

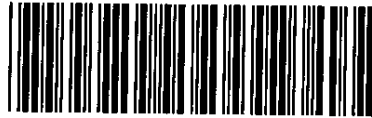
AM10

Notice of administrator's progress report



Companies House

THURSDAY



A08 *A7YSF8MJ* #326
07/02/2019
COMPANIES HOUSE

please
house

1 Company details

Company number 06818331
Company name in full Accident Advice Solicitors Limited

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

2 Administrator's name

Full forename(s) Julien
Surname Irving

3 Administrator's address

Building name/number Leonard Curtis
Street Tower 12, 18/22 Bridge Street
Spinningfields
Post town Manchester
County/Region
Postcode M33BZ
Country

4 Administrator's name ①

Full forename(s) John
Surname Titley

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

5 Administrator's address ②

Building name/number Leonard Curtis
Street Tower 12, 18/22 Bridge Street
Spinningfields
Post town Manchester
County/Region
Postcode M33BZ
Country

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

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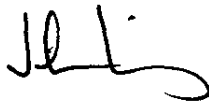
6 Period of progress report

From date	d	1	d	2	m	0	m	7	y	2	y	0	y	1	y	8
To date	d	1	d	1	m	0	m	1	y	2	y	0	y	1	y	9

7 Progress report☒ I attach a copy of the progress report**8** Sign and dateAdministrator's
signature

Signature

X



X

Signature date

d	0	d	6	m	0	m	2	y	2	y	0	y	1	y	9
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LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

ACCIDENT ADVICE SOLICITORS LIMITED
(IN ADMINISTRATION)

Registered Number: 06818331

Court Ref: 2623 of 2018

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

**Joint Administrators' first progress report in accordance
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
12 July 2018 to 11 January 2019

5 February 2019

Julien Irving and John Tittley - Joint Administrators
Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel: 0161 831 9999 Fax: 0161 831 9090
General email: recovery@leonardcurtis.co.uk
Ref: M/38/MHO/A887K/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 Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Accident Advice Solicitors Limited ("the Company") for the period from 12 July 2018 to 11 January 2019. This is the Joint Administrators' first progress report to creditors.

2 STATUTORY INFORMATION

- 2.1 Julien Irving and John Titley were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2623 of 2018 on 12 July 2018. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was 150 London Road, Northwich, Cheshire, CW9 5HH. 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 150 London Road, Northwich, Cheshire, CW9 5HH. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 06818331.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were deemed approved on 12 September 2018.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to realise property in order to make a distribution to preferential creditors.
- 3.5 The objective of the Administration will be achieved based on the level of asset realisations expected. It is anticipated that a distribution will be made to preferential creditors in due course.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 12 July 2018 to 11 January 2019.

Company Voluntary Arrangement ("CVA")

- 4.2 A CVA was approved by creditors on 7 November 2017. The Company fell into arrears with its voluntary contributions and breached the term and conditions of the CVA. A formal certificate of termination was issued on 19 July 2018.
- 4.3 A first and final dividend is anticipated to be paid once a potential preferential claim in respect of unpaid pension contributions has been confirmed. This will impact on the unsecured claims in the Administration.

Sale of Business

- 4.4 As set out in our earlier report a detailed marketing exercise was undertaken that resulted in 8 expression of interest being received by the Joint Administrators.
- 4.5 This resulted in 1 offer being received from a connected company, Loss Insurance Services Limited ("the Purchaser"). This allowed a successor practice to take on certain responsibilities and liabilities, including taking on all client files, dealing with archiving and mitigating the requirement for run off cover. The sale also avoided intervention by the Solicitors Regulation Authority ("SRA"), therefore increasing the sums available for creditors. It was not considered that any of the other interested parties would have been interested on purchasing the business and assets on this basis.
- 4.6 In addition the sale preserved the goodwill of the Company and mitigated the employee claims in Administration as they transferred to the Purchaser.
- 4.7 The offer received allowed for 40% of all the net recoverable Work In Progress to be realised into the Administration and an amount payable of £1 for the Goodwill (Including Intellectual Property, Seller's Records, Business Information, Contracts and Client Files). The Purchaser agreed that all client matters both past and present would be handled properly to avoid SRA Intervention.
- 4.8 The Purchaser also adopted the ongoing professional indemnity liability, the ongoing storage of closed client file and the distribution of client account monies this reducing the costs in the Administration.
- 4.9 In order to secure the deferred element of the sale (WIP) the Joint Administrators obtained a Debenture incorporating a Fixed and Floating Charge over the Purchaser that has been duly registered at Companies House.

Goodwill

- 4.10 The amount estimated to be realised in respect of this asset was £1. The consideration was payable on completion and has been acknowledged.

