

# AM10

## Notice of administrator's progress report



Companies House

TUESDAY



\*A8H3QLK0\*

A05

29/10/2019

#48

COMPANIES HOUSE

### 1 Company details

Company number 06895109

Company name in full Roberts Jackson Limited

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

### 2 Administrator's name

Full forename(s) Sean

Surname Bucknall

### 3 Administrator's address

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode BN1 4EA

Country

### 4 Administrator's name ①

Full forename(s) Andrew

Surname Hosking

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

### 5 Administrator's address ②

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode BN1 4EA

Country

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

# AM10

## Notice of administrator's progress report

6

### Period of progress report

From date	d	2	d	8	m	0	m	3	y	2	y	0	y	1	y	9
To date	d	2	d	7	m	0	m	9	y	2	y	0	y	1	y	9

7

### Progress report

☐ I attach a copy of the progress report

8

### Sign and date

Administrator's  
signature

Signature

X

X

Signature date

d	2	d	6	m	0	m	4	y	2	y	0	y	1	y	9
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# 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 **Jamie Balding**

Company name **Quantuma LLP**

Address **3rd Floor**

**37 Frederick Place**

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**



### 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)**

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## **Roberts Jackson Limited**

**(In Administration)**

**("the Company")**

**In the High Court of Justice No. 8098 of 2018**

**THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD FROM 28 MARCH 2019  
TO 27 SEPTEMBER 2019**

**25 October 2019**

**This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**Sean Bucknall and Andrew Hosking of Quantuma LLP, 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA, were appointed Joint Administrators of Roberts Jackson Limited on 28 September 2018.**

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

**Sean Bucknall and Andrew Hosking are licensed to act as insolvency practitioners by the Insolvency Practitioners Association**

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## **ABBREVIATIONS**

For 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"	Sean Bucknall and Andrew Hosking of Quantuma LLP
"the Company"	Roberts Jackson Limited (in Administration)
"the Court"	High Court of Justice No 8098 of 2018
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 28 March 2019 to 27 September 2019

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## INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our last report dated 26 April 2019.

The Joint Administrators' proposals were deemed approved on 22 November 2018. A formal notice confirming this was sent to all creditors on 7 December 2018. Creditors approved an extension of the Administration to 27 September 2020 on 30 August 2019.

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

### **Details of the appointment of the Joint Administrators**

*Sean Bucknall and Andrew Hosking of Quantuma LLP* were appointed Joint Administrators of the Company on 28 September 2018.

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

## PROGRESS OF THE ADMINISTRATION

### **The Joint Administrators' Receipts and Payments Account**

Attached at **Appendix 2** is a receipts and payments account for the Review Period.

An EOS as at 27 March 2019 is attached at **Appendix 3** and has provided "best/worst case" figures, in accordance with the accompanying notes.

The rest of this report describes the key developments in the Administration over the Review Period.

For a detailed list of work undertaken by the Joint Administrators during the Review Period, see **Appendix 4**.

We have also summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

### **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.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Considering whether an extension to the Administration is necessary and, if so, seeking approval for this via creditors or the court and issuing notice of the outcome;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress,

- 
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
  - Monitoring and maintaining an adequate statutory bond;
  - Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
  - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
  - Completing periodic tax returns.

### **Realisation of Assets**

I would refer creditors to my previous report for details of those assets realised outside of the *Review Period*, and for the terms of the sale of the Company's business and assets to AWH Legal Limited ("AWH")

### **Work In Progress ("WIP")**

The sum of £35,662 has been realised in the Review Period in respect of the sale of the Company's WIP.

### **Debtors**

AWH have transferred £295,428 to the Administration account in respect of Debtor recoveries.

### **Disbursements**

Disbursements totalling £91,194 have been paid to the Administration account from AWH.

### **Accrued Revenue**

The sum of £72,359 has been recovered in the Review Period in respect of the sale of the Company's Accrued Revenue.

### **Bank Interest Gross**

The gross sum of £86 has been paid into the Administration account, by way of bank interest

### **Estimated Future Realisations**

Further information in relation to the estimated future realisations can be found in the EOS at **Appendix 3**.

### **Payments**

#### **Jacksons' Dispute Settlement**

As referred to in my previous report, the Company indemnified AWH against any legal action pursued by the former directors in relation to their redundancy.

The sum of £115,000 was agreed in full and final settlement of all claims by the former directors, and was paid in the Review Period.

#### **Costs Incurred but Remaining Unpaid**

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below

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## **CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured Creditors**

The Company operated a £4.25million revolving credit facility with National Westminster Bank PLC ("the Bank"), which was secured by way of a debenture incorporating fixed and floating charges over the assets of the Company

As at the date of the Administrators' appointment, the Company had cash at bank of £272,698, which the Bank retained under the terms of its security

NorthEdge Capital LLP ("NorthEdge") also holds fixed and floating charges, by way of debenture, over the Company's assets. An inter-creditor agreement governs the relationship between the Bank and NorthEdge.

During the Review Period, distributions totalling £350,000 was made to the Bank under its floating charge, and it is estimated that a further £1,733,891 will be distributed under the charge.

It is not anticipated that the secured creditors will be paid in full.

### **Preferential Creditors**

There are no preferential creditors in this case.

### **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.

Based on present information, the Joint Administrators estimate that, after allowing for costs and payment of preferential claims, the value of the Company's net property will be £2,796,114, which means that the prescribed part is estimated to be £562,223. The Joint Administrators anticipate therefore that there will be funds for a dividend to unsecured creditors from the prescribed part, but this will be dependent on final costs

### **Unsecured Creditors**

Unsecured claims were estimated at £13,770,027 in the estimated Statement of Affairs and to date 109 claims have been received from unsecured creditors totalling £7,471,339.

A dividend to unsecured creditors from the prescribed part, as explained above, is expected. The quantum of any distribution will be dependent on the final costs and the level of agreed claims but I currently anticipate that the dividend will likely be in the range of 3.2 – 4.2p in the £.

### **Claims Process**

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of [jamie.balding@quantuma.com](mailto:jamie.balding@quantuma.com).

A Proof of Debt form is attached at **Appendix 5**.



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## OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

### Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 24 January 2019.

### EC Regulations

The Company's centre of main interest was in Black Box Beech Lane, Wilmslow, and Sandfield House, Water Lane, Wilmslow, and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

### 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 [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).

### Further Information

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our 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 at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk)

## THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 6 April 2017, together with the firm's current schedule of charge-out rates and chargeable disbursements, may be found at <http://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 29 November 2018 by the secured creditors as follows:

1. That the Joint Administrators' fees be fixed at 3.5% of the value of the total assets realised, together with a set amount of £45,000 plus VAT for the Administration.

In accordance with this resolution, fees totalling £11,907 plus VAT have been drawn in the Review Period.

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

## Comparison of Estimates

A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 5**. The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate (£)	Actual expenses incurred in the Review Period (£)	Total expenses incurred in the Administration (£)
<b>Category 1 expenses:</b>			
Advertising	244.35	Nil	81.45
Bonding	135.00	Nil	135.00
Postage	500.00	Nil	143.67
<b>Category 2 expenses:</b>			
Stationary	500.00	Nil	124.50
Photocopying	500.00	Nil	423.30
<b>TOTAL</b>	<b>1,879.35</b>	<b>Nil</b>	<b>907.92</b>

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. The secured creditors approved the payment of Category 2 disbursements on these bases on 29 November 2018.

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

- the original expenses estimate is unlikely to be exceeded.

I do not anticipate having to obtain approval for a further increase in my fees.

## Other professional costs

### Solicitors

As previously advised, Pinsent Masons LLP ("Pinsents") were instructed by the Joint Administrators to advise on appropriate legal matters, and to act as Solicitor Manager for the Administrators. Pinsents' costs have been agreed on the basis of its standard hourly charge out rates, plus disbursements and VAT. The time costs and disbursements incurred in the Review Period in respect of the Solicitor Manager role amount to £18,459 plus VAT, and I can confirm that this sum has been paid in full.

Pinsents had also incurred time costs of £5,792 plus VAT in respect of legal matters arising shortly after the appointment of the Administrators, and these costs have been paid in full in the Review Period.

All professional costs are reviewed and analysed before payment is approved.

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### **Creditors' rights 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 fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' rights to challenge fees 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 fees 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 fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

### **CONCLUSION**

The Administration will continue in order to facilitate the collection of the deferred consideration following the sale of the Company's business and assets, and a distribution to the secured and unsecured creditors.

### **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 [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).

Should you have any queries in regard to any of the above please do not hesitate to contact Jamie Balding on 01273 322 400 or by e-mail at [jamie.balding@quantuma.com](mailto:jamie.balding@quantuma.com).



**Sean Bucknall**  
**Joint Administrator**

The affairs, business and property of Roberts Jackson Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and without personal liability.

**Roberts Jackson Limited  
(IN ADMINISTRATION)**

**STATUTORY INFORMATION**

Company Name	Roberts Jackson Limited
Previous Names	
Proceedings	In Administration
Court	High Court of Justice
Court Reference	8098 of 2018
Date of Appointment	28 September 2018
Joint Administrators	Sean Bucknall Andrew Hosking Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Change of Officeholder	N/A
Registered office address	c/o Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	06895109
Incorporation Date	5 May 2009
Company Secretary	N/A
Appointment by	The Director
Directors at date of Appointment	Lorna McGlone
Director's Shareholdings	N/A

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**Appendix 2**

**Roberts Jackson Limited  
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 27 SEPTEMBER  
2019**

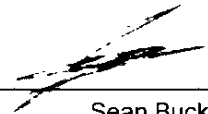
**Roberts Jackson Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts and Payments**

RECEIPTS	Statement of Affairs (£)	From 28/09/2018 To 27/03/2019 (£)	From 28/03/2019 To 27/09/2019 (£)	Total (£)
Fixtures, Fittings and Computer Equip	20,000.00	20,000 00	0 00	20,000 00
Other Work in Progress	980,000.00	0 00	35,661.57	35,661 57
Debtors	787,792.00	0 00	295,428 30	295,428 30
Disbursements	329,633.00	0.00	91,193 50	91,193 50
Accrued Revenue	1,200,516.00	480,000.00	72,359.29	552,359 29
Rent Receivable		20,086 66	0 00	20,086 66
Bank Interest Gross		124 07	85 89	209.96
		<b>520,210.73</b>	<b>494,728.55</b>	<b>1,014,939.28</b>

<b>PAYMENTS</b>				
Specific Bond		135 00	0 00	135 00
Administrators' Fees		62,500 00	11,907 09	74,407.09
Administrators' Disbursements		691 47	0.00	691 47
Agents' Fees		7,987.50	0.00	7,987 50
Accountants' Fees		5,000 00	0 00	5,000 00
Legal Fees		86,024 16	5,791 84	91,816 00
Solicitor Manager Fees		56,526.56	18,458 66	74,985 22
Statutory Advertising		81.45	0 00	81 45
Rent/Service Charge/Utilities Payable		33,708 44	0 00	33,708 44
Insurance of Assets		681.45	0 00	681 45
Jacksons Dispute Settlement		0 00	115,000 00	115,000 00
National Westminster Bank PLC - QFC	(4,250,000 00)	150,000 00	350,000 00	500,000 00
NorthEdge Capital LLP - QFC	(22,500,000 00)	0 00	0 00	0.00
Trade & Expense Creditors	(940,454 08)	0 00	0 00	0.00
Medical Fees	(6,018,863 51)	0 00	0.00	0.00
Roberts Jackson Group Limited	(3,625,000 00)	0 00	0.00	0 00
Roberts Jackson Holdings Limited	(100,000 00)	0 00	0.00	0 00
Banks/Institutions	(71,297.75)	0 00	0 00	0 00
HM Revenue and Customs	(601,985.40)	0 00	0 00	0 00
Counsel & Other Legal Advisors	(2,412,425 79)	0.00	0 00	0 00
		<b>403,336.03</b>	<b>501,157.59</b>	<b>904,493.62</b>
<b>Net Receipts/(Payments)</b>		<b>116,874.70</b>	<b>(6,429.04)</b>	<b>110,445.66</b>

**MADE UP AS FOLLOWS**

Bank 1 Current	65,184 18	(90,720 03)	(25,535 85)
Prescribed Part Allowance	0 00	128,750.00	128,750.00
VAT Receivable / (Payable)	51,690 52	(44,459.01)	7,231.51
	<b>116,874.70</b>	<b>(6,429.04)</b>	<b>110,445.66</b>

  
Sean Bucknall  
Joint Administrator

**Roberts Jackson Limited  
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' ESTIMATED OUTCOME STATEMENT AS AT 27 SEPTEMBER  
2019**

**Roberts Jackson Limited - in Administration**  
**ESTIMATED OUTCOME STATEMENT**  
as at 27 September 2019

	<b>Book Value £</b>	<b>Receipts &amp; Payments £</b>	<b>Worse Case ETR £</b>	<b>Best Case ETR £</b>
<b>Assets subject to Floating Charge</b>				
Fixtures, Fittings and Computer Equipment	267,000	20,000	20,000	20,000
Work in Progress	13,424,484	35,662	686,000	882,000
Debtors	1,373,058	295,428	605,519	741,451
Disbursements	2,079,715	91,194	202,876	443,810
Accrued Revenue	2,667,814	552,359	1,040,447	1,200,516
Rent Receivable	-	20,087	33,708	33,708
Bank Interest	-	210	250	450
	<u>19,812,070</u>	<u>1,014,939</u>	<u>2,588,800</u>	<u>3,321,936</u>
<b>Cost of Realisations</b>				
Specific Bond		(135)	(135)	(135)
Administrators' Fees (Post-Appointment)		(74,407)	(135,608)	(161,268)
Administrators' Disbursements (Post-Appointment)		(691)	(1,879)	(1,879)
Agents' Fees		(7,988)	(7,988)	(7,988)
Accountancy Fees		(5,000)	(5,000)	(5,000)
Legal Fees		(91,816)	(130,000)	(130,000)
Solicitor Manager Fees		(74,985)	(70,000)	(70,000)
Statutory Advertising		(81)	(163)	(163)
Rents Payable		(33,708)	(33,708)	(33,708)
Insurance of Assets		(681)	(681)	(681)
Jacksons' Settlement		(115,000)	(115,000)	(115,000)
		<u>(404,494)</u>	<u>(500,163)</u>	<u>(525,822)</u>
<b>Assets available for Preferential Creditors</b>		<u>610,446</u>	<u>2,088,637</u>	<u>2,796,114</u>
Preferential Creditors		-	-	-
<b>Net Property</b>		<u>610,446</u>	<u>2,088,637</u>	<u>2,796,114</u>
Prescribed Part			(420,727)	(562,223)
<b>Assets Available for Floating Charge Creditors</b>			1,667,910	2,233,891
National Westminster Bank plc ("NatWest")			<u>(3,987,318)</u>	<u>(3,987,318)</u>
Shortfall to NatWest			<u>(2,319,408)</u>	<u>(1,753,427)</u>
NorthEdge Capital LLP ("NorthEdge")			<u>(22,500,000)</u>	<u>(22,500,000)</u>
Shortfall to NorthEdge			<u>(22,500,000)</u>	<u>(22,500,000)</u>
<b>Assets available for Unsecured Creditors</b>			420,727	562,223
<b>Liabilities</b>				
Roberts Jackson Group Limited			(3,625,000)	(3,625,000)
Roberts Jackson Holdings Limited			(100,000)	(100,000)
Trade Creditors			(900,921)	(900,921)
Medical Fees			(6,021,915)	(6,021,915)
HM Revenue and Customs			(681,124)	(681,124)
Counsel & Other Legal Advisors			(1,897,991)	(1,897,991)
Banks/Institutions			<u>(86,927)</u>	<u>(86,927)</u>
			<u>(13,313,878)</u>	<u>(13,313,878)</u>
<b>Surplus/(Shortfall) to Unsecured Creditors</b>			<u>(13,313,878)</u>	<u>(12,893,151)</u>
<b>Return to Secured Creditor - NatWest</b>			<b>41.8%</b>	<b>56.0%</b>
<b>Return to Secured Creditor - NorthEdge</b>			<b>Nil</b>	<b>Nil</b>
<b>Return to Preferential Creditors</b>			<b>N/A</b>	<b>N/A</b>
<b>Return to Unsecured Creditors</b>			<b>3.2%</b>	<b>4.2%</b>



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

	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
	Collection and making an inventory of company books and records
	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
	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
	Receive and follow up creditor enquires via telephone Review and prepare correspondence to creditors and their representatives via email and post
	Corresponding with the PPF and the Pensions Regulator
	Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC

	Seeking solicitors' advice on the validity of secured creditors' claims Paying distribution to secured creditors and seeking confirmation of discharged claims
	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
	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
	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
	Issuing cheques/BACS payments
	Banking remittances
	Preparing and filing statutory receipts and payments accounts at Companies House

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**Current Charge-out Rates of the staff working on the case****Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes

Rates are likely to be subject to periodic increase

Current Charge-out Rates of the staff working on the case		
Partners		325.00 – 495.00
Directors		300.00
Senior Manager		200.00
Assistant Manager		185.00
Senior Administrator		175.00
Administrator		150.00
Cashier		125.00
Support Staff		95.00

PROOF OF DEBT - GENERAL FORM

**Roberts Jackson Limited - in Administration**

Date of Administration: 28 September 2018

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