

AM10

Notice of administrator's progress report



Companies House

WEDNESDAY



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28/03/2018

#313

COMPANIES HOUSE

1 Company details

Company number 0 8 4 0 2 5 4 8

Company name in full Karmik Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Kelly

Surname Burton

3 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Administrator's name ①

Full forename(s) Lisa Jane

Surname Hogg

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S


Country

② Other administrator

Use this section to tell us about
another administrator


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6	Period of progress report															
From date	d	1	d	3	m	0	m	9	y	2	y	0	y	1	y	7
To date	d	1	d	2	m	0	m	3	y	2	y	0	y	1	y	8
7	Progress report															
<input checked="" type="checkbox"/> I attach a copy of the progress report																
8	Sign and date															
Administrator's signature	Signature  FOR KELLY BURTON BY POWER OF ATTORNEY X															
Signature date	d	2	d	6	m	0	m	3	y	2	y	0	y	1	y	8

Karmik Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 13/09/2017 To 12/03/2018 £	From 13/03/2017 To 12/03/2018 £
	SECURED ASSETS		
102,866.00	Factored Debtor Ledger	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(103,438.00)	Bibby Financial Services Limited	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
2,499.00	Goodwill, IP & Business Name	624.75	2,499.00
3,000.00	Plant & Machinery, Office Furniture	750.00	3,000.00
1.00	Seller's Records	0.26	1.00
6,500.00	Customer Contracts & WIP	1,624.99	6,500.00
Uncertain	Cash at Bank	(9,932.67)	17.27
	Bank Interest Gross	0.25	0.25
	Sundry receipts	NIL	0.27
	VAT Recoverable on Factoring Fees	NIL	263.29
	Funds due to third party	10,132.50	10,132.50
		3,200.08	22,413.58
	COST OF REALISATIONS		
	Specific Bond	NIL	40.00
	Pre Administrators Fee	3,375.00	9,825.00
	Administrators Fees	NIL	1,700.00
	Document Upload Fees	150.00	150.00
	Companies House Search Fees	NIL	10.00
	Travel Expenses	NIL	6.50
	Statutory Advertising	NIL	73.50
	Funds due to third party	10,132.50	10,132.50
	VC Document Management	14.08	14.08
		(13,671.58)	(21,951.58)
	UNSECURED CREDITORS		
(260,444.80)	Trade & Expense Creditors	NIL	NIL
(17,285.75)	HM Revenue and Customs - VAT	NIL	NIL
(138,729.69)	HM Revenue and Customs - PAYE	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(405,132.24)		(10,471.50)	462.00
	REPRESENTED BY		
	Bank 1 Current		462.00
			462.00



FOR KELLY BURTON
BY POWER OF
ATTORNEY
Kelly Burton
Joint Administrator

Joint Administrators' progress report

Karmik Limited - In Administration (“the Company”)

26 March 2018

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- 6** Ending the Administration
- 7** Creditors' rights
- 8** Next report

APPENDICES

- A** Receipts and payments account ("R&P") from 13 September 2017 to 12 March 2018 ("the Period") and a cumulative R&P for the period since the Joint Administrators' appointment
- B** Time analysis for the Period, together with a cumulative time analysis for the period since the Joint Administrators' appointment
- C** Additional information in relation to the Joint Administrators' fees, expenses & disbursements

THE JOINT ADMINISTRATORS' PROGRESS REPORT

1 Introduction

- 1.1 I, together with my colleague Lisa Jane Hogg, were appointed Joint Administrators of the Company on 13 March 2017. The appointment was made by the director of the Company pursuant to Paragraph 22 to Schedule B1 to the Insolvency Act 1986 ("the Act").
- 1.2 This Administration is being handled by Wilson Field Limited ("Wilson Field") at The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. The Joint Administrators' contact details are by phone on 01142356780 or via email at info@wilsonfield.co.uk. The Administration is registered in the High Court of Justice, Chancery Division, Leeds District Registry, reference number 234 of 2017.
- 1.3 The trading address of the Company was Fairfax House, Hodgson Lane, Drighlington, Bradford, West Yorkshire, BD11 1JS
- 1.4 The registered office of the Company was changed to c/o Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and its registered number 08402548.
- 1.5 As Joint Administrators, we are required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent period of six months. This progress report covers the Period and should be read in conjunction with the Joint Administrators' proposals for achieving the purpose of Administration ("the Proposals") and the previous progress report which has been issued.

2 Progress of the Administration

- 2.1 Creditors may recall that the statutory objective being pursued in the Administration was to realise property in order to make a distribution to the secured and/or preferential creditors of the Company. I can advise that this objective has now been achieved in that Bibby Financial Services Limited ("Bibby"), who provided the Company with a factoring facility and hold a debenture over the Company's assets, have collected the entirety of their indebtedness via collections on the factored debtor ledger. Bibby have been also able to collect a proportion of their termination fee from the factored debtor ledger.
- 2.2 In addition to the pursuance of this statutory objective, the Joint Administrators have duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.
- 2.3 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Joint Administrators under other related legislation
- 2.4 At Appendix A is my R&P covering the Period, including a cumulative R&P from the date of my appointment as Joint Administrator.
- 2.5 Attached at Appendix B is a time analysis which is set out in a Statement of Insolvency Practice ("SIP") 9 grid, showing a breakdown of the time properly spent by the Joint Administrators and their staff during the Period, together with a cumulative time analysis covering the period since my appointment.
- 2.6 Further information about the basis of remuneration agreed in this case and the Joint Administrators' fees estimate can be found in section 4 of this report, together with any relevant information about revisions to our initial estimate, where applicable.

Administration (including statutory compliance & reporting)

- 2.7 As noted above, the Joint Administrators must comply with certain statutory obligations under the Act and other related legislation. Details about the work that I anticipated would need to be done in this area was outlined in my initial fees estimate/information.
- 2.8 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Administrators
- 2.9 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of assets

2.10 The Company's business and assets via the pre-packaged sale

As advised previously, the Company's business and assets which included customer contracts, work in progress, plant & machinery, office furniture, seller's records, IP, goodwill and the business name were sold to Karmik UK Limited ("KUL") on 13 March 2017 for £12,000. I can now advise that the remainder of the deferred consideration outstanding at the end of the last reporting period, £3,000, has now been paid therefore the total £12,000 sale price has been received in respect of the Company's business and assets.

2.11 Funds due to third party

£10,133 was realised in respect of funds which were paid into the Company's former bank account in error. These funds were in respect of debtor receipts due to KUL and documentary evidence was received to support this assertion and prove the nature of these funds. As a result, the funds were subsequently transferred to KUL upon receipt.

Creditors should note that the SIP 7 R&P shows a negative figure in respect of the Cash at Bank realisations for the period as initially it was believed that a proportion of the 'Fund due to third party' were in respect of 'Cash at Bank' monies, however as above this was not the case.

2.12 Bank interest

£0.25 has been received in respect of bank interest accrued on the funds held on the client trust account opened by the Joint Administrators upon their appointment

Creditors (claims and distributions)

- 2.12 Further information on the anticipated outcome for creditors in this case can be found at section 5 of this report. The Joint Administrators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.13 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.14 The above work will not necessarily bring any financial benefit to creditors generally, however the Joint Administrators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process

the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Joint Administrators in dealing with those claims.

Investigations

- 2.15 Creditors may recall from my first progress report to creditors that some of the work the Joint Administrators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and SIP 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that can be pursued for the benefit of creditors.
- 2.16 My report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first period of the Administration and is confidential.
- 2.17 As advised in my last progress report, the director of the Company and his wife claim title to several items of unencumbered plant, machinery and equipment as well as several remaining items of plant which were released from the reassigned Breaklet/Lombard agreement.
- 2.18 Since my last report, I instructed Shulmans LLP ("Shulmans") to write to the directors to ascertain the nature of the transaction and deduce whether it is likely to bring any realisations into the Administration estate. As per the Company accountant's response to our letter explained that various assets were capitalised in the 2014 accounts had been stated incorrectly,
- 2.19 Shulmans wrote to the director on the Joint Administrators' behalf at the end of October 2017 to request copies of all lease purchase agreements in respect of the assets in question, a copy of the personal guarantee schedule of payments made to Lombard in respect of the lease purchase agreements and finally the schedule of realised Lombard assets.
- 2.20 Unfortunately, no response was received from Mr & Mrs Baziw in the following twenty-eight-day period, which led to Shulmans sending a further chaser at the beginning of December. Mr Baziw responded to Shulmans' letter on 7 December 2017 providing details of the former Liquidator of Breaklet and provided schedules showing the repayments to Lombard shown as director loan repayments. Following further correspondence between Shulmans and the director, Mr Baziw informed Shulmans that his wife previously introduced £150,000 into the Company and explained that for this reason, they had claimed title to the assets in question.
- 2.21 Once documentation was provided to the Joint Administrators to evidence the £150,000 payment, it was made apparent that this sum did not relate to the assets but in fact it related to a loan to facilitate moving to new premises. In addition to this, the loan was made to Breaklet and not the Company.
- 2.22 To this end, the Joint Administrators and Shulmans are currently awaiting a response from Mr & Mrs Baziw in respect of documentation being requested from Lombard/Close Brothers. Once these documents have been provided, the Joint Administrators will schedule a meeting with the Baziws to discuss the matter further and ascertain the full nature of the transaction. Creditors will be updated of any future developments in due course.

3 Joint Administrators' remuneration

- 3.1 The basis of the Joint Administrators' fees has been fixed in the Administration by reference to the time properly spent by them and their staff in managing the Administration. The Joint Administrators' fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 3.2 A copy of that estimate was attached to the Proposals.

- 3.3 My time costs for the Period are £11,729. This represents 43 hours at an average rate of £272 per hour. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. To date, £1,700 plus disbursements of £295 have been drawn on account.
- 3.4 Also attached at Appendix B is a cumulative time analysis for the period since the Joint Administrators' appointment. The cumulative time costs incurred to date are £52,116 and this represents 181 hours at an average rate of £289 per hour.
- 3.5 At the date of this report, I can confirm that my fees estimate for the Administration remains unchanged. This is because I have undertaken to restrict the Joint Administrators' time costs to be drawn from the estate to £70,098 and as a result, any time costs incurred in excess of this amount will not be borne by creditors.
- 3.6 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from: -
- <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/administration-creditor-fee-guide-6-april-2017.ashx?la=en>
- 3.7 Attached at Appendix C is additional information in relation to the Joint Administrators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

4 Estimated outcome for creditors

Secured creditors

- 4.2 Bibby hold a debenture incorporating fixed and floating charges over all assets and undertakings of the Company which was created on 31 May 2013 and registered at Companies House on 8 June 2013. At the date of the Administration, the indebtedness to Bibby was estimated at £103,438. The Joint Administrators advised that Bibby were entitled to receive distributions under their fixed charge via the collection of the financed debtor ledger.
- 4.3 As advised, Bibby have collected in the entirety of their capital indebtedness and a proportion of their termination fee via collections from the factored debtor ledger following the Joint Administrators' appointment. Bibby have advised that they are yet to exhaust all collections on the factored debtor ledger, however and collections are ongoing. It is considered that the third statutory purpose of Administration has been achieved as a result of the above.

Preferential creditors

- 4.4 The Company's thirty-six employees were transferred to KUL pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") on 13 March 2017 as a result of the sale of the Company's business and assets. In light of this, there are no preferential creditors of the Company.

Unsecured creditors

- 4.5 I have received claims totalling £375,208 from five creditors. I have yet to receive claims from eleven creditors whose debts total £41,252 as per the Company's statement of affairs.
- 4.6 As the Company granted a floating charge to Bibby on 31 May 2013. Accordingly, I am required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part).

- 4.7 However, on the basis that no distributions have been made to Bibby under the terms of their floating charge, the Joint Administrators are not required to set aside a proportion of the realised assets for the benefit of unsecured creditors. Creditors will be updated on the prospects of a distribution pursuant to the Prescribed Part in due course.

5 Ending the Administration

- 5.1 As creditors may recall from the Proposals, the most appropriate exit route in this instance is considered to be dissolution, on the basis that it is anticipated that realisations of the Company's assets will be insufficient to enable a distribution to unsecured creditors. It is therefore anticipated that at conclusion of the Administration term, the Joint Administrators will take steps to dissolve the Company.
- 5.2 Creditors should note that on 28 February 2018, the Joint Administrators filed the relevant documentation at Companies House to extend the period of Administration for a further year to 12 March 2019. Written consent was received from the secured creditor, Bibby, which allowed the Joint Administrators to do so.
- 5.3 However, in the unlikely event that realisations are sufficient to enable a distribution to unsecured creditors then the Joint Administrators will take steps to move the Company to Creditors Voluntary Liquidation ("CVL"), with a view to facilitating a payment of such a dividend.
- 5.4 The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Act immediately upon their appointment as Joint Administrators ceasing to have effect.

6 Creditors' rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Administrators, as set out in this progress report, are excessive.

7 Next report

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

For and on behalf of
The Company



K Burton
Joint Administrator

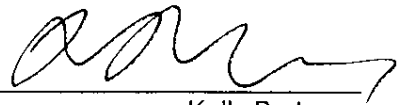
FOR KELLY BURTON
BY POWER OF ATTORNEY

Appendix A

R&P for the Period and a cumulative R&P for the period since the Joint Administrators' appointment

Karmik Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 13/09/2017 To 12/03/2018 £	From 13/03/2017 To 12/03/2018 £
	SECURED ASSETS		
102,866.00	Factored Debtor Ledger	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(103,438.00)	Bibby Financial Services Limited	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
2,499.00	Goodwill, IP & Business Name	624.75	2,499.00
3,000.00	Plant & Machinery, Office Furniture	750.00	3,000.00
1.00	Seller's Records	0.26	1.00
6,500.00	Customer Contracts & WIP	1,624.99	6,500.00
Uncertain	Cash at Bank	(9,932.67)	17.27
	Bank Interest Gross	0.25	0.25
	Sundry receipts	NIL	0.27
	VAT Recoverable on Factoring Fees	NIL	263.29
	Funds due to third party	10,132.50	10,132.50
		3,200.08	22,413.58
	COST OF REALISATIONS		
	Specific Bond	NIL	40.00
	Pre Administrators Fee	3,375.00	9,825.00
	Administrators Fees	NIL	1,700.00
	Document Upload Fees	150.00	150.00
	Companies House Search Fees	NIL	10.00
	Travel Expenses	NIL	6.50
	Statutory Advertising	NIL	73.50
	Funds due to third party	10,132.50	10,132.50
	VC Document Management	14.08	14.08
		(13,671.58)	(21,951.58)
	UNSECURED CREDITORS		
(260,444.80)	Trade & Expense Creditors	NIL	NIL
(17,285.75)	HM Revenue and Customs - VAT	NIL	NIL
(138,729.69)	HM Revenue and Customs - PAYE	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(405,132.24)		(10,471.50)	462.00
	REPRESENTED BY		
	Bank 1 Current		462.00
			462.00



FOR KELLY BURTON
BY POWER OF ATTORNEY

Kelly Burton
Joint Administrator

Appendix B

Time analysis for the Period and a cumulative time analysis for the period since the Joint Administrators' appointment

Time Entry - Detailed SIP9 Time & Cost Summary

KARM01A - Karmik Limited
From 13/09/2017 To 12/03/2018
Project Code POST

Classification of Work Function	Directors & IP's	Manager & Senior Administrator	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA Cashing	1 30	1 00	1 20	4 70	8 20	2,094 50	255 43
ADCR Case Reviews	0 00	0 00	5 80	0 00	5 80	1,369 00	236 03
ADDI Directors/Client	1 10	0 00	1 20	0 00	2 30	826 00	359 13
ADGA File Maintenance	0 40	0 00	0 60	0 60	1 60	416 00	260 00
ADSC Statutory and Compliance	0 10	0 00	9 00	0 00	9 10	2,274 00	249 89
ADSO Strategic Overview	0 00	0 00	0 30	0 00	0 30	69 00	230 00
Admin and Planning	2 90	1 00	18 10	5 30	27 30	7,048 50	258 19
CRCO Communications with Creditors	0 00	0 00	1 30	1 00	2 30	528 00	229 57
CREM Employees	0 00	0 00	0 20	0 00	0 20	46 00	230 00
CRTV Tax and VAT	0 50	0 00	0 00	2 20	2 70	767 00	284 07
Creditors	0 50	0 00	1 50	3 20	5 20	1,341 00	257 88
INAT Antecedent Transactions	0 00	0 40	0 00	0 00	0 40	158 00	395 00
INPE Investigation and Review	1 20	0 00	5 90	0 00	7 10	1,964 00	276 62
Investigations	1 20	0 40	5 90	0 00	7 50	2,122 00	282 93
REDC Debt Collection	0 00	0 00	1 60	0 00	1 60	632 00	395 00
REIS Identifying, Securing and Insuring	0 10	0 00	0 00	0 00	0 10	50 00	500 00
REPB Property, Business and Asset Sales	0 30	0 00	1 10	0 00	1 40	535 00	382 14
Realisation of Assets	0 40	0 00	2 70	0 00	3 10	1,217 00	392 58
Total Hours	5 00	1 40	28 20	8 50	43 10	11,728 50	272 12

Time Entry - Detailed SIP9 Time & Cost Summary

KARM01A - Karmik Limited
 From 13/03/2017 To 12/03/2018
 Project Code POST

Classification of Work Function	Directors & IP's	Manager & Senior Administrator	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP Appointment	0.00	0.00	26.80	0.00	26.80	7,236.00	270.00
ADCA Cashing	2.90	3.80	3.70	12.50	22.90	6,223.00	271.75
ADCR Case Reviews	0.20	0.00	10.90	0.00	11.10	2,840.00	255.86
ADDI Directors/Client	3.30	0.00	7.40	0.00	10.70	3,771.00	352.43
ADGA File Maintenance	2.00	0.00	0.70	3.40	6.10	1,607.00	263.44
ADSC Statutory and Compliance	0.50	8.30	11.10	0.00	19.90	6,295.00	316.33
ADSO Strategic Overview	0.00	1.80	0.60	0.00	2.40	849.00	353.75
Admin and Planning	8.90	13.90	61.20	15.90	99.90	26,821.00	268.50
CRCL Creditors Claims	0.00	0.00	0.30	0.00	0.30	81.00	270.00
CRCO Communications with Creditors	2.70	0.00	3.70	2.70	9.10	2,761.50	303.46
CREM Employees	0.00	0.00	0.20	0.00	0.20	48.00	230.00
CRTV Tax and VAT	1.00	0.00	0.30	3.80	5.10	1,474.00	289.02
Creditors	3.70	0.00	4.50	6.50	14.70	4,362.50	296.77
INAT Antecedent Transactions	0.00	0.40	0.20	0.00	0.60	212.00	353.33
INDR CDDA Report	0.10	0.00	0.80	2.50	3.40	591.00	173.82
INRE Investigation and Review	4.80	0.40	41.90	5.50	52.60	14,324.50	272.33
Investigations	4.90	0.80	42.90	8.00	56.60	15,127.50	267.27
REDC Debt Collection	0.00	0.00	3.60	0.00	3.60	1,422.00	395.00
REIS Identifying, Securing and Insuring	0.20	1.30	0.60	0.00	2.10	775.50	369.29
REPB Property, Business and Asset Sales	2.10	0.30	1.30	0.00	3.70	1,607.50	434.46
Realisation of Assets	2.30	1.60	5.50	0.00	9.40	3,805.00	404.79
Total Hours	19.80	16.30	114.10	30.40	180.60	52,116.00	288.57

Appendix C

Additional information in relation to the Joint Administrators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Shulmans LLP (legal advice)	Hourly rate and disbursements
David Currie & Co (valuation and disposal advice)	Percentage of realisations

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Administrators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors in the Proposals a copy of which is set out below:

Expense	Estimated cost £
Company search fees	120
Pre-appointment advertisement	71
Bond	80
Post-appointment advertisements	142
Postage, stationery & photocopying etc	240
Document upload charge	150
Insolvency software fee	150
Valuers pre-appointment fees	1,800
Legal pre-appointment fees	2,300
Legal post-appointment fees	2,500

Current position of Joint Administrators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Specific bond	40	0	0	40
Statutory advertising	74	0	0	74
Travel expenses	7	0	0	7
Category 2 disbursements				
Document upload fees	0	150	0	150
Companies house search fees	10	0	0	10
VC document management	14	0	0	14
Postage, stationery & photocopying	0	0	14	14

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Proposals and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-out rates

- 4.1 Wilson Field's current charge-out rates effective from 1 November 2017 are detailed below. Please note this firm records its time in minimum units of 6 minutes

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with SIP 9 covering fees and disbursements, 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.

Remuneration

The office holders will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/02/2014 to 31/10/2014	01/11/2014 onwards	01/11/2017 onwards
Director/Insolvency Practitioner	350-500	500	500
Manager	260-400	400	400
Assistant Manager	N/A	395	395
Team Leader	N/A	390	390
Senior Administrator	240	330	330
Administrator (1-5 years experience)	120-240	230-300	230-300
Trainee Administrator	-	-	180
Secretarial & Support	100-130	130	130

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and 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 advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 November 2017 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements 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.

This power of attorney is made on 15th July 2017

By Kelly Burton of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS
("Principal")

1. DEFINITIONS

- 1.1 In this power of attorney, unless the context otherwise requires, the following words and expressions have the following meanings:

"Insolvencies" means any bankruptcy, voluntary arrangement (whether in relation to an individual, company, partnership, limited liability partnership or other organisation), administration, administrative receivership, Law of Property Act receivership, creditors voluntary liquidation, compulsory liquidation or members voluntary liquidation or any other insolvency estate (whether in relation to individual, bodies corporate or other organisation) regulated under the Insolvency Act 1986, the insolvency (Northern Ireland) Order 1989, and/or any replacement legislation enacted in relation to Insolvencies in England, Wales, Scotland or Northern Ireland

"Office Holder" means the Trustee, Nominee, Supervisor, Administrator, Liquidator, Receiver, or such other name of an office holder as may from time to time be employed, in relation to any Insolvencies.

2. APPOINTMENT AND POWERS

The Principal appoints Fiona Grant of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Gemma Roberts of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Lisa Hogg of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Robert Dymond of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Ruth Jacks of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Nicholas Wilson of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Julie Fantom of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Emma Bower of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and Andrew Wood of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS jointly and severally as his **OR** her attorneys ("**Attorneys**") and in the Principal's name or otherwise and on his **OR** her behalf:

- 2.1 To consider, settle, approve, sign, execute, deliver and/or issue all agreements, documents, certificates and instruments (whether as a deed or otherwise) which the Attorneys (or any of them) in their absolute discretion consider desirable in connection with the Insolvencies in which the Principal is an Office Holder or proposed Office Holder.

- 2.2 To take any steps or do anything which the Attorneys or any of them in their absolute discretion consider desirable in connection with the Insolvencies in which the Principal is an Office Holder or proposed Office Holder.

3. AUTHORITY OF JOINT ATTORNEYS

All actions authorised by this power of attorney may be taken by any of the Attorneys. Any and all acts done, decisions made and instruments or other documents executed pursuant to this power of attorney by either of the Attorneys shall therefore be as valid and effectual as though done by both Attorneys.

4. REVOCATION

This power of attorney shall be irrevocable save with the consent of all Attorneys (but shall expire 12 months from today's date.)

5. RATIFICATION

The Principal undertakes to ratify and confirm whatever the Attorneys or any of them do, or purport to do in good faith in the exercise of any power conferred by this power of attorney.

6. VALIDITY

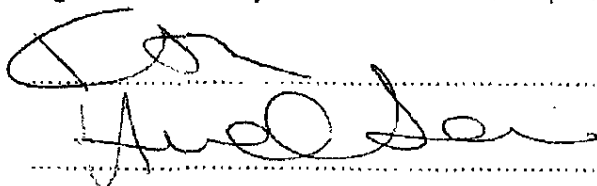
The Principal declares that a person who deals with the Attorneys or any of them in good faith may accept a written statement signed by that Attorney to the effect that this power of attorney has not been revoked as conclusive evidence of that fact.

7. GOVERNING LAW AND JURISDICTION

This power of attorney (and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to this power of attorney, its subject matter or its formation, (including non-contractual disputes or claims)) shall be governed by and construed in accordance with the law of England and Wales. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this power of attorney or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Signed as a deed by KELLY BURTON in the presence of:



Helen Nelson, Manager of HR, Wilson Field The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS

**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	Maysoon Mehdi
Company name	Wilson Field Limited
Address	The Manor House 260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
County	
DX	
Telephone	01142356780

**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