WIP

- 4.11 WIP had an estimated value of £252,057. The sale agreement states that 40% of the net recoverable WIP will be payable to the Administrators. A general provision of 20% was included in the estimated to realise figure of £80,649.

- 4.12 We are reviewing the historic caseload with our agents as to whether monies can be recovered from closed cases where the client may be able to pay costs and disbursements (previously paid by the Company). We will report on progress in our next report.
- 4.13 In the period of the report the Joint Administrators have received £11,691.88. The collection of the WIP remains ongoing. The Administrators held a meeting with the Purchaser who is to provide updated information in respect of likely realisations. This will be detailed in my next report to creditors.
- 4.14 In addition, the Company obtained funding in respect of disbursements from VFS Legal Funding ("VFS") who hold security by way of rights to proceeds of files. An updated schedule has been requested from the purchaser in respect of monies received and paid direct to VFS together with an estimate of the likely return in each matter.

Debtors

- 4.15 As previously reported book debts had a value of £153,000 per the March 2017 management accounts, these were in relation to disbursements due to the Company, that upon appointment were believed to be minimal. The director has provided an updated position as at the date of the administration. The Purchaser has confirmed that £1,183.25 has been received of which 15% is due to them as an agreed collection fee. An updated schedule of the outstanding debtors has been requested by the Joint Administrators.

Fixtures, Fittings & Equipment

- 4.16 As previously reported the assets had an estimated value of £550.00. Cerberus Assets Management were instructed to uplift and sell the furniture and equipment. The Joint Administrators were advised that costs of recovering the Furniture would outweigh any realisation and therefore these have not been recovered. The Computer Equipment remains with the purchaser who is utilising this as the successor practice. We are currently awaiting an offer from the Purchaser.

Bank Interest

- 4.17 The Administration has received £7.99.

5 ASSETS STILL TO BE REALISED

Work In Progress/Debtors

- 5.1 As discussed in section 4 of the report, the collection of WIP is ongoing and updates will be provided in the next report to creditors. In addition, the disbursements recovered and debtors will continue to be monitored.

Computer Equipment

- 5.2 As discussed in section 4 of the report, an offer remains outstanding in respect of the Computer Equipment.

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they

ACCIDENT ADVICE SOLICITORS LIMITED – IN ADMINISTRATION

consider require investigation, they should please send full details to this office at the address given at the front of this report.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 7.1 Approval of the following pre-appointment costs and expenses being paid as an expense of the Administration has been sought from preferential creditors.

Charged by	Services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Leonard Curtis	Providing insolvency advice to the directors on the options available, agreeing a sale of certain assets, conducting a marketing process and reviewing and executing the required sales documentation.	£18,122.00	-	-	£18,122.00
Cerberus Asset Management	Desk top valuation of fixture and fittings	£500.00	-	-	£500.00
Turner Parkinson	Dealing with sale contract and appointment	£7,500.00	-	-	£7,500.00
	Total	£26,122.00	-	-	£26,122.00

The Joint Administrators intend to seek a decision of the preferential creditors to approve the pre-Administration costs.

Joint Administrators' Remuneration

- 7.2 Approval will be sought from the preferential creditors to agree 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 £118,335.00, as set out in a Fees Estimate shown in the Joint Administrators Proposals.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £32,656.00. This represents 101.2 hours at an average rate of £322.69 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators original fees estimate.
- 7.5 You will note that time costs incurred to date do not 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.
- 7.6 No significant variances have occurred in relation to the fee estimate.
- 7.7 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The Joint Administrators do not anticipate that the Fees Estimate will be exceeded. However should information come to light during the course of the Administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Fees Estimate was provided,

it may be necessary for the Joint Administrators to revert to the appropriate body of creditors for further approval. The information provided above is therefore for information purposes only.

- 7.8 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>
- 7.9 If you would prefer this to be sent to you in hard copy please contact Matthew Holt of this office on 0161 831 9999.
- 7.10 No remuneration has been drawn in respect of the Joint Administrators time costs to date.

8 JOINT ADMINISTRATORS' EXPENSES

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

Expenses are separated into the following categories:

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

These are known as "Category 2 disbursements" and are subject to the approval of the creditors. Section 7 of this report confirms that approval is being sought from Preferential creditors.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 8.4 An amount of £64.00 has been spent on General Administration in excess of the fee estimate, in relation to chasing further information from the Purchaser.
- 8.5 Attached at Appendix F 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.
- 8.6 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.7 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 8.8 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.

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

9 ESTIMATED OUTCOME FOR CREDITORS

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

9.2 Secured Creditors

The Directors Tamara Downes and David Urnston hold security by way of an all monies and all assets debenture that was created on 14 August 2017, in relation to personal monies loaned to the company. This security contains both fixed and floating charges. The terms of the CVA agreed that security held would be waived and that in the event of an Administration or Liquidation, the waiver would stand. Therefore whilst the security remains registered at Companies House, the Directors will effectively become unsecured creditors.

9.3 Preferential Claims

All employees were transferred to the Purchaser upon completion of the sale. We understand that outstanding pension contributions of £2,500 remain. It is anticipated that a return will be made to preferential creditors. The estimated amount currently remains uncertain.

9.4 Prescribed Part

Although a floating charge is registered against the Company, the holders have agreed to waive their rights and therefore there is no requirement to set aside funds for the prescribed part for unsecured creditors.

9.5 Unsecured Non-Preferential Claims

It is not anticipated that a dividend will be payable 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.

10 MATTERS STILL TO BE DEALT WITH

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

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

11 EXTENSIONS TO THE ADMINISTRATION

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

- 11.2 In certain circumstances it may be necessary to extend the administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months as follows:
- with the consent of each secured creditor of the Company; and
 - a decision of the preferential creditors in a decision procedure.
- 11.3 In accordance with Paragraph 76 of Schedule B1 to the Act the Administration will automatically end after 12 months, on 11 July 2019. The Joint Administrators consider it appropriate to request an extension to the Administration to allow for the continued realisation of assets.
- 11.4 Notice of a decision procedure of the preferential creditors will be circulated in due course.
- 11.5 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

12 NEXT REPORT

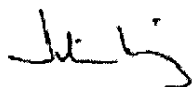
- 12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

13 DATA PROTECTION

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

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
ACCIDENT ADVICE SOLICITORS LIMITED



JULIEN IRVING
JOINT ADMINISTRATOR

Julien Irving and John Tittley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 13092 and 8617, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

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 Julien Irving and/or John Tittley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. 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 Julien Irving and/or John Tittley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
12 JULY 2018 to 11 JANUARY 2019

	Estimated to realise £	This period £
RECEIPTS		
Goodwill	1.00	0.00
Work In Progress	80,649	11,691.88
Debtors	n/k	0.00
Fixtures, Fittings & Equipment	550	0.00
Bank Interest	-	7.99
	<u>81,200</u>	<u>11,691.88</u>
Balance in Hand		<u>11,691.88</u>

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 12 JULY 2018 to 11 JANUARY 2019

	Units	Average hourly rate £	Cost £
Statutory and review	173	401.01	6,937.50
Receipts and payments	38	277.37	1,054.00
Insurance, bonding and pensions	9	266.67	240.00
Assets	225	288.07	6,481.50
Liabilities	243	299.57	7,279.50
General Administration	131	339.62	4,449.00
Appointment	47	288.94	1,358.00
Planning & Strategy	7	260.00	182.00
Post Appointment Creditors Meeting	83	365.00	3,029.50
Investigations	39	286.92	1,119.00
Case Specific	17	309.41	526.00
	1012	322.69	32,656.00

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

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

- Case management reviews – Case review have been carried out periodically including a 1 month review to ensure that *all statutory and best practice matters have been dealt with appropriately.*
- Allocation of staff, management of staff, case resourcing and budgeting – This has involved a number of internal meetings in order to ensure that the purpose of Administration is being achieved. Including internal handover meetings.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9; and
- Review of the SIP 16 document to ensure compliance.

Receipts and Payments

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

- Opening of case bank accounts
- Management of case bank account(s) to ensure compliance with relevant risk management procedures;
- Regular review of case bank account by senior member of staff to ensure that assets have been properly identified;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports for the proposals to creditors; and
- Timely completion of all post appointment tax and VAT returns.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice; and
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company directors to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme, and submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme.

Assets

- Agreeing strategy for realisation of Company assets in respect of the collection of Work In Progress and debtors.

ACCIDENT ADVICE SOLICITORS LIMITED – IN ADMINISTRATION

- A significant amount of time has been spent liaising with the former live clients of the Company requesting details of where the file had been transferred.
- Instruction of and liaising with agents as required – CAM were instructed in respect of the Furniture, Fixtures and Equipment.
- Liaising with Company's bankers re pre-appointment bank accounts; and
- Arranging with the purchaser for the sale of the computer equipment.

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 pension scheme
- Issuing of the SIP 16 Statement subsequent to the pre-packaged sale of the business
- Preparation and submission of the Joint Administrators Proposals

Non-statutory

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

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- General planning matters;
- Setting up and maintaining the administrators' records;
- Dealing with general correspondence and communicating with directors and shareholders; and
- Chasing further information from the director of the Company.

Appointment

There are certain tasks which the Joint Administrators have a statutory obligation to undertake during the administration process. Other tasks are completed in order to ensure the administration is progressed to the benefit of all creditors and stakeholders. Actions completed to date are both statutory and non-statutory and include the following:

- Statutory notifications to creditors and other interested parties following the Joint Administrators' appointment including the Joint Administrators proposals;
- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.

Post Appointment Creditors' Decisions

Agreeing and reporting on our proposals and fee basis is a statutory requirement. Work completed to date includes the following:

- Preparation of Joint Administrators' Proposals for achieving a statutory purpose of the Administration;
- Preparation of Fees Estimate and Statement of Expenses in accordance with the Rules; and
- Convening a meeting by correspondence to agree Fees Estimate with appropriate body of creditors;

Investigations

- Collecting and reviewing the Company's records
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986

APPENDIX D

SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO DATE
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' FEE ESTIMATE

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	
Statutory and review	280	9,495.00	339.11	173	6,937.50	401.01	2,557.50
Receipts and payments	400	11,875.00	396.88	38	1,054.00	277.37	10,821.00
Insurance, bonding and pensions	90	2,930.00	325.56	9	240.00	266.67	2,690.00
Assets	1000	31,050.00	310.50	225	6,481.50	288.07	24,568.50
Liabilities	1000	30,000.00	300.00	243	7,279.50	299.57	22,720.50
Debenture Holder	50	1,700.00	340.00	-	-	-	1,700.00
General Administration	120	4,385.00	365.42	131	4,449.00	339.62	(64.00)
Appointment	110	3,230.00	293.64	47	1,358.00	288.94	1,872.00
Planning & Strategy	100	3,295.00	329.50	7	182.00	260.00	3,113.00
Post Appointment Creditors Meeting	280	8,375.00	299.11	83	3,029.50	365.00	5,345.50
Investigations	280	9,850.00	351.79	39	1,119.00	286.92	8,731.00
Case Specific	60	2,150.00	358.33	17	526.00	309.41	1,624.00
	3770	118,335.00	313.89	1012	32,656.00	322.69	82,679.00

APPENDIX E

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 12 JULY 2018 11 JANUARY 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	Insurance bond	260.00	260.00	260.00	-	260.00
Document Hosting	Pelstar	Hosting of documents for creditors	84.00	28.00	28.00	-	28.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	83.02	83.02	83.02	-	83.02
Storage Costs	Auctus	Storage of books and records	500.00	8.35	8.35	-	8.35
		Total standard expenses	1,024.02	806.37	806.37	-	806.37

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	Auctus	Cost of valuing and realising the assets and the collection of the company's records.	1,500.00	250.00	250.00	-	250.00
Debt Collection Fees	The Purchaser	Cost of collection of debts	15% of collections	177.49	177.49	-	177.49
Legal Fees	LC Legal	General legal advice	2,500.00	-	-	-	-
Professional Fees		Assistance with Statement of Affairs	2,500.00	-	-	-	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	200.00	90.00	90.00	-	90.00
Professional Fees	Insol	Processing claims for unpaid pension contributions	1,500.00	-	-	-	-
		Total case specific expenses	8,300.00	517.49	517.49	-	517.49

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.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
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:

ACCIDENT ADVICE SOLICITORS 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 individual																								
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	<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	£83.02 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

ACCIDENT ADVICE SOLICITORS LIMITED – IN ADMINISTRATION

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.

APPENDIX G

ESTIMATED OUTCOME STATEMENT

	Secured £'000	Preferential £'000	Unsecured £'000
Amount available to class of creditor	Nil	2,500.00	Nil
Amount due to creditor per Estimated Financial Position	Nil	(2,500.00)	(1,436)
Estimated dividend rate (as a %)	0%	0%	0%

Proof of Debt – General Form

Relevant date: 12 July 2018

Name of Company in Administration:

Accident Advice Solicitors Limited

Company registered number:

06818331

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

2. Correspondence address of creditor (including email address)

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

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

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

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

APPENDIX H (cont)

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

--

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

--

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

--

10. Date of signing:

--

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

--

12. Name in BLOCK LETTERS

--

13. Position with, or relation to, creditor

--

Notes:

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

PRIVACY NOTICE

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

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

ACCIDENT ADVICE SOLICITORS LIMITED – IN ADMINISTRATION

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.

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, Level 5, The Grove, 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

AM10

Notice of administrator's progress report



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	Matthew Holt
Company name	Leonard Curtis
Address	Tower 12, 18/22 Bridge Street
	Spinningfields
	Manchester
Post town	
County/Region	
Postcode	M 3 3 B Z
Country	
DX	
Telephone	0161 831 9999



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse