

The Insolvency Act 1986

Administrator's progress report

Name of Company
First Stop Legal Services Ltd t/as GT Law

Company number
07019375

In the High Court of Justice, Chancery Division

[full name of court]

Court case number
6437 of 2015

(a) Insert full name(s) and
address(es) of
administrator(s)

I / We (a) Andrew Hosking and Simon Bonney

Joint administrators of the above company attach a progress report for the period

from

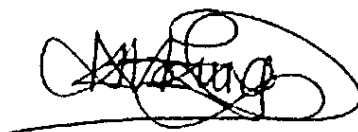
to

(b) Insert dates

09 April 2016

30 September 2016

Signed



Joint / Administrator(s)

Dated 30 September 2016

Contact Details*

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

Andrew Hosking
Quantuma LLP
Vernon House, 23 Sicilian Avenue
London, WC1A 2QS

Tel 01273 322400

DX Number

DX Exchange

WEDNESDAY



A04

A5GZH65T
05/10/2016 #215
COMPANIES HOUSE

When you have completed and signed this form, please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff CF14 3UZ

DX 33050 Cardiff

First Stop Legal Services Ltd t/as GT Law

(In Administration)

("the Company")

High Court of Justice, Chancery Division Court No. 6437 of 2015

THE JOINT ADMINISTRATORS' SECOND PROGRESS REPORT

30 September 2016

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

Andrew Hosking and Simon Bonney were appointed Joint Administrators of First Stop Legal Services Ltd t/as GT Law on 09 October 2015. 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

Andrew Hosking and Simon Bonney are licensed to act as insolvency practitioners by the Insolvency Practitioners Association

Quantuma LLP

3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA

01273 322400

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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 Rules 1986
"the Joint Administrators"	Andrew Hosking and Simon James Bonney of Quantuma LLP
"the Company"	First Stop Legal Services Ltd t/as GT Law (in Administration)
"the Court"	High Court of Justice, Chancery Division
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 09 April 2016 to 30 September 2016

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 to creditors dated 06 May 2016

Given the information previously provided to creditors in our earlier report to creditors, we have not included detailed background information in respect of the Company and have focussed on progress of the Administration subsequent to that report

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 22 December 2015

The Administration is scheduled to end on 09 October 2016, however, the Joint Administrators are not yet in a position to conclude the Administration. They require more time in order to receive the funds due to the Administration from the assigned client files, which is explained further below. Consequently, the Joint Administrators are seeking the approval of an extension to the period of the Administration of 12 months from the relevant creditors

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

THE PROGRESS OF THE ADMINISTRATION

As previously reported the Company's live client files were transferred immediately prior to the appointment of Administrators on 09 October 2015

It was not possible for Administrators to trade a regulated legal practice given that the Administrators are not regulated by the Law Society and do not hold practicing certificates. The SRA would therefore not sanction the ongoing trading of a legal practice within Administration and as a result, the assignment of the live client files represented the optimum method to achieve the objective of the Administration and to maximise returns to creditors.

The three acquiring firms were IC Law Solicitors, Pilkington Shaw Solicitors and Neumans LLP. The terms of the assignments were slightly varied between the three acquiring firms but the main basis of the assignments is for a set fee to be paid to the Company by the acquiring firm on each assigned case that is successfully settled, together with any recovered pre-paid disbursements. Full details of specific terms of the sale agreements were referred to in the Administrators' Proposals.

The Company was also involved in two large group actions, 'Sonae' and 'Mau Mau'. Both of these group actions were assigned to IC Law Solicitors and the Company will receive a pre-defined percentage of any recoveries resulting from the success of these group actions, although it is not possible to quantify the potential recoveries from these group actions which are likely to continue running for some considerable time.

The Administrators appointed a Solicitor Manager, Samantha Palmer of Ashfords LLP to oversee the handover of files to the purchasing entities and to satisfy regulatory requirements, with these costs being met from the administration estate in relation to the orderly migration of the client account.

Assignments of Client Files

Recoveries from the assigned client files were initially lower than anticipated and it was evident that funds due to the Administration were not being paid in a timely manner and in accordance with the terms of the assignment agreements. My staff and I have therefore spent a considerable amount of time liaising with the acquiring firms in relation to monitoring both the progression of the assigned files and also the payment of funds due to the Administration in respect of these files. It was also considered necessary for on-site audits of the assigned client files to be carried out, which has included a further follow up on-site visit in the period under review. Recoveries and progression of the files will continue to be closely monitored. The Solicitor Manager has assisted the Administrators with this.

Settled Cases

There were a number of cases that were settled prior to the Administration appointment or were at the point of settlement and these cases have remained within the Administration. Costs relating to these files have been pursued and are being received directly into the Administration.

Other Matters

There have been a number of other matters that have required significant attention during the reporting period, which are summarised and listed below:

- Facilitating client requests and providing information and assistance whereupon requested by various interested parties in order to ensure that clients' interests are met,
- Monitoring the transfer of Client Files to other law firms and ensuring undertakings are provided by any acquiring solicitor firms,
- Liaising with the Solicitor Manager in respect of the distribution of client account funds held,
- Liaising with suppliers and ensuring that valid disbursements are paid to suppliers on cases that have been settled,
- Liaising with the Solicitor Manager in respect of regulatory matters arising in the Administration,
- Dealing with a number of potential negligence claims and liaising with the Company's PI insurer,

-
- Instructing cost draftsmen to deal with costs due to the Company on client files remaining with the Administration,
 - Corresponding with creditors in relation to claims submitted

The Joint Administrators' receipts and payments account

Attached at **Appendix 2** is a receipts and payments account for the Review Period together with a summary of the transactions in the whole period of Administration

An EOS as at 29 September 2016 is attached at **Appendix 3**

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 and any 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

During the Review Period, primarily these tasks have included

- Drafting and issuing the progress report to creditors,
- Consulting with and instructing 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 and corresponding with HM Revenue and Customs
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act

Realisation of assets

Debtors

The Administrators have recovered debts from both the assigned client files and the Company's settled cases. To the date covered by this report a total of £621,713 has been received into the Administration. Further recoveries are anticipated and there is no reason to suggest at this stage that the estimated realisable value of £950,000 per the directors' Statement of Affairs will not be achieved.

Fixtures and Fittings and Computer Equipment

The Company's office furniture and computer equipment was disposed of by agents, Winterhill Group (a Royal Institution of Chartered Surveyors regulated firm). The amount of £542 was realised from these items.

The Company also owns a server which cannot yet be disposed of as it is running the Company's secure case archiving system and is therefore still required. The director considered that the server may be worth £4,000 on a re-sale basis and agents will be instructed to dispose of the item when it is no longer required.

Estimated future realisations

Debtors

The Administrators will continue to receive the costs due to the Company on client files that have been assigned at the point when each file settles. I am unable to estimate when this process will be completed as this is entirely dependent upon the length of time the acquiring law firms take to conclude proceedings on all of the assigned files, however, I do anticipate that the Administration will need to be extended beyond 12 months.

Directors' Loan Account

The directors' Statement of Affairs ("SoA") states that the director, Gordon Tucker, is indebted to the Company in the amount of £264,000 in respect of his overdrawn directors' loan account ("DLA"). This figure was obtained from the Company's management accounting information, however, the DLA is not fully reconciled and therefore the debt owed to the Company could be higher than that stated in the SoA.

The director has advised that he does not currently have the means to repay any of this debt and has disclosed full details of his personal financial position, including executing a declaration that the contents are true. It is apparent that the director is not presently able to make any payments against his overdrawn DLA and the Administrators therefore do not intend to undertake any further reconciliation of the DLA as it would not be cost effective to do so at this time. The Administrators will, however, continue to monitor and review the position.

Payments

Included within the EOS at **Appendix 3** are costs incurred during the Review Period.

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 in **Appendix 4**.

CREDITORS. CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company granted a fixed and floating charge to HTG Ventures Limited ("HTG") on 01 December 2010 who was owed £3,995,910 on appointment. The Joint Administrators' legal advisors, Mishcon de Reya LLP, confirmed the validity of the charge and a first interim distribution of £100,000 has been paid to HTG under its floating charge.

It is not anticipated that the secured creditor will be paid in full, as detailed in the enclosed **Appendix 3**.

Preferential creditors

Preferential claims totalling £7,640 relating to unpaid wages and holiday pay have been paid in full.

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 £512,225, which means that the prescribed part is estimated to be £105,445. The Joint Administrators therefore anticipate that there will be funds for a dividend to unsecured creditors from the prescribed part, but the level of which will be dependent on final costs.

Unsecured creditors

Unsecured claims were estimated at £519,502 in the Director's Estimated Statement of Affairs and to date claims received from unsecured creditors total £743,421. Some of the claims received to date are higher than the director estimated in his Statement of Affairs although it should be noted that claims have not yet been agreed.

A dividend to unsecured creditors from the prescribed part, as explained above, is expected. The quantum of any distribution will be dependent on realisations, the final costs of the Administration and the level of agreed claims. The EOS projects that the estimated dividend will be in the region of 12-13 pence in the £. Although significant time costs have been incurred in liaising with creditors' regarding claims submitted to date, this work has had a financial benefit for creditors as it has ensured that payments will only be made to parties who have a statutory right to a dividend.

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 tom.Burton@quantuma.com.

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

A Notice of Intended Dividend will be circulated to unsecured creditors at the point when the Administrators are in a position to make a distribution to unsecured creditors. This will provide creditors with a further opportunity to submit claims and this will also be when the Administrators will adjudicate on the claims that have been submitted.

