



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	0	6	6	5	7	1	3	3
Company name in full	SPA EPOS Solutions Limited							

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

### 2 Administrator's name

Full forename(s)	Jeremy
Surname	Woodside

### 3 Administrator's address

Building name/number	Third Floor
Street	196 Deansgate
Post town	Manchester
County/Region	
Postcode	M 3 3 W F
Country	

### 4 Administrator's name ①

Full forename(s)	Gary
Surname	Bell

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

### 5 Administrator's address ②

Building name/number	Third Floor
Street	196 Deansgate
Post town	Manchester
County/Region	
Postcode	M 3 3 W F
Country	

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

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

### 7 Progress report

☐ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
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**Presenter information**

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

Contact name **Heather Barnes**

Company name **Quantuma Advisory Limited**

Address **Third Floor**

**196 Deansgate**

Post town **Manchester**

County/Region

Postcode **M 3 3 W F**

Country

DX

Telephone **0161 6949144**

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

# SPA EPOS Solutions Limited

(In ADMINISTRATION)

**(“the Company”)**

In the High Court of Justice Business and Property Courts in Manchester CR2022MAN000819

## **THE JOINT ADMINISTRATORS' PROGRESS REPORT**

28 April 2023

Jeremy Woodside and Gary Bell of Quantum Advisory Limited, Third Floor, 196 Deansgate, Manchester, M3 3WF, were appointed Joint Administrators of SPA EPOS Solutions Limited on 03 October 2022.

Jeremy Woodside is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Gary Bell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

or the purpose of this report the following abbreviations shall be used:

the Act	Insolvency Act 1986
the Rules	Insolvency (England and Wales) Rules 2016
the Joint Administrators	Jeremy Woodside and Gary Bell of Quantuma Advisory Limited
the Company	Power EPOS Limited (in Administration)
the Court	High Court of Justice Business and Property Courts in Manchester CR-2022-MAN-000818
EOS	Estimated Outcome Statement
SIP	Statement of Insolvency Practice (England & Wales)
Period	Period covered by the report from 3 October 2022 to 2 April 2023
The Statement of Proposals	The Statement of the Joint Administrators' Proposals prepared pursuant to Paragraph 49(1) of Schedule B1 of the Act
HMRC	HM Revenue & Customs
Hilco	Hilco Valuation Services
Napthens	Napthens Solicitors
PP or Prescribed Part	The Prescribed Part of the Company's net property subject to Section 176A of the Act
the Purchaser	Power EPOS Systems Limited
SPA	Sale and Purchase Agreement
PEPOS	Power EPOS Limited – in Administration
TSS	Triniteq Service & Supplies Limited – in Administration
QFCH	Qualifying Floating Charge Holder
SIP	Statement of Insolvency Practice (England & Wales)
ThinCats/ the Secured Creditor	Tc Loans I Limited and Tc Security Trustee Limited
TUPE	Transfer of Undertakings (Protection of Employment) Regulations

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the appointment as Joint Administrators on 3 October 2022.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 8 November 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### Details of the appointment of the Joint Administrators

Jeremy Woodside and Gary Bell of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 3 October 2022.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE ADMINISTRATION

### The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Period. A summary is provided of the main asset realisations during the Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Period are included in Appendix 4.

### Realisation of assets

#### Sale of business

The Joint Administrators concluded a pre-pack sale of the Company's business and assets. The sale formed part of a sale of the business and assets of the wider group (including the business and assets of associated companies TSS and PEPOS).

Information relating to this sale is provided in the Joint Administrators' Proposals and SIP16 Disclosure. The sale consideration of £55,100 relating to the business and assets of the Company being stock and debtors has been received in full.

#### Cash at Bank

Immediately following the appointment the Joint Administrators made contact with the Company's bankers in order to freeze the accounts and request the transfer of any credit balances.

The balance of the Company's pre appointment bank account being £39,483 has been received into the Administration estate.

### Corporation Tax Refund

The balance of £350 has been received in respect of an overpayment of Corporation Tax made by the Company.

### Bank interest

Bank interest of £40 has been received in the Period.

### Business Rates

The Joint Administrators have engaged PCA to investigate the rateable values of the Company's trading premises and identify any historic overpayments based on the rateable value being incorrectly determined.

PCA are still investigating the position and it remains uncertain whether there will be any realisations in respect of business rates.

### License to Occupy

The sum of £3,208 has been received under the terms of the license to occupy which was subsequently paid to the Landlord in respect of the rent due.

### Funds due to Purchaser

During the Period, funds due to the Purchaser totalling £9,139 were paid to the Administration estate bank account.

