

AM10

Notice of administrator's progress report



Companies House

SATURDAY



A16 *A7IES80A* #238
10/11/2018
COMPANIES HOUSE

1 Company details

Company number 0 7 7 4 1 4 8 2
Company name in full Quantum Survey Management Limited

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

2 Administrator's name

Full forename(s) Claire Louise
Surname Foster

3 Administrator's address

Building name/number 7 Jetstream Drive
Street Auckley
Post town Doncaster
County/Region South Yorkshire
Postcode D N 9 3 Q S
Country

4 Administrator's name ^①

Full forename(s)
Surname

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

5 Administrator's address ^②

Building name/number
Street
Post town
County/Region
Postcode
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	0	d	9	m	0	m	4	y	2	y	0	y	1	y	8
To date	d	0	d	8	m	1	m	0	y	2	y	0	y	1	y	8


7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X 

X

Signature date

d	0	d	6	m	1	m	1	y	2	y	0	y	1	y	8
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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 **Elizabeth Sapsted**

Company name **Revive Business Recovery Limited**

Address **7 Jetstream Drive**

Auckley

Post town **Doncaster**

County/Region **South Yorkshire**

Postcode **D N 9 3 Q S**

Country

DX

Telephone **01302 965485**



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

Quantum Survey Management Limited
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs £		From 09/04/2018 To 08/10/2018 £	From 09/04/2018 To 08/10/2018 £
	ASSET REALISATIONS		
1,300.00	Furniture & Equipment	NIL	NIL
3,500.00	Motor Vehicles	NIL	NIL
25,210.15	Book Debts	NIL	NIL
		NIL	NIL
	Claim against former Director		
41,583.00	Claim against former Director	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(52,566.69)	Trade & Expense Creditors	NIL	NIL
(49,333.14)	HMRC - Estimated	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(30,406.68)		NIL	NIL

REPRESENTED BY

NIL



Claire Louise Foster
Administrator

**Quantum Survey Management Limited (“the Company”)
(In Administration)**

The Administrator’s Progress Report to 8 October 2018

Claire Louise Foster

**Revive Business Recovery Limited
7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS
01302 965485
info@revivebusinessrecovery.co.uk**

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.

Claire Louise Foster was appointed Administrator of Quantum Survey Management Limited on 09 April 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as agent of the Company and contracts without personal liability.

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- V. Details of Work Undertaken
- VI. Estimated Outcome Statement
- VII. Notice of a Decision Procedure, Proof of Debt and Voting Form

1. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Administration to 8 October 2018 ("the Review Period").

It should be noted that following the review period the progress of the legal claim against a former director of the Company has been progressed and though this does not specifically fall within the report period as detailed above the Administrator believes that this information is salient to this report and in order to keep all parties full informed has detailed these outcomes where possible.

A summary of key information in this report is detailed below.

Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Claim against former Director	41,583	Nil	135,000	135,000
Furniture & Equipment	1,300	Nil	1,300	1,300
Motor Vehicles	3,500	Nil	1,800	1,800
Book Debts	25,210	Nil	uncertain	uncertain

Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Pre appointment expenses				
Pre-appointment Administrators Fee	4,000	4,000	nil	4,000
Pre-appointment Solicitors fee	1,900	1,813	nil	1,813
Post appointment expenses				
Post appointment Administrator's disbursements	851	664	*4,000	4,664
Post appointment Administrator's fee	45,677	49,171	15,829	65,000
Post appointment Solicitors' fees	5,000	12,264	2,736	15,000
Post appointment Agents' fees	500	500	nil	500

*It should be noted that the increases in anticipated expenses and solicitors fees is due to the costs incurred pursuing the legal claim against the former director of the Company. Further detailed can be found within section 2.3 of this report.

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Unsecured creditors	Nil	26p in the £

1.1. Summary of key issues outstanding

- The realisation of the outstanding amounts due in respect of the Company's furniture, equipment and goodwill.
- The realisation of the outstanding amounts due in respect of the Company's book debts.
- The realisations of the amounts due in respect of the settlement agreement reached on 24 October 2018, due to be paid in full by 4pm on 21 November 2018. Please note this agreement was reached after this reporting period but is worth noting within this report.

2. THE PROGRESS OF THE ADMINISTRATION

2.1. The Administrator's receipts and payments account

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

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 Administrator as a whole, see Appendix V.

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

2.2. Administration (including statutory reporting)

The Administrator has 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 Administrator and her staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Administrator's Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Drafting and issuing the progress report to creditors;
- 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 Administrator 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.

2.3. Realisation of assets

Book debts

The Company's book debts are currently being investigated and pursued. It would appear that some of the book debts are disputed and some are not yet due. This is due to the nature of the liability and the book debt being reliant on insurance claims being settled by.

Legal Claim

As previously advised, within the Administrator's proposals document, a court order had been issued by Mr Registrar Briggs which deals with several actions but of interest to this Company it details the Company's former director and the Company's claim therein.

During the review period the Administrator has spent a considerable amount of time reviewing this action and seeking to realise the proceeds due to the Company for the benefit of the Company's creditors.

The final Court Order in relation to this action had been issued prior to the Administrator's appointment. This Order was set down on 7 March 2017 and stated that one of the former Directors of the Company owed the Company £80,000 plus interest at 2.5%. Additionally, it also detailed that the Company had a claim against the former Director for diversion of business and damages in this regard.

The Administrator has instructed a Solicitor to review the position and ensure that the Company's interest in respect of this potential action is protected.

It is worth noting in the period following this review period but prior to this report being sent out this action has progressed further and on 24 October 2018 the Administrator attended a Mediation meeting between the parties involved in order to establish and protect the interests of the Company.

Following several hours of mediator lead negotiating a settlement was drawn up allowing for the former Director to pay the Company £135,000 by way of a settlement Sum and this is to be received in cleared funds to the Company by 4pm 21 November 2018.

Motor Vehicle

The Company previously owned a motor vehicle which has now been located and the Administrator is currently liaising with keeper of this vehicle as it does not appear that any consideration was paid to the Company for this asset and therefore it is the Administrator's opinion that the keeper of the vehicle must either return the vehicle in order that it may be sold and the proceeds received into the Company or the keeper of the vehicle must purchase this asset from the Company in Administrator for the benefit of the Company's creditors.

Furniture and Equipment

As detailed within the Administrator's proposals the Administrator instructed C W Harrison & Sons of Milner Way Ossett, West Yorkshire, WF5 9JQ, a firm of chattel agents, to undertake a review of the inventory of furniture and equipment and value these assets.

The assets of the Company were valued as having a market value of £1,300-£1,400 on a market value in situ basis.

A company called Market Reach Consulting Limited made an offer of £1,300 in respect of these assets which the Administrator accepted and on 6 July 2018 an invoice was raised for the sale of these items.

Market Reach Consulting Limited has failed to pay for the assets of the Company and the Administrator is now considering her position in this regard.

2.4. Costs incurred but remaining unpaid

The following table summarises the costs incurred during the Review Period, but which as yet remain unpaid:

Cost Description	Amount (£)
Advertising (pre appointment)	79
Advertising (post appointment)	79
Bonding fee	780
Postage	107
Agents' fees (pre appointment)	350
Legal fees (pre appointment)	1,500
Legal fees (post appointment)	4,581
Statement of affairs fee (pre appointment)	5,000
Administrators fees (post appointment)	33,668
Storage costs	216
TOTAL	46,360

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

3.1. Secured creditors

The Company does not appear to have given security to any creditors.

3.2. Preferential creditors

3.3. A former employee of the Company submitted a claim to the Redundancy Payments Office in respect of arrears of wages, holiday pay and redundancy. The preferential element of this claim is understood to be £742.52.

3.4. Unsecured creditors

Unsecured claims were estimated at £101,900 in the Director's Estimated Statement of Affairs. A dividend to unsecured creditors is expected. Although significant time costs have been incurred in adjudicating on creditors' claims, 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.

3.5. 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 Elizabeth Sapsted. A Proof of Debt form is attached at Appendix VI.

4. INVESTIGATIONS

4.1. Investigations

As part of the Administrator's statutory duties, an investigation into the conduct of the Company Directors was completed.

4.2. Initial Assessment of Potential Recoveries

As part of my duties as Administrator, I am obliged to review shortly after appointment all the information available to me 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 other than the legal claim which I have details above I can confirm that I did not identify any further assets or actions which would lead to a recovery for creditors.

5. THE ADMINISTRATOR'S FEES AND EXPENSES

5.1. Pre-Administration Costs

Included within the Administrator's Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
Revive Business Recovery Limited Administrators pre appointment fees	4,000	22 June 2018
The Wilkes Partnership – Solicitors pre appointment fees	1,900	22 June 2018
TOTAL APPROVED	£5,900	

5.2. The Administrator's Fees

The basis of the Administrator's fees was fixed on 22 June 2018 by the resolution of creditors as follows:

By reference to the time properly given by the Administrator and her staff in attending to matters arising in the Administration, such time to be charged at the prevailing standard hourly charge out rates used by Revive Business Recovery Limited at the time when the work is performed;

The fee estimate that was issued to creditors along with the notice of the decision process, and which was agreed by creditors on 22 June 2018 was based on the post appointment fee to estimate at £45,677 total estimated post appointment Administrators fee.

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at Appendix III and further information regarding the charge-out rates of the Administrator and her staff is provided at Appendix IV. The Administrator has also detailed the actual time costs incurred to date as these have not exceeded the estimates previously given.

"A Creditors' Guide to Administrators' Remuneration" is available for download at www.revivebusinessrecovery.co.uk/information-pages/.

Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost. Please email erika@revivebusinessrecovery.co.uk or contact our office on 01302 965485 and request a copy of this.

5.3. Comparison of estimates

The Administrator's 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 (including statutory reporting)	60	200	12,000	70	159	11,081	74	159	11,827
Realisation of assets	65	200	13,000	16	166	2,685	49	237	11,715
Creditors (claims and distribution)	35	200	7,000	24	144	3,411	26	142	3,675
Investigations	15	200	3,000	103	160	16,490	128	170	21,953
	175	200	35,000	205	154	33,668	269	174	46,813

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	5,000	4,581	12,264	This increase is due to time the Administrators solicitors have spent in relation to the mediation detailed above
Legal expenses	nil	nil	118	This additional expenses - the solicitor attending the mediation
Mediation costs			1,121	Costs of the mediator
Barristers fee			3,950	Work undertaken for mediation
Agents' and valuers' costs	350	350	350	
Advertising	237	159	159	
Bonding fee	400	400	380	
Postage	70	106	106	Increased incidental letters pursuing assets
Category 2 expenses				
Storage of books and records	144	216	270	The amount of books and records was more than originally anticipated
TOTAL	6,201	5,812	18,718	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Administrator consider that the original fees estimate has been exceeded.

The main reason why the fees estimate has been exceeded is the time incurred by the Administrator and her staff whilst pursuing the legal claim against the former Director and the preparation which was required in order to establish the validity and quantum of the claim. Additionally, due to the invoice for the sale of the assets of the business not having been paid the Administrator and her staff have incurred additional time pursuing the outstanding amount.

The Administrator is seeking creditors' approval for her additional time spend in in addition to that previously estimated. Attached at appendix VI is a Notice in respect of a decision procedure and the relevant voting form and proof of debt form in order to allow creditors to consider these additional fees.

5.4. Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Administrator 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.

5.5. Creditors' right 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 Administrator is 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.

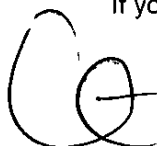
Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

6. CONCLUSION

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

- Realisation of the Legal Claim
- Realisation of the Motor Vehicle
- Pursuing the Book debts
- Pursuing the outstanding payment in respect of the various assets of the Company

If you require any further information, please contact Elizabeth Sapsted



C L Foster
Administrator

Claire Louise Foster was appointed Administrator of Quantum Survey Management Limited on 09 April 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as agent of the Company and contracts without personal liability.

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

Company Name	Quantum Survey Management Limited
Previous Names	
Proceedings	In Administration
Court	High Court of Justice Birmingham
Court Reference	8091 of 2018
Date of Appointment	09 April 2018
Administrator	Claire Louise Foster
	Revive Business Recovery Limited
	7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS
Registered office address	c/o Revive Business Recovery Limited
	7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS
Company Number	07741482
Appointment by	Claire Foster

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Administrator	Claire Louise Foster of Revive Business Recovery Limited
The Company	Quantum Survey Management Limited (in Administration)
The Court	High Court of Justice Birmingham
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 9 April 2018 to 8 October 2018

**Quantum Survey Management Limited
(IN ADMINISTRATION)**


THE ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

Quantum Survey Management Limited
(In Administration)
Administrator's Summary of Receipts & Payments
To 08/10/2018

S of A £		£	£
	ASSET REALISATIONS		
1,300.00	Furniture & Equipment	NIL	
3,500.00	Motor Vehicles	NIL	
25,210.15	Book Debts	NIL	
			NIL
	Claim against former Director		
41,583.00	Claim against former Director	NIL	
			NIL
	UNSECURED CREDITORS		
(52,566.69)	Trade & Expense Creditors	NIL	
(49,333.14)	HMRC - Estimated	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(30,406.68)			NIL

REPRESENTED BY

NIL


 Claire Louise Foster
 Administrator

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

THE ADMINISTRATOR'S TIME COSTS

Time Entry - SIP9 Time & Cost Summary

QUAN01A - Quantum Survey Management Limited
All Post Appointment Project Codes
To: 08/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	9.00	13.30	21.90	25.40	69.60	11,081.50	159.22
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.60	4.40	6.50	11.20	23.70	3,410.50	143.90
Investigations	12.20	29.40	15.90	45.80	103.30	16,490.50	159.64
Realisation of Assets	2.20	1.70	10.00	2.30	16.20	2,685.50	165.77
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	25.00	48.80	54.30	84.70	212.80	33,668.00	158.21
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

QUAN01A - Quantum Survey Management Limited
All Post Appointment Project Codes
To: 06/11/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	9.00	15.30	22.90	27.30	74.50	11,827.00	158.75
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.60	4.40	7.80	12.00	25.80	3,675.00	142.44
Investigations	19.20	41.40	20.40	47.80	128.80	21,953.00	170.44
Realisation of Assets	29.40	1.70	16.00	2.30	49.40	11,715.50	237.16
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	59.20	62.80	67.10	89.40	278.50	49,170.50	176.55
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

CHARGE-OUT RATES AND BASES OF CATEGORY 2 DISBURSEMENTS



CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with the Statement of Insolvency Practice 9, regarding remuneration of the office-holder, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case

FEES - CHARGE OUT RATES

Our Hourly Charge Out Rates are:-

Insolvency Practitioners	£300
Managers & Senior Managers	£210
Administrators and Senior Administrators	£145
Secretarial & Support	£ 95

The office holder(s) will seek approval to draw remuneration on a time cost basis (unless they are agreed on another basis), in accordance with the rates detailed above, either at the meeting of creditors, from the preferential creditors, from the members (in a MVL) or the debenture-holder.

DISBURSEMENTS

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, and equivalent costs reimbursed to the office holder or his or her staff. These costs are allowable and do not require authorisations

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.

Category 2 disbursements – requiring approval

Room Hire where the meeting held at Revive's office	£100 (full day) or £50 (half day)
Storage of books and records	£6 per box per month
Mileage	45p per mile
Collection of books and records	£35 per hour
Companies House search fees	£10 per search document
Land Registry search fees	£10 per document

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

These rates are applicable on all insolvency appointments from 1 February 2017 until further notice.

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

DETAILS OF WORK UNDERTAKEN BY THE ADMINISTRATOR

General Description	Includes	Estimated			Actual for review period being 9 April 2018 to 8 October 2018		
		No of hours	Blended hourly rate	Total	No of hours	Blended hourly rate	Total
Administration (including statutory reporting)		60	200	£12,000	92	160	11,081
Statutory/ advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	15	200	3,000	25	160	4,000
Document maintenance/file review/checklist	Filing of documents 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	5	200	1,000	7	160	1,201
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	5	200	1,000	7	160	1,201
Planning / review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case	15	200	2,000	15	160	2,404
Books and records / storage	Dealing with records in storage	2.5	200	500	4	160	600

APPENDIX V

		Estimated			Actual for review period being 9 April 2018 to 8 October 2018		
General Description	Includes	No of hours	Blende d hourly rate	Total	No of hours	Blended hourly rate	Total
	Sending case files to storage						
Creditor reports	Disclosure following pre-pack sale of assets SIP 16 & 13 Preparing proposal, six monthly progress reports, fee authority report to secured and preferential creditors (where appropriate), conversion to CVL (where appropriate) and final report Seeking extension via creditors (where appropriate) Reporting to secured creditor appointor Proposing further fee approval (where the fees estimate is not for the administration of the case to conclusion)	12.5	200	2,500	19	160	3,103
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process	10	200	2,000	19	160	3,103
Investigations		15	200	£3,000	103	160	16,490

APPENDIX V

General Description	Includes	Estimated			Actual for review period being 9 April 2018 to 8 October 2018		
		No of hours	Blended hourly rate	Total	No of hours	Blended hourly rate	Total
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors	10	200	2,000	5	166	5,153
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with the Insolvency Service Submission of report to the Insolvency Service Preparation and submission of supplementary report (if required)	5	200	1,000	11	166	11,337
Realisation of Assets		65	200	13,000	16	166	2,685
Plant and machinery, office furniture and equipment	Liaising with valuers and interested parties Reviewing asset listings	5	200	£1,000	1	166	206
Claim against former director	Progressing and realising amounts due from the former Director of the Company	60	200	12,000	15	166	2,478
Creditors (claims and distribution)		35	200	£7,000	24	144	3,410
Creditor communicate-on	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO	5	200	1,000	5	144	682
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend	10	200	2,000	10	144	1,364

APPENDIX V

		Estimated			Actual for review period being 9 April 2018 to 8 October 2018		
General Description	Includes	No of hours	Blende d hourly rate	Total	No of hours	Blended hourly rate	Total
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication	10	200	2,000	8	160	1,364
Total		175	200	35,000	235	162	33,668

The Administrator's Fees Estimate to Closure

Please note that this estimate reflects the work expected to be undertaken on this case from appointment being 4 April 2018 to closure of the Administration

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
Administration (including statutory reporting)		60	200	£12,000	112	160	18,000
Statutory/ advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	15	200	3,000	28	160	4,500
Document maintenance/file review/checklist	Filing of documents 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	5	200	1,000	9	160	1,500
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	5	200	1,000	9	160	1,500
Planning review	Discussions regarding	15	200	2,000	18	160	3,000

APPENDIX V

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
	strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case						
Books and records / storage	Dealing with records in storage Sending case files to storage	2.5	200	500	5	160	750
Creditor reports	Disclosure following pre-pack sale of assets SIP 16 & 13 Preparing proposal, six monthly progress reports, fee authority report to secured and preferential creditors (where appropriate), conversion to CVL (where appropriate) and final report Seeking extension via creditors (where appropriate) Reporting to secured creditor appointor Proposing further fee approval (where the fees estimate is not for the administration of the case to conclusion)	12.5	200	2,500	23	160	3,750
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions	10	200	2,000	18	160	3,000

APPENDIX V

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
	Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process						
Investigations		15	200	£3,000	118	170	20,000
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records	10	200	2,000	79	170	13,400

APPENDIX V

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
	Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transaction						
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with the Insolvency Service Submission of report to the Insolvency Service Preparation and submission of supplementary report (if required) Assisting the Insolvency Service with its investigations	5	200	1,000	39	170	6,600
Realisation of Assets		65	200	13,000	71	170	12,000
Plant and machinery; office furniture and equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords	5	200	£1,000	12	170	2,000
Claim against former director	Progressing and realising amounts due from the former Director of the Company	60	200	12,000	59	170	10,000
Creditors (claims and distribution)		35	200	£7,000	94	170	16,000
Creditor communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their	5	200	1,000	17	170	2,890

APPENDIX V

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
	representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator						
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend	10	200	2,000	21	170	3,590
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication	10	200	2,000	25	170	4,250
Distribution procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of intended distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution	10	200	2,000	25	170	4,270

APPENDIX V

General Description	Includes	Original Estimated			Estimated to closure		
		No. of hours	Blended hourly rate	Total	No. of hours	Blended hourly rate	Total
	Preparation of cheques/BACS to pay distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends						
Total		175	200	35,000	397	160-170	65,000

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

ESTIMATED OUTCOME STATEMENT

QUANTUM SURVEY MANAGEMENT LIMITED (IN ADMINISTRATION)

ESTIMATED OUTCOME STATEMENT AS AT 6 NOVEMBER 2018

	Estimated Outcome as per the Administrators Proposal £	Revised Estimated Outcome Statement £
Book Debts	25,210	10,000
Motor Vehicles	3,500	1,800
Office Equipment	1,300	1,300
Claim Against Former Director	41,583	135,000
Total anticipated assets	71,593	148,100
Pre-appointment		
Administrators Pre-appointment Fees	(4,000)	(4,000)
Legal Fees - Pre-appointment	(1,950)	(1,950)
Post appointment		
Administrator's Fees	(45,677)	(65,000)
Legal Fees	(5,000)	(15,000)
Mediators Fees		(1,121)
Barristers Fees		(3,950)
Agents Fees	(500)	(500)
Statement of Affairs Fee	(5,000)	(5,000)
Administrators Disbursements		
Advertising	(237)	(237)
Bonding	(400)	(780)
Storage	(144)	(500)
Postage	(70)	(150)
Valuation Fee (Pre-appointment)	(225)	(225)
Total Anticipated Payments	(63,203)	(98,413)
Estimate of Amount Available to Unsecured Creditors	8,391	49,687
CREDITORS		
Trade & Expense Creditors	(52,567)	(95,823)
HMRC PAYE/NIC/CT/VAT	(49,333)	(83,077)
Redundancy Claims		(10,302)
Total Creditors	(101,900)	(189,202)
Estimated Dividend (p in the £)	8	26

**Quantum Survey Management Limited
(IN ADMINISTRATION)**

NOTICE OF DECISION PROCEDURE

- **PROXY FORM**
- **PROOF OF DEBT**

NOTICE OF DECISION PROCEDURE

Company Name: Quantum Survey Management Limited (In Administration) ("the Company")

Company Number: 07741482 **In the High Court of Justice Birmingham no. 8091 of 2018**

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Administrator of the Company, Claire Louise Foster, of Revive Business Recovery Limited, 7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS (telephone number 01302 965 485) who was appointed by the Director.

Creditors are invited to vote by correspondence on the following (for the full wording of proposed decisions, see overleaf):

1. The basis of the Administrator's fees (increase in fees due to time spent)
2. The approval of the Administrator's Category 2 disbursements

Overleaf is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Administrator by one of the methods set out below:

By post to: Revive Business Recovery Limited, 7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS

By fax to: 01302 965484

By email to: info@revivebusinessrecovery.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 10 December 2018.

If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:

- 10% in value of the creditors
- 10% in number of the creditors
- 10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: _____

C L Foster
Administrator

Dated: _____

6.11.18

VOTE BY CORRESPONDENCE

Quantum Survey Management Limited (in Administration)

Name of Creditor: _____

Address: _____

Decisions:

1	That the Administrator's fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Administration, 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. The amount will not exceed £65,000 as per the revised estimate.	*For / Against
2	That the Administrator be authorised to charge £6 per box per month for the storage of the books and records. The amount will not exceed £500.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)?

☐ Yes / ☐ No

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 10 December 2018, by:
Post: Revive Business Recovery Limited, 7 Jetstream Drive, Auckley, Doncaster, South Yorkshire, DN9 3QS
Fax: 01302 965484
Email: please scan in a signed copy of this form and attach it as a pdf to info@revivebusinessrecovery.co.uk

PROOF OF DEBT - GENERAL FORM

Quantum Survey Management Limited (in Administration)

Date of Administration: 9 April 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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
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 £
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