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 06 April 2016

Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which 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 review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors other than the matters that have been detailed above

Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency

Future Actions

In order to achieve the objective of the Administration of the Company the Administrators propose to -

- Continually review the recoverability of work in progress and debtors,
- Liaise with the acquiring firms and ensure that in accordance with the sale agreements the purchasers pay over to the Administration the fees due to the Company on each settled case,
- Continue to facilitate client requests and provide information and assistance whereupon requested in order to ensure that clients' interests are met. Monitor the transfer of any Client Files to other law firms and ensure undertakings are provided by any acquiring solicitor firms,
- Liaise with suppliers and ensure that valid disbursements are paid to suppliers on cases that have been settled
- Liaise with creditors in relation to claims submitted

Exit Route

As previously reported it is anticipated that the Administration will end by the filing of notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the registrar of companies three months after the notice is registered

The insolvency legislation has set a 12 month maximum duration for Administrations and given that fees due to the Company from the assigned client files continue to be received and will continue for some considerable time, the Administration will need to be extended. Approval is therefore being sought from the secured creditor for the Administration to be extended

EC Regulations

Council Regulation (EU) No 1346/2000 applies and these are the main proceedings as defined in that regulation

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/uploads/1/6/1/1/16116268/quantuma_llp_provision_of_services_regulations_2009-3.pdf

PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 03 December 2016 was a Statement of Pre-Administration Costs

These costs were approved as detailed below

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma LLP	£23,386	29 December 2015	30 December 2015
Michcons de Reya LLP Solicitors	£18,254	29 December 2015	08 February 2016
Administrators' pre- administration disbursements	£855 45	29 December 2015	30 December 2015
TOTAL APPROVED	£42,495 45		

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

The Joint Administrators' Fees

The basis of the Joint Administrators' fees were fixed on 29 December 2015 by the secured and preferential creditors as follows

- 1 The Joint Administrators shall be authorised to be remunerated by reference to time properly spent by themselves and their staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. It is estimated that time costs for undertaking all work in connection with the Administration will be £121,515 as confirmed in the Fee Estimate appended to the Proposals

Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	120	207.50	24,900	17.5	374.17	6,548	136.2	332.58	45,297
Creditors	230	207.50	47,725	47.2	191.4	9,034	221.5	188.2	41,687
Investigations	25	207.50	5,188	11.6	178.97	2,076	25.7	182.28	4,685
Realisation of Assets	180	207.50	37,350	13	207.62	2,699	69.5	203.78	14,163
Trading				0.5	185.00	92.5	30.4	187.14	5,689
Cashiering	25	192.50	4,812	30.8	127.53	3,928	64.1	128.28	8,222
Closing Procedures	8	192.50	1,540						
TOTAL	588	206.66	121,515	120.6	202.14	24,378	547.4	218.75	119,743

* N B The time incurred in managing the orderly shutdown of the business was originally estimated within the Administration and Planning work category

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 £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	80,000 00	52,745	114,634	Significant additional regulatory reporting required as a result of a number of claims for professional negligence being made against the Company. Also, the solicitor manager has assisted with the auditing of the acquiring firms relating to the assigned files
Agents' and valuers' costs	2,540 00		2,360 00	
Advertising	225 00		75 00	
Insurance	212 00		212 00	
Bank Charges	550 00		925 00	Further transfers from the Company's client account have been needed as funds have continued to be received by the Company
Bonding	250 00		135 00	
Storage / Destruction of records	5,658 00	950 90	2,850 87	
Other Category 1 expenses	2,093 40		3,275 34	Further train and subsistence costs have been necessarily incurred in carrying out audits of the assigned files and meetings with the Solicitor Manager
Category 2 expenses	75 00		347 95	Further mileage costs have been necessarily incurred in carrying out audits at the acquiring firms
Other Expenses necessarily incurred but not included in original expenses estimate				
Rents Payable			5,845 40	Required occupation of the Company's former main trading premises to facilitate an orderly shutdown of the business
IT Services		10,000	24,035 14	It was essential to maintain the Company's IT service in the transitional period for the assignment of client files
Accounting / Consultancy fees		3,000	55,450 00	These costs have been necessarily incurred by the Administrators, as detailed further below
TOTAL	91,603 40	66,695.90	137,604 40	

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 charge-holder and preferential creditors approved the payment of Category 2 disbursements on these bases on 29 December 2015.

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 fees estimate is likely to be exceeded.

