

AM10

Notice of administrator's progress report



Companies House

THURSDAY



A14 *A8AF95K9* 25/07/2019 #6
COMPANIES HOUSE

1 Company details

Company number 0 8 0 1 4 9 3 9

Company name in full PFML Limited (Formerly Parthenon Facilities
Management Limited)

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

2 Administrator's name

Full forename(s) Julien

Surname Irving

3 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street
Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

4 Administrator's name ①

Full forename(s) Andrew

Surname Poxon

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

5 Administrator's address ②

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street
Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

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

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6 Period of progress report

From date	d 3	d 1	m 1	m 2	y 2	y 0	y 1	y 8
To date	d 3	d 0	m 0	m 6	y 2	y 0	y 1	y 9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X  X

Signature date

d 2	d 3	m 0	m 7	y 2	y 0	y 1	y 9
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AM10

Notice of administrator's progress report



Presenter information

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

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



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**PFML LIMITED
(FORMERLY PARTHENON FACILITIES
MANAGEMENT LIMITED)
(IN ADMINISTRATION)**

Registered Number: 08014939

Court Ref: 3241 of 2018

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

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

**Report period
31 December 2018 to 30 June 2019**

23 July 2019

**Julien Irving and Andrew Poxon - Joint Administrators
Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel: 0161 831 9999 Fax: 0161 831 9090
General email: recovery@leonardcurtis.co.uk
Ref: M/38/AJA/P965K/1010**

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**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of PFML Limited (Formerly Parthenon Facilities Management Limited) ("the Company") for the period from 31 December 2018 to 30 June 2019. This is the Joint Administrators' first progress report to creditors.

2 STATUTORY INFORMATION

- 2.1 Julien Irving and Andrew Poxon were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 3241 of 2018 on 31 December 2018. The Administration appointment was made by the Director. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis Recovery Ltd ("LC"), which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was Anfield Business Centre, 58 Breckfield Road South, Liverpool L6 5DR. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Regency House, 45-51 Chorley New Road, Bolton BL1 4QR. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 08014939.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were deemed approved by creditors on 31 January 2019.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

- 3.4 The first objective of the administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration). It is considered that this objective has been achieved as realisations are greater than those anticipated had the Company been wound up. In addition, the transfer of 149 staff mitigated any claims that may arise on insolvency.
- 3.5 In the event that the above objective was not achieved, the second objective of the Administration is to realise property in order to make a distribution to secured and / or preferential creditors. This objective has also been achieved as the secured creditor Lloyds Bank Commercial Finance Ltd ("Lloyds") have been repaid in full following the sale of the business and assets.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 31 December 2018 to 30 June 2019.

Sale of Business

- 4.2 As previously reported to creditors, the business and assets of the Company were sold on 31 December 2018 to Versatile Hygiene Solutions Limited ('the Purchaser'). The Purchaser is connected to the Company pursuant to sections 249 and 435 of the Insolvency Act 1986 (as amended) by virtue of a common director and shareholder of both the Company and the purchaser namely, Mark John Wilson.
- 4.3 The sales consideration of £195,385.19 was apportioned as follows:

ASSETS SPECIFICALLY PLEDGED	£
Goodwill and Intellectual Property Rights	1,000.00
Book Debts	185,385.19
ASSETS NOT SPECIFICALLY PLEDGED	
Equipment, Equity in Encumbered Motor Vehicles and Stock	9,000.00
TOTAL	<u>195,385.19</u>

- 4.4 £175,385.19 was payable on completion followed by 2 monthly instalments of £10,000 due on 31 January 2019 and 28 February 2019. The sale consideration is secured by way of a personal guarantee provided by Mark John Wilson.
- 4.5 Payments have been received as specified in the sale agreement and the total sale consideration has now been received in full.
- 4.6 In addition to the consideration payable above, the Sale Agreement includes an additional clause that in the event that the Purchaser collects in the Book Debts and a surplus (after all amounts outstanding to any third party who holds any security, rights or other interest in the Book Debts has been paid) of £50,000 or more arises, the Purchaser shall pay to the Company a further amount of 50% of any such surplus over and above £50,000 within 14 days. Provisions were made in the Sale Agreement that the Purchaser is to provide information periodically to the Joint Administrators as regards debt collections.

Book Debts

- 4.7 As detailed above, the Company obtained an Invoice Finance Facility from Lloyds. The Lloyds facility was the Company's principal source of funding and was secured by way of a Debenture, incorporating Fixed and Floating Charges over all assets created on 27 April 2012.

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

- 4.8 At the date of the Administration, the Company had a gross ledger of £270,500.00 of which £252,830.03 had been approved for funding. The amount owed to Lloyds totalled £165,385.19 (excluding applicable interest and charges).
- 4.9 On 31 December 2018, a sale of the book debts was completed to the Purchaser as part of the sale of the business and assets (further details above).
- 4.10 As part of the sale, Lloyds were repaid its remaining indebtedness in full under its Fixed Charge.
- 4.11 The Sale Agreement included an additional clause, details of which are contained in this report at 4.6 above.
- 4.12 During the period of this report, collections have exceeded the £50,000 threshold set out in the Sale Agreement and the Joint Administrators are now liaising with the Purchaser to ensure any amounts due are paid over.

Cash at Bank

- 4.13 At the date of appointment the Company's bank account was in credit to the sum of £282.57. These funds have now been received into the Joint Administrators' bank account.

Bank Interest

- 4.14 Bank interest of £20.68 has been received for the benefit of the Administration estate during the period.

5 ASSETS STILL TO BE REALISED

- 5.1 The assets still to be realised are the remaining book debts detailed in sections 4.7- 4.12.

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 7.1 On 12 February 2019, the secured creditor consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Amount paid £	Amount unpaid £
Leonard Curtis	Providing insolvency advice to the Company and obtaining financial information in order to formulate strategy. The Joint Administrators also undertook numerous key discussions with the Director. The Joint Administrators assisted in the marketing of the Company, negotiation of the sale of the business and assets, liaising with secured creditors and dealing with appointment formalities.	9,929.50	9,929.50	-
Cerberus Asset Management	Valuation of physical assets	1,500.00	-	1,500.00
Cerberus Receivables Management	Valuation of debtors, contracts and work in progress	2,500.00	-	2,500.00
Pannone	Dealing with sale contract and the accompanying sale documents and dealing with appointment formalities.	5,000.00	5,000.00	-
Total		18,929.50	14,929.50	4,000.00

Joint Administrators' Remuneration

- 7.2 On 12 February 2019, the Secured Creditor agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £58,595, as set out in a Fees Estimate
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £22,668.50. This represents 67.9 hours at an average rate of £333.85 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to 30 June 2019 compared with time costs as set out in the Joint Administrators' original fees estimate.
- 7.5 You will note that time costs incurred to 30 June 2019 do not exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated.
- 7.6 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The Joint Administrators do not anticipate that the Fees Estimate will be exceeded.

However should information come to light during the course of the Administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Fees Estimate was provided, it may be necessary for the Joint Administrators to revert to the general body of creditors for further approval. The information provided above is therefore for information purposes only.

- 7.7 Further guidance may be found in “A Creditors’ Guide to Administrators’ Fees” which may be downloaded from:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

- 7.8 If you would prefer this to be sent to you in hard copy please contact Anne Jack of this office on 0161 831 9999.

- 7.9 The remuneration drawn by the Joint Administrators to date totals £3,970.05 plus VAT.

8 JOINT ADMINISTRATORS’ EXPENSES

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

Expenses are separated into the following categories:

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

These are known as “Category 2 disbursements” and are subject to the approval of the creditors. On 12 February 2019, the Secured Creditor also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

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

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

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

9 ESTIMATED OUTCOME FOR CREDITORS

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

Secured Creditors

- 9.2 In April 2012, the Company obtained an invoice finance facility from Lloyds. The Lloyds facility was the Company's principal source of funding and was secured by way of a Debenture, incorporating Fixed and Floating charges over all assets created on 27 April 2012. At the date of the Administration, the Company had a gross ledger of £270,500.00 of which £252,830.03 had been approved for funding. The amount owed to Lloyds totalled £165,385.19 (excluding applicable interest and charges).

- 9.3 On 31 December 2018, a sale of the book debts was completed to The Purchaser as part of the sale of the business and assets (further details above).

- 9.4 As part of the sale, Lloyds were repaid its remaining indebtedness in full under its Fixed Charge.

Preferential Claims

- 9.5 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions.

- 9.6 All employees transferred to the Purchaser upon completion of the sale pursuant to TUPE Regulations.

- 9.7 The Company operates a pension scheme and the Joint Administrators are currently investigating whether the contributions are in arrears. If there are arrears, the Joint Administrators will take steps to make the necessary application to the Redundancy Payments Office ("RPO") for payment of the arrears. The RPO will rank as preferential creditor for any employee contributions paid on the Company's behalf.

- 9.8 In the absence of any pension arrears, no preferential claims are anticipated in the Administration.

Prescribed Part

- 9.9 As the secured creditor has been repaid in full under its Fixed Charge, there is no requirement to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 9.10 At present, it is unlikely that there will be sufficient funds available to enable any form of distribution to unsecured creditors. Creditors should however continue to submit details of their claims using the proof of debt form attached at Appendix I. These claims will be collated and passed to any subsequently appointed liquidator, should the position change.

10 MATTERS STILL TO BE DEALT WITH

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

- The realisation of the remaining assets; and
- The unpaid remuneration and expenses will need to be defrayed.

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

11 EXTENSIONS TO THE ADMINISTRATION

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 11.2 In certain circumstances it may be necessary to extend the administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months as follows, with the consent of the Secured Creditor of the Company.
- 11.3 The appropriate body of creditors will be contacted in due course should an extension be required.
- 11.4 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

12 NEXT REPORT

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

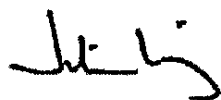
13 DATA PROTECTION

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

If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully
for and on behalf of

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED)



JULIEN IRVING
JOINT ADMINISTRATOR

Julien Irving and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 13092 and 8620, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Julien Irving and/or Andrew Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Julien Irving and/or Andrew Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
31 DECEMBER 2018 TO 30 JUNE 2019**

	Estimated to realise £	This period £
RECEIPTS		
Book Debts	185,385	181,718.53
Goodwill	1000	999.99
Equipment equity in MV Stock	9,000	12,666.67
Balance at bank	283	282.57
Deposit Interest Gross	-	20.68
	<u>195,668</u>	<u>195,688.44</u>
PAYMENTS		
Joint Administrators' Remuneration		(3,970.05)
Solicitors Disbursements		(50.00)
Pre-Appointment Administrators' Fees		(9,929.50)
Pre-Appointment Legal Fees - Pannone		(5,000.00)
Disbursements CAT 1		(307.31)
		<u>(19,256.86)</u>
DISTRIBUTIONS		
Secured Creditor - Lloyds		(165,385.19)
BALANCE IN HAND		<u>11,046.39</u>

APPENDIX C

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 31 DECEMBER 2018 TO 30 JUNE 2019

	Units	Average hourly rate £	Cost £
Statutory and review	66	399.77	2,638.50
Receipts and payments	36	280.69	1,010.50
Insurance, bonding and pensions	5	236.00	118.00
Assets	136	438.13	5,958.50
Liabilities	70	379.14	2,654.00
Landlords	1	365.00	36.50
Debenture Holder	20	428.75	857.50
General Administration	69	309.20	2,133.50
Appointment	181	216.52	3,919.00
Post Appointment Creditors Decisions	95	351.84	3,342.50
	679	333.85	22,668.50

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

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

- Case management reviews. These are carried out periodically throughout the life of the case. During the period of this report several case reviews have been carried out and any issues identified actioned accordingly;
- Allocation of staff, management of staff, case resourcing and budgeting;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team is required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This has resulted in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years; and
- Conducting Investigations into the director's conduct and filing the conduct report with HMRC.

Receipts and Payments

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

- Management of case bank account(s) to ensure compliance with relevant risk management procedures;
- Preparation of Estimated outcome statements at regular intervals to monitor the performance and outcome of the Administration;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Insurance Bonding and Pensions

- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors; and
- Investigating the Company's position in relation to pension contribution payments..

Assets

- Agreeing strategy for realisation of Company assets;
- Instruction of and liaising with agents as required Cerberus Asset Management ("CAM") have been instructed to assist in the realisation of the Company's assets and Cerberus Receivables Management have been instructed to assist in collecting the Company's outstanding debtor ledger;
- Liaising with Company's bankers re pre-appointment bank accounts;
- Liaising with the director in relation to debtors; and
- Liaising with Lloyds in relation to debtors.

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors - Time was spent in correspondence with creditors in order to log and process each creditor claim received; and
- Preparation of the Joint Administrators' Initial Report and Statement of Proposals to Creditors.

Non-statutory

- Dealing with enquiries from the Company's creditors and debenture holder;
- Correspondence with director in order to determine the HMRC claim; and
- Dealing with enquiries from employees.

Landlords

- Liaising with landlords in respect of the Company's premises and reviewing the Company's lease.

General Administration

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

- General planning matters;
- Setting up and maintaining the administrators' records;
- Arranging collection, storage and inventorying of company records; and
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

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

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

Post Appointment Creditors' Decisions

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

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

APPENDIX D

SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS FROM 31 DECEMBER 2018 TO 30 JUNE 2019
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEE ESTIMATE

	FEES ESTIMATE			INCURRED TO 30 JUNE 2019			VARIANCE
	Total			Total			
	Units	Cost	Average	Units	Cost	Average	
	No	£	hourly rate	No	£	hourly rate	Cost
			£			£	£
Statutory and review	209	6,486.50	310.36	66	2,638.50	399.77	2,429.50
Receipts and payments	109	2,779.50	255.00	36	1,010.50	280.69	901.50
Insurance, bonding and pensions	24	713.00	297.08	5	118.00	236.00	94.00
Assets	374	14,176.50	379.05	136	5,958.50	438.13	5,584.50
Liabilities	368	11,168.50	303.49	70	2,654.00	379.14	2,286.00
Landlords	83	3,034.00	365.54	1	36.50	365.00	-46.50
Debenture Holder	50	1,661.50	332.30	20	857.50	428.75	807.50
General Administration	127	3,601.00	283.54	69	2,133.50	309.20	2,006.50
Appointment	101	2,993.50	296.39	181	3,919.00	216.52	3,818.00
Planning & Strategy	42	1,499.50	357.02	-	-	-	-42.00
Post Appointment Creditors Decisions	151	4,994.00	327.42	95	3,342.50	351.84	3,191.50
Investigations	112	3,707.50	331.03	-	-	-	-112.00
LEGAL SERV – Preparation	50	1,830.00	366.00	-	-	-	-50.00
	1800	58,595.00	325.53	679	22,668.5	333.85	20,868.50

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 31 DECEMBER 2018 TO 30 JUNE 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	5.00	5.00	-
Bond Fee	AJA Insolvency Risk Services	Insurance bond	90.00	90.00	90.00	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	56.00	42.00	42.00	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	83.02	83.02	83.02	-
Storage Costs	Auctus Limited	Storage of books and records	100.00	2.83	0.29	2.54
		Total standard expenses	421.02	309.85	307.31	2.54

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Cerberus Asset Management	Assistance with Statement of Affairs	1,500.00	-	-	-
Professional Fees	Cerberus Receivables Management	Tax advice	2,000.00	-	-	-
Legal Fees	Pannone	Costs of appointed solicitors	2,000.00	50.00	50.00	-
Staff Mileage	LC Staff	Category 2 disbursement requiring specific creditor / committee approval	50.00	0.54	-	0.54
Accountancy Fees	TBC	Insurance of the freehold property, plant and machinery and motor vehicles	2,500.00	-	-	-
Pension Advice	TBC	Assistance with employees arrears of pension claims and other statutory obligations in relation to the pension scheme	3,000	-	-	-
		Total case specific expenses	8,350.00	50.54	50.00	0.54

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

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

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per individual

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload.	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£85.95 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

APPENDIX G

ESTIMATED OUTCOME STATEMENT

	Secured	Preferential	Unsecured
	£'000	£'000	£'000
Amount available to class of creditor	165	Nil	Nil
Amount due to creditor per Estimated Financial Position	(165)	TBC	(75)
Estimated dividend rate (as a %)	100%	Nil	Nil

Proof of Debt – General Form
Relevant date: 31 December 2018

Name of Company in Administration:

PFML Limited (Formerly Parthenon Facilities Management Limited)

Company registered number:

08014939

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

2. Correspondence address of creditor (including email address)

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

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

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

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

APPENDIX H (cont)

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

--

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

--

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

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10. Date of signing:

--

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

--

12. Name in BLOCK LETTERS

--

13. Position with, or relation to, creditor

--

Notes:

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

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

PFML LIMITED (FORMERLY PARTHENON FACILITIES MANAGEMENT LIMITED) – IN ADMINISTRATION

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS