & Financial Recovery, Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, North East Lincolnshire, DN31 1UL. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, or you may email ip.complaints@insolvency.gov.uk, or you may phone 0845 602 9848 - calls are charged at between 1p and 10 5p per minute from a land line, for mobiles, between 12p and 41p per minute if you're calling from the UK.

Agent's Costs

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

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

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

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

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

It is proposed that the following Category 2 disbursements are recovered

Mileage	45p per mile
Storage	£1 per box per month
Photocopying	10p per sheet

PROOF OF DEBT - GENERAL FORM

In the matter of Abbey House UK Limited – In Administration
 Company Number 06415757
 and in the matter of The Insolvency Act 1986

Date of Appointment 13 February 2015

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	