The main reasons why the original fees estimate is likely to be exceeded is due to the reasons stated below -

-
- Additional previously un-forecasted monitoring of the assigned files, including on-site visits and audits of the acquiring firms to ensure that the terms of the sale agreements are being strictly adhered to
 - Additional unforeseen work required in dealing with numerous regulatory issues that have arisen since the commencement of the Administration
 - Significantly higher costs incurred in dealing with creditors' claims. This has arisen due to the nature of the business, dealing predominantly in high volume, low level personal injury claims, which has led to thousands of cases having disbursements on that are either unpaid or have slightly differing amounts paid than the original invoice

Since I anticipate that my total time costs will exceed my original fees estimate I am seeking authority from the secured charge-holder and preferential creditors for an increase in my fees estimate and I have enclosed a revised fee estimate detailing the additional work that will be undertaken

Subcontracted Work

I have sub-contracted some of the work I am required to undertake as Joint Administrator, as detailed below

Due to his specialist knowledge of the Company's client account I instructed the Company's former accountant, Craig Parry, to assist the Solicitor Manager in overseeing the distribution of the client account monies. Due to the high volume nature of the Company's case portfolio the Company has continued to receive a large number of settlement cheques on a daily basis since the commencement of the Administration and these cheques have needed to be banked into the Company's client account and properly distributed. I considered this to be cost effective to the Administration and in the best interests of creditors that he assists in this process.

I also instructed Kay Johnson Gee accountants to complete the Company's payroll, including issuing P45's to the employees and completing the work required on the Company's pension scheme. The Administrators agreed a monthly fee with the Company's former I T provider to ensure continuity of service. The provider ran the Company's secure case archiving system and the system was required in this transitional period to ensure that the assigned files could be accessed. The I T provider has also assisted in running reports and printing off case files where clients have requested that their files be transferred to a new firm of solicitors.

I have also made payments to the Company's former senior case manager, Ms Emma Garner, in respect of her work on behalf of the Administrators to facilitate the transition of all the transferred client files, as well as assisting the Administrators in pursuing the costs due to the Company on cases remaining with the Administration. Due to the complexity and volume of the Company's case portfolio it has been imperative that the process has been properly managed in order that no deadlines / hearings / statutory limitation dates are missed and to ensure that the interests of all clients are protected.

The above costs have been paid in full and I only anticipate having to make further payments to the I T provider in respect of this work.

Information about this insolvency process may be found on the R3 website at www.creditorinsolvencyguide.co.uk. A copy of 'A Creditors Guide to Administrators' Fees' together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <http://www.quantuma.com/creditors-guide-to-fees.html>. 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.

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

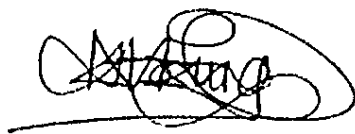
Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured

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

Should you have any queries in regard to any of the above please do not hesitate to contact Tom Burton on 01273 322400 or by e-mail at tom.burton@quantuma.com

A handwritten signature in black ink, appearing to read 'Andrew Hosking', enclosed within a large, loopy oval shape.

Andrew Hosking
Joint Administrator

Licensed in the United Kingdom to act as an Insolvency Practitioner by the Insolvency Practitioners Association

The affairs, business and property of the Company are being managed by the Joint Administrators who act as agents of the Company

Appendix 1**First Stop Legal Services Ltd t/as GT Law
(IN ADMINISTRATION)****STATUTORY INFORMATION**

Company Name	First Stop Legal Services Ltd t/as GT Law
Previous Names	GT Law Limited
Proceedings	In Administration
Court	High Court of Justice, Chancery Division
Court Reference	6437 of 2015
Date of Appointment	09 October 2015
Joint Administrators	Andrew Hosking Simon James Bonney Quantuma LLP Vernon House, 23 Sicilian Avenue London, WC1A 2QS
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	07019375
Incorporation Date	15/09/2009
Company Secretary	Gordon Tucker
Appointment by	Director
Directors at date of Appointment	Gordon Tucker
Directors' Shareholdings	Gordon Tucker - Shareholding 100%

**First Stop Legal Services Ltd t/as GT Law
(IN ADMINISTRATION)**

Appendix 2

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 30 SEPTEMBER 2016**

First Stop Legal Services Ltd t/as GT Law
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 09/04/2016 To 30/09/2016 £	From 09/10/2015 To 30/09/2016 £
	ASSET REALISATIONS	
1,000 00	Furniture & Equipment	NIL
950,000 00	Book Debts	344,687 02
1,444 00	Cash at Bank	NIL
Uncertain	Directors' Loan Account	NIL
	Bank Interest Gross	90 34
	Rates Refund	NIL
	Utilities refund	792 61
	Copying and Postage costs	NIL
		<u>345,569 97</u>
		<u>629,565 34</u>
	COST OF REALISATIONS	
	Specific Bond	NIL
	Administrators Pre-app fees	NIL
	Administrators Pre-appt costs	NIL
	Office Holders Fees	45,500 00
	Office Holders Expenses	632 85
	Client Case Disbursements	NIL
	Agents/Valuers Fees	NIL
	Legal Fees	52,745 20
	Accountancy Fees	1,000 00
	I T Services	10,000 00
	Consultancy fees	2,000 00
	Storage Costs	950 90
	Re-Direction of Mail	NIL
	Statutory Advertising	NIL
	Rents Payable	NIL
	Other Property Expenses	NIL
	Insurance of Assets	NIL
	Bank Charges	NIL
	Secure Destruction of Records	NIL
		<u>(112,828 95)</u>
		<u>(353,186 30)</u>
	PREFERENTIAL CREDITORS	
(10,000 00)	Employee Arrears/Hol Pay	7,640 33
		<u>(7,640 33)</u>
	FLOATING CHARGE CREDITORS	
(3,995,910 00)	Floating chargeholder - HTG Ventures	100,000 00
		<u>(100,000 00)</u>
	UNSECURED CREDITORS	
(519,502 00)	Trade & Expense Creditors	NIL
		<u>NIL</u>
		<u>NIL</u>
<u>(3,572,968.00)</u>		<u>125,100 69</u>
		<u>168,738 71</u>
	REPRESENTED BY	
	Vat Receivable	22,024 43
	Bank 1 Current	145,469 50
	Bank 1 Deposit	1,244 78

**First Stop Legal Services Ltd t/as GT Law
(IN ADMINISTRATION)**

Appendix 3

**THE JOINT ADMINISTRATORS' ESTIMATED OUTCOME STATEMENT
AS AT 30 SEPTEMBER 2016**

FIRST STOP LEGAL SERVICES LIMITED T/A GT LAW - IN ADMINISTRATION

Estimated Outcome Statement as at 29 September 2016

	Per Statement of Affairs	Receipts & Payments Account	Anticipated future movement	Estimated Final Outcome
	£	£	£	£
ASSETS SPECIFICALLY PLEDGED	-	-	-	-
ASSETS NOT SPECIFICALLY PLEDGED				
Fistures, Fittings & Computer Equipment	5,000	542	4,000	4,542
Book Debts	950,000	621,713	328,287	950,000
Cash at Bank	1,444	1,334	-	1,334
Rates Refund	-	356	-	356
Utilities Refund	-	793	-	793
Bank Interest Gross	-	312	500	812
Copying & Postage charges	-	50	-	50
Directors' Loan Account	uncertain	-	uncertain	uncertain
Estimated total assets	956,444	625,100	332,787	957,887
COSTS (excl recoverable VAT)				
Valuation fees / selling costs		(2,360)	-	(2,360)
Client case disbursements		(1,104)	-	(1,104)
Insurance		(212)	-	(212)
Accountancy fees		(15,350)	-	(15,350)
Legal Fees including Solicitor Manager's fees		(114,634)	(25,000)	(139,634)
Administrators' Pre-Appointment Fees		(23,386)	-	(23,386)
Administrators' fees		(117,500)	(50,000)	(167,500)
Administrators' pre-appointment disbursements		(855)	-	(855)
Administrators' disbursements		(3,338)	(500)	(3,838)
Consultancy fees		(40,100)	-	(40,100)
Rent & Property Expenses		(5,935)	-	(5,935)
I T Services		(24,035)	(6,000)	(30,035)
Storage & Destruction of Records		(2,851)	(3,000)	(5,851)
Bank Charges		(925)	(50)	(975)
Statutory Advertising		(75)	(150)	(225)
Mail Re-direction		(390)	-	(390)
Office Holder's Bond		(135)	(135)	(270)
		(353,186)	(84,835)	(438,021)
Estimated total assets available to preferential creditors	956,444	271,914		519,866
LIABILITIES				
Preferential Creditors	(10,000)	(7,640)		(7,640)
Estimated Assets subject to Prescribed Part	946,444	264,274		512,225
Estimated Prescribed Part c/d	192,289	55,855		105,445
Estimated assets available for Floating Charge Creditors	754,155	208,419		406,780
HTG Ventures Limited - charge dated 01 December 2010	(3,995,910)	(3,995,910)		(3,995,910)
Shortfall to Floating Charge Holder	-	(3,787,491)		(3,589,130)
Distribution paid to Floating Charge Holder	-	(100,000)	(306,780)	(406,780)
Prescribed Part b/d	192,289	55,855		105,445
Estimated total assets available to unsecured creditors	(192,289)	55,855		105,445
Unsecured				
HM Revenue & Customs	(190,984)		(100,000)	(290,984)
Trade and Expense Creditors	(328,518)		(250,000)	(578,518)
Employees - Redundancy / Notice pay	-		(16,465)	(16,465)
SURPLUS / (SHORTFALL)	426,942			(373,741)
SECURED CREDITOR RECOVERY (%)	19%			10 18%
PREFERENTIAL CREDITORS RECOVERY (%)	100%			100%
UNSECURED CREDITORS RECOVERY (%)	37 01%			12 13%

**First Stop Legal Services Ltd t/as GT Law
(IN ADMINISTRATION)**

Appendix 4

**A DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE
REVIEW PERIOD AND FOR THE WHOLE PERIOD OF ADMINISTRATION IS ATTACHED**

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

6000755 - First Stop Legal Services Ltd t/as GT Law
From 09/04/2016 To 30/09/2016
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£) Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
100 Administration & Planning	6.50	0.00	0.90	0.00	7.40	3,258.00	28.30	11,737.00
100A Initial Statutory & General Notifications @EDing	0.00	0.00	0.00	0.00	0.00	0.00	13.00	2,561.00
* 101 Insurance / Bonding	0.00	0.00	0.00	0.00	0.00	0.00	1.10	203.50
* 102A Recovering & Scheduling books and notices	0.00	0.00	0.00	0.00	0.00	0.00	2.60	481.00
103 IPS Case / File set up/ Filing	0.00	0.00	0.40	0.00	0.40	185.00	5.00	925.00
104 General Administration	4.40	0.40	2.60	0.00	7.40	2,719.50	65.90	25,175.00
105 Case strategy / Review	0.50	0.00	0.80	0.00	1.30	310.50	17.50	3,696.50
506 Tax / VAT	0.00	0.00	1.00	0.00	1.00	185.00	2.80	518.00
Admin & Planning	11.40	0.40	5.70	0.00	17.50	6,548.00	135.20	45,297.00
600 Cashwring	0.00	0.00	1.30	29.50	30.80	3,928.00	64.10	8,222.50
Cashwring	0.00	0.00	1.30	29.50	30.80	3,928.00	64.10	8,222.50
201 Creditors	0.00	0.10	0.20	0.00	0.30	57.00	6.70	1,241.00
202A Employees	0.00	0.00	0.10	0.00	0.10	18.50	1.70	314.50
203 Creditor correspondence / Call	0.50	1.90	24.50	0.00	26.90	5,087.50	163.50	30,680.50
204 Unsecured Creditors claims	0.50	0.30	0.40	0.00	1.20	296.50	1.30	315.00
** 204A Dealing with Pension Schemes	0.00	0.00	0.00	0.00	0.00	0.00	1.20	222.00
207 Payment of dividends	0.00	0.00	3.60	0.00	3.60	666.00	3.60	666.00
210 Secured creditor reports / claims	0.00	0.00	1.90	0.00	1.90	351.50	3.30	610.50
211 Annual / Progress report	0.80	0.20	12.20	0.00	13.20	2,557.00	13.20	2,557.00
* 212 Initial Appointment Notifications to Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.60	111.00
** 215 Para 49 Administrators Proposals	0.00	0.00	0.00	0.00	0.00	0.00	24.60	4,636.50
216 Para 53 Report of Initial Meeting/Deemed Approval	0.00	0.00	0.00	0.00	0.00	0.00	1.80	333.00
Creditors	1.80	2.50	42.90	0.00	47.20	9,034.00	221.50	41,687.00
300 Investigations	0.00	0.00	11.60	0.00	11.60	2,076.00	21.80	3,963.00
-- 301 CDDA Reports	0.00	0.00	0.00	0.00	0.00	0.00	3.90	721.50
Investigations	0.00	0.00	11.60	0.00	11.60	2,076.00	25.70	4,684.50
400 Realisation of Assets	0.00	0.00	2.60	0.00	2.60	481.00	13.50	2,500.50
* 401 Freehold / Leasehold Property	0.00	0.00	0.00	0.00	0.00	0.00	8.30	1,535.50
** 403 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.30	55.50
** 404 Financial assets	0.00	0.00	0.00	0.00	0.00	0.00	1.70	314.50
405 Debtors	2.10	0.00	8.30	0.00	10.40	2,218.00	45.70	9,756.50
Realisation of Assets	2.10	0.00	10.90	0.00	13.00	2,699.00	69.50	14,162.50
-- 501 Management of Operations	0.00	0.00	0.00	0.00	0.00	0.00	18.80	3,543.00
503 Employee issues / payroll	0.00	0.00	0.30	0.00	0.30	55.50	7.10	1,313.50
505 Negotiating with suppliers	0.00	0.00	0.20	0.00	0.20	37.00	4.50	832.50
Trading	0.00	0.00	0.50	0.00	0.50	92.50	30.40	5,689.00

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

6000755 - First Stop Legal Services Ltd v/as GT Law
From 09/04/2016 To 30/09/2016
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
Total Hours	15 30	2 90	72 90	29 50	120 60	24 377 50 202 14	547 40	119 742 50
Total Fees Claimed						117 500 00		

** - Denotes codes included in cumulative data that are not present in the period

Time Entry - Detailed SIP9 Time & Cost Summary

6000755 - First Stop Legal Services Ltd /as GT Law
From: 09/10/2015 To 30/09/2016
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	22.40	0.10	5.80	0.00	28.30	11,737.00	414.73
100A Initial Statutory & General Notifications & Filing	0.00	2.40	10.60	0.00	13.00	2,561.00	197.00
101 Insurance / Bonding	0.00	0.00	1.10	0.00	1.10	203.50	185.00
102A Recovering & Scheduling books and records	0.00	0.00	2.60	0.00	2.60	481.00	185.00
103 IPS Case / File set up Filing	0.00	0.00	5.00	0.00	5.00	925.00	185.00
104 General Administration	45.40	2.40	14.80	3.30	65.90	25,175.00	382.02
105 Case strategy / Review	2.00	1.60	13.90	0.00	17.50	3,696.50	211.23
506 Tax / VAT	0.00	0.00	2.80	0.00	2.80	518.00	185.00
Admin & Planning	69.80	6.50	56.60	3.30	136.20	45,297.00	332.58
600 Cashiering	0.00	0.00	4.60	59.50	64.10	8,222.50	128.28
Cashiering	0.00	0.00	4.60	59.50	64.10	8,222.50	128.28
201 Creditors	0.00	0.10	6.60	0.00	6.70	1,241.00	185.22
202A Employees	0.00	0.00	1.70	0.00	1.70	314.50	185.00
203 Creditor correspondence / Call	2.80	1.80	158.80	0.00	163.50	30,680.50	187.65
204 Unsecured Creditors claims	0.50	0.30	0.50	0.00	1.30	315.00	242.31
204A Dealing with Pension Schemes	0.00	0.00	1.20	0.00	1.20	222.00	185.00
207 Payment of dividends	0.00	0.00	3.60	0.00	3.60	666.00	185.00
210 Secured creditor reports / claims	0.00	0.00	3.30	0.00	3.30	610.50	185.00
211 Annual / Progress report	0.80	0.20	12.20	0.00	13.20	2,557.00	193.71
212 Initial Appointment Notifications to Creditors	0.00	0.00	0.60	0.00	0.60	111.00	185.00
215 Para 49 Administrators' Proposals	0.00	1.70	22.90	0.00	24.60	4,636.50	188.48
216 Para 53 Report of Initial Meeting/Deemed Approval	0.00	0.00	1.80	0.00	1.80	333.00	185.00
Creditors	4.10	4.20	213.20	0.00	221.50	41,687.00	188.20
300 Investigations	0.00	0.00	21.80	0.00	21.80	3,963.00	181.79
301 CODA Reports	0.00	0.00	3.90	0.00	3.90	721.50	185.00
Investigations	0.00	0.00	25.70	0.00	25.70	4,684.50	182.28
400 Realisation of Assets	0.00	0.20	13.30	0.00	13.50	2,500.50	185.22
401 Freehold / Leasehold Property	0.00	0.00	8.30	0.00	8.30	1,535.50	185.00
403 Motor Vehicles	0.00	0.00	0.30	0.00	0.30	55.50	185.00
404 Financial assets	0.00	0.00	1.70	0.00	1.70	314.50	185.00
405 Debtors	9.30	0.00	36.40	0.00	45.70	9,756.50	213.49
Realisation of Assets	9.30	0.20	60.00	0.00	69.90	14,162.50	203.78
501 Management of Operations	0.00	1.00	17.80	0.00	18.80	3,543.00	188.46
503 Employee issues / payroll	0.00	0.00	7.10	0.00	7.10	1,313.50	185.00
505 Negotiating with suppliers	0.00	0.00	4.50	0.00	4.50	832.50	185.00
Trading	0.00	1.00	29.40	0.00	30.40	5,689.00	187.14

Time Entry - Detailed SIP9 Time & Cost Summary

6000755 - First Stop Legal Services Ltd t/as GT Law
From 09/10/2015 To 30/09/2016
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Total Hours	83 20	11 90	389 50	62 80	547 40	119 742 50	218 75
Total Fees Claimed						117 500 00	

**First Stop Legal Services Ltd t/as GT Law
(IN ADMINISTRATION)**

Appendix 5

PROOF OF DEBT

PROOF OF DEBT FORM

First Stop Legal Services Limited t/a GT Law - In Administration Relevant date 09 October 2015	
Name of creditor (If a company please also give company registration number)	
Address for correspondence	
Tel No	Ref Contact
Total amount of claim, as at date of Administration Order, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration, less any payments made after that date in respect of such claim, and any adjustment by way of set off	DETAIL CLAIM £
If the amount above includes outstanding uncapitalised interest please state amount	£
Details of any documents by reference to which the debt can be substantiated	
Particulars of how debt arose and date incurred (use space overleaf if necessary)	
Particulars of any security held, the value of the security, and the date it was given	
Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
Signature of creditor or person authorised to act on his behalf Name in BLOCK LETTERS	
Position with or in relation to creditor	
Address of person signing (if different from 2 above)	

PLEASE ATTACH ANY DOCUMENTARY EVIDENCE OF CLAIM (eg statements, invoices)

Admitted to vote for £	Admitted for dividend for £
Date	Date
Chairman / Administrator	Administrator

FIRST STOP LEGAL SERVICES LIMITED T/A GT LAW - IN ADMINISTRATION

FEE ESTIMATE COVERING WHOLE PERIOD OF ADMINISTRATION

The office holders are seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. In this document the estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for that category of work.

The sum of all the estimates for the different categories of work is the total estimated time costs to undertake the necessary work on the case over the period of the Administration. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for this period of the case's administration.

Note This estimate has been provided to creditors at an early stage in the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in similar cases. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case.

The hourly charge out rates that will be used on the case are

	£
Partner	475
Senior Manager	250
Assistant Manager	185
Administrator	150
Assistant Administrator	125
Case Accountant	125
Support Staff/Executive Assistant	95

Please note that the rates quoted above will be used for each category of work outlined in the estimate and will be subject to periodic increase

ADMINISTRATION & PLANNING - Note 1

Description of the Work to be undertaken

Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Administration & Planning		
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		
Obtaining a specific penalty bond		
Management of Operations / overseeing transition of live cases		
Recovering & Scheduling the company's books and records		
Arranging secure disposal of confidential physical and IT records		
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 & every 6 months thereafter		
VAT & Corporation Tax matters and returns		

TOTAL

225 00

46687 50

207 5

CREDITORS - Note 2

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
--	--	---	--

Creditors			
Dealing with client queries and correspondence			
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			
Preparing the documentation and dealing with initial appointment notification to creditors			
Dealing with creditor correspondence, emails and telephone conversations			
Dealing with Pension Schemes			
Committee Reporting			
Committee Meetings, Minutes & liaising with Committee members			
Final Reports			
Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice			
Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate			
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims			
Dealing with HMRC/RPO claims			
Lease / Finance creditors			
Creditors' Meeting			
Secured Creditor Reports/Claims			
Annual/Progress Reports			
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors			
Interim Fee Report to Creditors			
SIP 16 Disclosure			
Para 49 Administrators' Proposals			
Para 53 Report of Initial Meeting/Deemed Approval Documentation			

TOTAL

285 00

59137 50

207 5

INVESTIGATIONS - Note 3

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
--	--	---	--

Investigations			
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			
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act			
Investigating & Pursuing Antecedent Transactions			

TOTAL

35 00

7262 50

207 5

REALISATION OF ASSETS - Note 4

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Realisation of Assets			
Leasehold Property			
Fixtures and Fittings			
Computer Equipment			
Financed Assets			
Debtors - collection of fees due to Company from settled cases			
Sale of Business			
Goodwill			
Intellectual Property			
Cash at Bank			
Arranging & Monitoring Insurance			

TOTAL 185 00 38387 50 207 5

CASHIERING

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
--	--	---	--

Opening, maintaining and managing the Office Holders' cashbook and bank account
Dealing with cheque requisitions
Dealing with deposit forms
Bank Reconciliations
Preparing & Filing statutory Receipts & Payments accounts

TOTAL 80 00 15400 00 192 50

CLOSING PROCEDURES

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
--	--	---	--

Advertising the final meeting
Holding the final meetings & preparing minutes
Filing final statutory returns at Companies House/Court

TOTAL 8 00 1540 00 192 50

OVERALL SUMMARY OF WORK CATEGORIES

Estimated total time to be taken to undertake the work (Hrs)	Estimated total value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
--	---	--

ADMINISTRATION AND PLANNING

CREDITORS	225 00	46687 50	207 50
INVESTIGATIONS	285 00	59137 50	207 50
ASSET REALISATIONS	35 00	7262 50	207 50
CASHIERING	185 00	38387 50	207 50
CLOSING PROCEDURES	80 00	15400 00	192 50
	8 00	1540 00	192 50
OVERALL TOTAL	818 00	168415 00	205 89

The total value of the time costs to undertake the work will be subject to VAT at 20%

Note 1 Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but ensures that the case is managed in a professional and methodical manner and has to be undertaken by the office holders to meet their requirements under the Insolvency Practice, which set out required practice that office holders must follow

Note 2 Creditors Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions. Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions. Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims which may involve requesting additional information and documentation from the creditors. The Company had thousands of P1 cases and the office holder has had to deal with correspondence and queries received from clients and also third parties involved in client cases. All queries must be answered and dealt with to ensure that client's needs are met

Note 3 Investigations - The insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions eg where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holders are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holders will provide an estimate of that benefit if an increase in fees is necessary. The estimated time required to be spent to do so and the time costs of doing so are included in the estimate. The office holder is unable to quantify the benefit to creditors of these investigations at present but will include such information in their statutory report to creditors once the position is clear. The office holders are also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors. The work to enable them to comply with these statutory obligations may also identify potential recovery actions

Note 4 Realisation of Assets - This is the work that needs to be undertaken to realise the known assets in the case. Due to the nature of the assignment transactions, the debtor recoveries are likely to be ongoing for a significant period of time. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors