

AM23

Notice of move from administration to dissolution



Companies House

SATURDAY



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05/10/2019

#263

COMPANIES HOUSE

1 Company details

Company number 06512151

Company name in full Rockwell Installations Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Court details

Court name High Court of Justice, Business and Property Courts of
England and Wales

Court number C R - 2 0 1 8 - 0 0 8 3 1 5

3 Administrator's name

Full forename(s) Andrew

Surname Duncan

4 Administrator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road


County/Region London

Postcode N W 1 6 B B

Country

AM23

Notice of move from administration to dissolution

5	Administrator's name ^①	
Full forename(s)	Neil	
Surname	Bennett	
		① Other administrator Use this section to tell us about another administrator.
6	Administrator's address ^②	
Building name/number	Leonard Curtis	
Street	5th Floor	
	Grove House	
Post town	248a Marylebone Road	
County/Region	London	
Postcode	N W 1 6 B B	
Country		
		② Other administrator Use this section to tell us about another administrator.
7	Final progress report	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
8	Sign and date	
Administrator's signature	Signature X  X	
Signature date	d 0 4 m 1 0 y 2 0 1 9	

**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 **Samuel Wood**

Company name **Leonard Curtis**

Address **5th Floor**

Grove House

248a Marylebone Road

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**

**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

ROCKWELL INSTALLATIONS LIMITED
(IN ADMINISTRATION)

Registered Number: 06512151

Court Ref: CR-2018-008315

High Court of Justice, Business and Property Courts of England and Wales

**Joint Administrators' Final Progress Report in accordance
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period
11 April 2019 to 4 October 2019**

4 October 2019

Andrew Duncan and Neil Bennett - Joint Administrators
Leonard Curtis
5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB
Tel: 020 7535 7000 Fax: 020 7723 6059
recovery@leonardcurtis.co.uk
Ref: LJ31/SVW/ROC04/1010

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**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

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

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 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 Rockwell Installations Limited (“the Company”) for the period from 11 April 2019 to 4 October 2019. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 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 11 April 2019 to 4 October 2019, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Andrew Duncan and Neil Bennett were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice, Business and Property Courts of England and Wales, number CR-2018-008315 on 11 October 2018. The Administration appointment was made by the Director. 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 London office of Leonard Curtis, which is situated at 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB.
- 2.3 The principal trading address of the Company was Unit 9 Gatwick International Distribution Centre, Cobham Way, Crawley, West Sussex RH10 9RX. 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 Unit 9 Gatwick International Distribution Centre, Cobham Way, Crawley, West Sussex RH10 9RX. Following the appointment, this was changed to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB. The registered number of the Company is 06512151.
- 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 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 EU 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 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.3 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.4 This has been achieved as both the secured and preferential creditors have received distributions. This is detailed further below.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 11 April 2019 to 4 October 2019. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

4.2 Sale of Business

As previously reported to creditors, the chattel assets of the Company were sold on 12 October 2018 to The Dorset Glass Co Limited ('the Purchaser'), a company unconnected to Rockwell Installations Limited. The agreed sale consideration was £14,550. The total sale consideration has been received.

4.3 Encumbered Plant, Machinery and Motor Vehicles

- 4.3.1 The plant and machinery, which was subject to finance, was novated to the Purchaser.
- 4.3.2 The Company operated a number of vehicles which were subject to lease and hire purchase agreements with various finance companies. These vehicles were either sold and the finance settled or novated to new owners.

4.4 Encumbered Motor Vehicle – Land Rover Discovery

- 4.4.1 This vehicle was held by the Company under a hire purchase agreement with Hitachi Capital.
- 4.4.2 This vehicle was sold to an unconnected party for £20,200 plus VAT. A sum of £4,169 was payable from this amount to settle the outstanding finance. The balance of the sale consideration has been received in full.

4.5 Book Debts

- 4.5.1 The Company's debtors ledger was subject to a factoring agreement with Close Brothers Limited ("CBL").
- 4.5.2 The indebtedness to CBL was discharged in full and a surplus of £5,859 was received. The Joint Administrators took over responsibility for the collection of the balance of the ledger, however, a number of these debts were disputed or subject to contra claims.
- 4.5.3 With the assistance of the former directors further sums of £6,258 were received. The remaining debts were written off as uncollectable.

4.6 Directors' Loan Account

- 4.6.1 At the date of Administration the books and records of the Company indicated that the directors had an overdrawn loan account amounting to £110,479.
- 4.6.2 Following lengthy discussions, the directors confirmed that they were in a position to raise funding to offer £40,000 in full and final settlement of their outstanding directors' loan account. After being provided with personal financial statements and reviewing the position this offer was accepted. The sums have been received in full.

5 INVESTIGATIONS

As previously reported, following their initial assessment, no detailed investigations were considered to be required by the Joint Administrators. Nothing further has been brought to the attention of the Joint Administrators in the period of this report.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 4 December 2018, the secured and preferential 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 £
Leonard Curtis	Liaising with the directors, discussing the Administration strategy and reviewing the pre-appointment documentation. Dealing with the appointment process and initial steps to secure the Company's tangible assets.	13,051.00
Axia Valuations Services	Valuation of business and assets	1,642.50
PDT Solicitors	Preparation and filing of pre appointment and appointment documents.	1,701.00
TOTAL		16,394.50

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

Joint Administrators' Remuneration

- 6.2 On 4 December 2018, the secured and preferential 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 £41,745, as set out in a Fees Estimate.
- 6.3 The Joint Administrators' time costs are summarised below, the previously reported time was understated by £364, the correct figures are below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	133.40	273.91	36,540.00
Time incurred in the period of this report	18.40	310.52	5,713.50
Total Administrators' time costs	151.80	278.35	42,253.50

- 6.4 The time charged by the Joint Administrators for the period of this report amounts to £5,713.50. This represents 18.40 hours at an average rate of £310.52 per hour. A summary of time costs incurred in the period is attached at Appendix C. A detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.
- 6.5 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.
- 6.6 You will note that time costs incurred do slightly exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred relate to Assets and General Administration:

Assets

Additional time has been spent liaising with the directors with regards to their outstanding loan account and pursuit of the remaining debtors ledger following re-assignment.

General Administration

Further time has been incurred in undertaking discussions with the directors on the progress of the Administration

- 6.7 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 6.8 If you would prefer this to be sent to you in hard copy please contact Samuel Wood of this office on 020 7535 7000.
- 6.9 To date, the remuneration drawn by the Joint Administrators totals £41,745 plus VAT.

Joint Administrators' Statement of Likely Expenses

- 6.10 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 disbursements" and are subject to the approval of the secured and preferential creditors. On 4 December 2018, the secured and preferential creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix G.

- 6.11 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.

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- 6.12 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.
- 6.13 Attached at Appendix G is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 6.14 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.
- 6.15 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.
- 6.16 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.
- 6.17 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.

7 OUTCOME FOR CREDITORS

7.1 Secured Creditors

- 7.1.1 CBL have been repaid in full from debtor realisations.
- 7.1.2 HSBC Bank Plc have received a distribution of £6,353.46 against their outstanding debt of £50,254.

7.2 Preferential Claims

Preferential claims received totalled £2,908.61, which have been paid in full.

7.3 Prescribed Part

Owing to the increased level of preferential claims and the reduced final debt collection balance, the Company's net property fell below the prescribed minimum and consequently there will be no prescribed part.

7.4 Unsecured Non-Preferential Claims

At the date of appointment unsecured claims were estimated at £495,311.

After payment of the preferential claims, a distribution to the floating charge creditor and settlement of the outstanding costs of Administration there are insufficient sums to enable a distribution to unsecured creditors.

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.

8 MATTERS STILL TO BE DEALT WITH

All matters have been dealt with and consequently the Administration has now concluded.

9 EXTENSIONS TO THE ADMINISTRATION

- 9.1 The appointment of Joint Administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 9.2 In certain circumstances it may be necessary to extend the Joint Administrators' term of office.
- 9.3 An extension of the Administration was not necessary in this case.

10 ENDING THE ADMINISTRATION

- 10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix H is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.
- 10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

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.

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
ROCKWELL INSTALLATIONS LIMITED



ANDREW DUNCAN
JOINT ADMINISTRATOR

Andrew Duncan is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9319 and Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083

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' PROPOSALS

It is proposed that:

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. It is further proposed that A J Duncan and N A Bennett be appointed 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 A J Duncan and N A Bennett be appointed 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.
8. The Joint Administrators shall do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Insolvency Act 1986, as they consider desirable or expedient to achieve the statutory purpose of the Administration.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
11 APRIL 2019 TO 4 OCTOBER 2019**

	<i>Estimated Financial Position</i>	<i>Previously Reported</i>		<i>11.04.19 - 04.10.19</i>		<i>Total</i>
	<i>£</i>	<i>Fixed Charge Account</i>	<i>Floating Charge Account</i>	<i>Fixed Charge Account</i>	<i>Floating Charge Account</i>	<i>£</i>
Receipts						
Surplus Trade Debtors	5,000	-	9,442.10	-	2,674.88	12,116.98
Motor Vehicles	18,375	-	28,366.67	-	-	28,366.67
Plant & Machinery	8,650	-	9,550.00	-	-	9,550.00
Office Furniture & Equipment	700	-	1,000.00	-	-	1,000.00
Directors' Loan Account	<i>Uncertain</i>	-	40,000.00	-	-	40,000.00
	32,725	-	88,358.77	-	2,674.88	91,033.65
Deposit Interest		-	0.28	-	4.63	4.91
Total Receipts		-	88,359.05	-	2,679.51	91,038.56
Payments						
Agents' Fees and Expenses		-	7,951.71	-	-	7,951.71
Congestion Charge		-	160.00	-	-	160.00
IT Services		-	144.00	-	67.50	211.50
Statutory Advertising		-	166.04	-	85.95	251.99
Bordereau Fee		-	90.00	-	-	90.00
IT Licence Fee		-	87.00	-	-	87.00
Other Professional Fees		-	2,050.00	-	410.00	2,460.00
Storage Charges		-	620.06	-	220.00	840.06
Sundry Expenses/Disbursements		-	715.33	-	14.00	729.33
Vehicle Settlement Costs		-	8,996.99	-	-	8,996.99
Insurance		-	645.96	-	-	645.96
Gas and Electricity		-	561.71	-	-	561.71
Unclaimed Dividend Fee		-	-	-	25.75	25.75
Pre-Administration Costs		-	16,394.50	-	-	16,394.50
Joint Administrators' Remuneration		-	4,000.00	-	37,745.00	41,745.00
Irrecoverable VAT		-	0.00	-	624.99	624.99
		-	45,775.75	-	36,513.68	9,262.07
Distributions to Creditors						
HSBC Bank PLC - floating charge		-	-	-	6,353.46	6,353.46
Preferential claims paid in full		-	-	-	2,908.61	2,908.61
Balance In Hand		-	45,775.75	-	(45,775.75)	-

APPENDIX C

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 11 APRIL 2019 TO 4 OCTOBER 2019

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	1	45.00	1	41.00	-	-	-	-	5	130.00	6	90.00	13	306.00	235.38
Receipts & Payments	-	-	5	208.50	-	-	7	241.50	29	754.00	-	-	41	1,204.00	293.66
Assets	-	-	-	-	-	-	1	32.00	12	312.00	-	-	13	344.00	264.62
Liabilities	1	52.50	-	-	8	316.00	28	966.00	6	156.00	-	-	43	1,490.50	346.63
Debenture Holder	-	-	-	-	-	-	-	-	5	130.00	-	-	5	130.00	260.00
General Administration	-	-	-	-	-	-	3	103.50	18	468.00	-	-	21	571.50	272.14
Post Appointment Creditor Reporting	3	135.00	10	410.00	-	-	25	862.50	10	260.00	-	-	48	1,667.50	347.40

Total	5	232.50	16	659.50	8	316.00	64	2,205.50	85	2,210.00	6	90.00	184	5,713.50	
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Average Hourly Rate (£)	465.00	412.19	395.00	344.61	260.00	150.00	310.52
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All Units are 6 minutes

APPENDIX C (continued)

**DESCRIPTION OF TIME SPENT BY CATEGORY
FOR THE PERIOD FROM 11 APRIL 2019 TO 4 OCTOBER 2019**

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work did not directly result in any monetary value for creditors, it ensured that the case was managed efficiently and resourced appropriately, which was of benefit to all creditors. The work carried out under this category comprised the following:

- Case management reviews. As the case progressed we carried out quarterly reviews to ensure that the case is progressing as planned;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice; and
- Completion of case closing procedures at the end of the case.

Receipts and Payments

This category of work did not result in a direct financial benefit for creditors. However, close monitoring of the case bank account was essential to ensure that bank interest was maximised where possible, estate expenses were properly managed and kept to a minimum and amounts payable to creditors were identified and distributed promptly.

- Management of case bank account to ensure compliance with relevant risk management procedures;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Assets

Time costs have been incurred under this category in completing the following tasks:

- Continuing to liaise with the directors regarding the outstanding debtors ledger which was re-assigned from CBL.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors.
- Processing of claims from the Company's employees. A full and final distribution was paid to preferential creditors and time costs were incurred liaising with employees and our agents, Evolve IS, in the agreement of claims and payment of distributions.

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Non-statutory

- Dealing with enquiries from the Company's creditors.
- Dealing with enquiries from the Company's employees.

Debenture Holder

Time costs have been incurred under this category in completing the following tasks:

- Providing updates to HSBC Bank Plc as floating charge holder.

General Administration

Time costs have been incurred under this category in completing the following tasks:

- General planning matters;
- Maintaining the Joint Administrators' records; and
- Dealing with general correspondence and communicating with directors and shareholders.

Post Appointment Creditor Reporting

- Preparation of Joint Administrators' First Progress Report to creditors; and
- Preparation of the Joint Administrators' Second and Final Progress Report to creditors.

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS
FROM 11 OCTOBER 2018 to 4 OCTOBER 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	Cost
Statutory & Review	145	4,305.00	296.90	109	3,333.00	305.78	972.00
Receipts & Payments	45	1,285.00	285.56	78	2,166.00	277.69	(881.00)
Insurance, Bonding and Pensions	45	1,060.00	235.56	39	1,014.00	260.00	46.00
Assets	310	8,620.00	278.06	384	10,703.00	278.72	(2,083.00)
Liabilities	268	6,940.00	258.96	287	7,921.50	276.01	(981.50)
Landlords	40	875.00	218.75	38	966.00	254.21	(91.00)
Debenture Holder	90	2,610.00	290.00	50	1,308.00	261.60	1,302.00
General Administration	175	4,555.00	260.29	241	6,291.50	261.06	(1,736.50)
Appointment	58	1,345.00	231.90	58	1,345.00	231.90	-
Post Appointment Creditor Reporting	200	5,590.00	279.50	160	5,224.50	326.53	365.50
Investigations	172	4,560.00	265.12	74	1,981.00	267.70	2,579.00
	1,548	41,745.00	269.67	1,518	42,253.50	278.35	(508.50)

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 11 OCTOBER 2018 TO 4 OCTOBER 2019
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	Business Tax Centre	Electronic client verification	10.00	-	-	-	-
Bond Fee	AUA Insolvency Risk Services Ltd	Insurance bond	90.00	90.00	-	90.00	-
Company Searches	Companies House	Extraction of Company information from Companies House	10.00	-	-	-	-
Document Hosting	Pelstar Computing Ltd	Hosting of documents for creditors	70.00	56.00	14.00	56.00	-
Software Licence Fee	Pelstar Computing Ltd	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising Ltd	Advertising	249.06	251.99	85.95	251.99	-
Storage Costs	Total Data Management Ltd	Storage of books and records	1,200.00	840.06	-	840.06	-
Post Redirection	Royal Mail	Redirection of post	303.00	303.00	-	303.00	-
Sundry Expenses	Leonard Curtis	Case disbursements	-	210.00	-	210.00	-
		Total standard expenses	2,019.06	1,838.05	99.95	1,838.05	-

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees	Axia Valuation Services	Costs of valuing and realising assets	10,000.00	9,594.21	-	9,594.21	-
Solicitors' Fees	PDT Solicitors	Costs of dealing with filing of Court documents.	1,701.00	1,701.00	-	1,701.00	-
Employee Agents	Insol Group (HR) Ltd	Assisting with employee claims	2,000.00	1,385.00	410.00	1,385.00	-
Pension Agents	Clumber Consultancy Ltd	Assisting with claim for outstanding pension contributions	1,075.00	1,075.00	-	1,075.00	-
Staff Mileage	Leonard Curtis	Costs for staff car use	72.00	29.25	-	29.25	-
Postage & Printing	Leonard Curtis	Postage & Printing costs	150.00	131.08	-	131.08	-
Congestion Charge	Transport for London	Charges	-	160.00	-	160.00	-
IT Services	Woodstock IT Services Ltd	Email Hosting	-	211.50	67.50	211.50	-
Gas & Electricity	British Gas	Gas / Electric charges	-	561.71	-	561.71	-
		Total case specific expenses	14,998.00	14,848.75	477.50	14,848.75	-

ESTIMATED OUTCOME STATEMENT

Amount available to class of creditor
 Estimated amount due to creditor
 Estimated dividend rate (as a %)

APPENDIX F

Preferential £	Secured £	Unsecured £
9,262	6,353	-
2,909	50,254	495,311
100%	13%	0%

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS**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 resolution 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 obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

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

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

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.

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.

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:

ROCKWELL INSTALLATIONS LIMITED – IN ADMINISTRATION

Type	Description	Amount																								
AML checks	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																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and 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	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<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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CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£85.95 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																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

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 externally 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.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the Insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION

AM23

Notice of move from administration to dissolution



Companies House

1

Company details

Company number 06512151
Company name in full Rockwell Installations Limited

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

2

Court details

Court name High Court of Justice, Business and Property Courts of
England and Wales
Court number C R - 2 0 1 8 - 0 0 8 3 1 5

3

Administrator's name

Full forename(s) Andrew
Surname Duncan

4

Administrator's address

Building name/number Leonard Curtis
Street 5th Floor
Grove House
Post town 248a Marylebone Road
County/Region London
Postcode N W 1 6 B B
Country

AM23

Notice of move from administration to dissolution

5 Administrator's name ¹

Full forename(s)

Neil

Surname

Bennett

1 Other administrator

Use this section to tell us about another administrator.

6 Administrator's address ²

Building name/number

Leonard Curtis

Street

5th Floor

Grove House

Post town

248a Marylebone Road

County/Region

London

Postcode

N W 1 6 B B

Country

2 Other administrator

Use this section to tell us about another administrator.

7 Final progress report☒ I have attached a copy of the final progress report**8 Sign and date**Administrator's
signature

Signature

X



X

Signature date

d 0 4 m 1 0 y 2 0 y 1 9

AM23

Notice of move from administration to dissolution



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 **Samuel Wood**

Company name **Leonard Curtis**

Address **5th Floor**

Grove House

248a Marylebone Road

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**



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

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.

ROCKWELL INSTALLATIONS 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

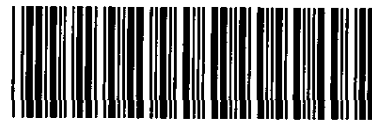
AM23

Notice of move from administration to dissolution



Companies House

SATURDAY



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A15

05/10/2019

#264

COMPANIES HOUSE

1 Company details

Company number 0 6 5 1 2 1 5 1

Company name in full Rockwell Installations Limited

→ Filling in this form
Please complete in typescript or in
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County/Region London

Postcode N W 1 6 B B

Country

AM23

Notice of move from administration to dissolution

5		Administrator's name ①	
Full forename(s)	Neil		
Surname	Bennett		
		① Other administrator Use this section to tell us about another administrator.	
6		Administrator's address ②	
Building name/number	Leonard Curtis		
Street	5th Floor		
	Grove House		
Post town	248a Marylebone Road		
County/Region	London		
Postcode	N W 1 6 B B		
Country			
		② Other administrator Use this section to tell us about another administrator.	
7		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
8		Sign and date	
Administrator's signature	Signature X  X		
Signature date	d 0 4 m 1 0 y 2 0 y 1 9		

AM23

Notice of move from administration to dissolution

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Contact name	Samuel Wood
Company name	Leonard Curtis
Address	5th Floor
	Grove House
	248a Marylebone Road
Post town	London
County/Region	
Postcode	N W 1 6 B B
Country	
DX	
Telephone	020 7535 7000

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