Debtors due to the Purchaser had been paid the Company's to pre appointment bank account. The Joint Administrators subsequently transferred these funds to the Purchaser, as detailed on the Receipts and Payments account.

### Estimated Future Realisations

The Joint Administrators are not aware of any other assets of the Company and therefore no future realisations are anticipated.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

### Secured Creditors

The Company had granted the following security:

<b>Secured creditor's name and address</b>	<b>Amount of claim (estimated)</b>	<b>Details of security</b>	<b>Date security was given</b>	<b>Value of security (per Estimated Financial Position)</b>
TC Loans Limited	£525,000	Fixed and Floating Charge	27 August 2019	£525,000
TC Security Trustee Limited		Fixed and Floating Charge	12 July 2021	
TC Security Trustee Limited		Fixed and Floating Chare	12 July 2021	

During the Period, the Joint Administrators' legal advisors, Napthens, have confirmed the validity of the charge granted to TC Security Trustee Limited and TC Loans Limited, however there have not been any fixed charge realisations and therefore no distribution has been made under its fixed charge.



It is not anticipated that the Secured Creditor will be paid in full.

#### Preferential Creditors

As detailed in the Proposals the Company's 7 employees transferred under TUPE to the Purchaser as part of the pre-packaged sale. The Purchaser agreed to meet any outstanding wages, holiday pay and that it would settle any outstanding pension cost.

There are no other known preferential claims outstanding. No preferential claims have been received and none are anticipated.

#### Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims relating to VAT and PAYE were estimated at £58,385 in the Director's Estimated Statement of Affairs. To date, HMRC have submitted a claim totalling £66,658 in respect of their secondary preferential claim.

It is anticipated that there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim. This claim will be reviewed and adjudicated and a dividend paid to HMRC in the next six months.

#### Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

It is anticipated that the net property will be less than the prescribed minimum of £10,000. The Joint Administrators are of the view that the costs of making a distribution to unsecured Creditors would be disproportionate to the benefits and so they do not intend to make a distribution of the prescribed part to Unsecured Creditors.

#### Unsecured Creditors

Unsecured claims were estimated at £143,924 in the Director's Estimated Statement of Affairs uploaded to Companies House following the issue of the Joint Administrators' Proposals and, to date, one claim has been received to date in the sum of £1,896.

It is not anticipated that a dividend will be paid to Unsecured Creditors.

## Notice of No Dividend

In accordance with Rule 14.36 and Rule 14.37 no dividend will be distributed as the funds realised will be distributed to the Secondary Preferential Creditor or used or allocated for defraying the expenses of the Administration.

## 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

### Investigations

During the Period, the Joint Administrators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director(s) (and senior employees) by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Administrators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for Creditors.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

## 5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

## General Ethical Considerations

Prior to the Joint Administrator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Period.

## Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## 6. PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 24 October 2022 was a Statement of Pre-Administration Costs.

These costs were approved on 9 November 2022 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Joint Administrators' pre-administration Remuneration	25,919	9 November 2022	30 November 2022
Agents – Hilco	672	9 November 2022	17 November 2022
Agents - CRM	1,353	9 November 2022	17 November 2022
Solicitors – Napthens	8,984	9 November 2022	6,122 paid on 17 November 2022
TOTAL APPROVED	36,298		

The pre – appointment legal fees were reviewed following appointment and reduced to £6,122.

## 7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Joint Administrator's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 7 November 2022 as follows:

1. That the Joint Administrators' fees be fixed in the sum of £52,000.

### Set Basis

During the Period, fees totalling £26,000 have been drawn in relation to the agreed set fee.

There have been insufficient realisations to allow the agreed fee to be drawn in full. It is anticipated that any available fees will be drawn in the next six-month period prior to the closure of the Administration.

The Joint Administrators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

#### Joint Administrators' Expenses

The expenses, which include disbursements that have been incurred and not yet paid during the Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate	Actual expenses incurred in the Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
	£	£	
Category 1 expenses			
Professional Advice - Napthens	2,000	150 plus disbursements of 67	Disbursements incurred not included in the initial estimate. No further legal fees are anticipated
Professional Advice – Pickles Financial Solutions	1,000	1,000	
Statutory & other Advertising	169	92	The estimate included additional advertising for claims which has not been required
Bank charges	20	Nil	Bank charges are still estimated to be incurred in the whole period of the Administration
Indemnity Bond	135	135	
Printing & Postage costs of external provider.	60	55	No further postage or printing costs anticipated
TOTAL	3,384	1,499	

Details of the expenses paid in the Period are shown in the Receipts and Payments account at Appendix 2.

On 7 November 2022, Creditors agreed that Category 2 disbursements could be drawn. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

#### Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the agreed set fee estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

## Other Professional Costs

### Solicitors

As previously advised, Napthens were instructed by the Joint Administrators to advise on appropriate legal matters including business sale agreements. Their costs have been agreed on the basis of their standard hourly charge out rates, plus expenses and VAT. The Solicitors' time costs for the Period amount to £332 plus disbursements of £67 and they have been paid in full.

### Agents & Valuers

Hilco, a firm of chattel agents, was instructed by the Joint Administrators to undertake inventories and valuations of the Company's assets where appropriate. The agents also advised on the acceptance of the offer to purchase the assets.

The Agents time costs were incurred pre appointment in relation to the pre-packaged sale and therefore no agents fees have been incurred in the Period.

The Pre-Appointment costs totalling £808 remain unpaid and will be paid in the next six months prior to the end of the Administration.

### **Creditors' right to request information**

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' right to challenge remuneration and/or expenses**

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### Future of the Administration

The Administration will continue in order to finalise the following matters:

- finalise tax matters in the Administration
- discharge any remaining costs
- review the secondary preferential claim and agree a dividend
- ascertain any potential realisations in relation to the business rates

It is anticipated that the outstanding matters in the Administration will be finalised prior to the automatic end date and the Administration will be closed in the next six months.

Should you have any queries in regard to any of the above please do not hesitate to contact Heather Barnes on 0161 694 9144 or by e-mail at [heather.barnes@quantuma.com](mailto:heather.barnes@quantuma.com).



Jeremy Woodside  
Joint Administrator

## SPA EPOS SOLUTIONS LIMITED – IN ADMINISTRATION

## STATUTORY INFORMATION

Company Name	SPA EPOS Solutions Limited
Trading Address	Units 12f & 13f, Block 7 Enterprise Way, Edenbridge, TN8 6HF
Proceedings	In Administration
Date of Appointment	03 October 2022
Joint Administrators	Jeremy Woodside Gary Bell Quantuma Advisory Limited Third Floor, 196 Deansgate, Manchester, M3 3WF
Registered office Address	c/o Quantuma Advisory Limited Third Floor, 196 Deansgate, Manchester, M3 3WF
Company Number	06657133
Incorporation Date	28/07/2008

## APPENDIX 2

## SPA EPOS SOLUTIONS LIMITED – IN ADMINISTRATION

## THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 2 APRIL 2023

S of A £	£	£
ASSET REALISATIONS		
Licence fees	3,208.00	
Stock	25,000.00	
Book Debts	30,100.00	
Corporation Tax Refund	350.65	
Cash at Bank	39,483.18	
Funds Due to Purchaser	23,489.77	
Bank Interest Gross	39.83	
		121,671.43
COST OF REALISATIONS		
Funds due to purchaser	23,489.43	
Specific Bond	135.00	
Joint Administrators' Pre-appt fees	25,919.50	
Preparation of SOA	1,000.00	
Joint Administrators Remuneration	26,000.00	
Agents Fees - Hilco	672.00	
Agents Fees - CRM	1,352.81	
Pre-appointment legal fees	6,122.46	
Legal disbursements	67.10	
Legal fees	150.00	
Postage	55.03	
Statutory Advertising	92.00	
Rent	3,208.00	
		(88,263.33)
		33,408.10
REPRESENTED BY		
Bank 1 Current		21,108.34
Vat Control Account		12,299.76
		33,408.10

## VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

## SCHEDULE OF PRE-APPOINTMENT COSTS

	Total cost incurred	Amount already Paid	Amount Outstanding
	£	£	£
Joint Administrators' pre-administration Remuneration	25,919	25,919	
Agents – Hilco	672	672	-
Agents – CRM	1,353	1,353	-
Solicitors – Napthens	8,984	6,122	2,862
Total Pre-Administration Costs	36,928	34,066	2,862



## SPA EPOS SOLUTIONS LIMITED – IN ADMINISTRATION

## DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records Liaising with Company Bank in order to obtain historic bank statements.
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.

Description of work undertaken	Includes
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and Directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<u>REALISATION OF ASSETS</u>	
Freehold/Leasehold Property	Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Sale of Business	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

## SPA EPOS SOLUTIONS LIMITED – IN ADMINISTRATION

PROOF OF DEBT - GENERAL FORM  
 SPA EPOS Solutions Limited (in Administration)  
 Date of Administration: 3 October 2022

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	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	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO