

# AM03

## Notice of administrator's proposals



Companies House

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04/03/2019

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COMPANIES HOUSE

### 1 Company details

Company number 08567741

Company name in full Miss Shoes Ltd

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

### 2 Administrator's name

Full forename(s) Matthew Robert

Surname Howard

### 3 Administrator's address

Building name/number Anglia House

Street 6 Central Avenue

Post town St Andrews Business Park

County/Region Thorpe St Andrew

Postcode NR7 0HR

Country

### 4 Administrator's name

Full forename(s) Stuart David

Surname Morton

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

### 5 Administrator's address

Building name/number Anglia House

Street 6 Central Avenue

Post town St Andrews Business Park

County/Region Thorpe St Andrew

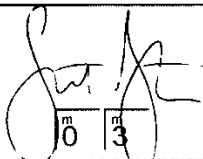
Postcode NR7 0HR

Country

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

# AM03

## Notice of Administrator's Proposals

6	Statement of proposals	
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals	
7	Sign and date	
Administrator's Signature	<div>Signature ✕</div> 	✕
Signature date	<div><div>d0d1</div><div>m0m3</div><div>y2y0y1y9</div></div>	

## AM03 Notice of Administrator's Proposals



### 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	Tim Smith
Company name	Price Bailey LLP
Address	Anglia House
	6 Central Avenue
Post town	St Andrews Business Park
County/Region	Thorpe St Andrew
Postcode	N R 7 O H R
Country	
DX	
Telephone	01603 709330



### 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 and dated the form.



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**Joint Administrators' Proposals relating to**

**Miss Shoes Ltd t/a FYFO  
("Miss Shoes" or "the Company")  
In Administration**

**Issued on: 1 March 2019**

**Delivered to creditors on: 1 March 2019**

Stuart David Morton and I are the Joint Administrators of the Company and these are our statutory proposals relating to the Company.

## **1. STATUTORY INFORMATION**

### **Company Information**

Company name: Miss Shoes Ltd

Trading names: Miss Shoes, FYFO (Fuel Your Fashion Online)

Company number: 08567741

Date of incorporation: 13/01/2013

Trading address: 164 Hellesdon Park Road, Drayton High Road, Norwich, Norfolk, NR6 5DR

Current registered office: 6 Central Avenue St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR

Former registered office: 164 Hellesdon Park Road, Drayton High Road, Norwich, Norfolk, NR6 5DR

Principal trading activity: Online Fashion Retailer of footwear and accessories

### **Appointment Details**

The Joint Administrators: Matthew Robert Howard and Stuart David Morton

Joint Administrators' address: Price Bailey LLP, Anglia House 6 Central Avenue St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR

Appointment Date: 15 January 2019

Court name and reference: High Court of Justice, CR000001 of 2019

Appointment made by: The Directors

Actions of Joint Administrators: Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Joint Administrators acting jointly or alone.

### **Officers of the Company**

<u>Directors</u>	<u>Appointed</u>	<u>Resigned</u>
Dr Martin Lott	13 June 2013	n/a
Mrs Wanrong Ma	13 June 2013	n/a

### **Share capital**

<u>Shareholder</u>	<u>Shareholding</u>
Dr Martin Lott	75,001 Ordinary Shares
Mrs Wanrong Ma	75,001 Ordinary Shares

**Security / Charges**

Chargeholder	Detail	Created
HSBC Bank Plc	Fixed and floating charges over the Company's assets	18/12/2013
HSBC Bank Plc	Legal mortgage over the Company's freehold property	08/01/2014
Alfandari Private Equities Ltd	Fixed and floating charges over the Company's assets	31/07/2018
Alfandari Private Equities Ltd	Fixed charge over the Company's freehold property	31/07/2018

## 2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE JOINT ADMINISTRATORS

### 2.1 BACKGROUND

The business was formed as a partnership in 2007 by the Directors. It began trading as an online-only retailer of footwear and fashion accessories under the name 'Miss Shoes'. The partnership was incorporated into Miss Shoes Ltd on 13 June 2013 and continued to grow to an annual turnover of c£2.5m.

The majority of the Company's sales were generated from popular online selling platforms including eBay and Amazon, with key markets in North America, Europe and Australasia.

Since 2014, the Company traded from a freehold property in Norwich, UK which served as both the Company's registered office and warehouse/fulfilment centre.

### 2.2 RECENT TRADING PERFORMANCE

The Company's recent trading performance is summarised in the table below. It should be noted that the management accounts have not been verified for accuracy and therefore may not reflect the Company's true trading position.

	<b>Mgmt Accts</b>	<b>Statutory Accts</b>	<b>Statutory Accts</b>
	<b>Y/E 31 July 2018</b>	<b>Y/E 31 July 2017</b>	<b>Y/E 31 July 2017</b>
	<b>£'000s</b>	<b>£'000s</b>	<b>£'000s</b>
<b>Turnover</b>	<b>1,899</b>	<b>2,388</b>	<b>2,582</b>
<b>Cost of Sales</b>	<b>(1,523)</b>	<b>(1,324)</b>	<b>(1,481)</b>
<b>Gross Profit</b>	<b>376</b>	<b>1,063</b>	<b>1,102</b>
<i>Gross Margin %</i>	<i>19.8%</i>	<i>44.5%</i>	<i>42.6%</i>
<b>Overheads</b>	<b>(644)</b>	<b>(1,067)</b>	<b>(1,049)</b>
<b>Interest</b>	<b>(46)</b>	<b>(18)</b>	<b>(31)</b>
<b>Tax</b>	<b>-</b>	<b>(4)</b>	<b>(11)</b>
<b>Net Profit / Loss after Tax</b>	<b>(313)</b>	<b>(25)</b>	<b>11</b>

The Company's financial performance deteriorated in 2018 as a consequence of the following:

- The temporary closure of an online selling platform (and subsequent reduction in seller ratings) of a key online platform;
- Persistent downward pressure on gross margin, caused by:
  - o Increases in online platform selling fees;
  - o Higher fulfilment & carriage costs ; and
  - o Greater rates of returned items from customers.
- Minimal return on investment following expenditure on the development of the Company's own website and brand; and
- Challenging economic conditions for the retail sector in general.

By July 2018, cash flow pressure caused by the challenges above had created supplier arrears, which meant the Company was unable to order the same levels of stock ahead of the Autumn/Winter 2018 season. The Company mitigated this cash flow pressure with short term cash flow lending, supplier payment plans and further personal loans advanced by the

Directors. However, the ongoing pressures detailed above and lower stock levels resulted in further declines in sales from September 2018 to November 2018.

By December 2018, the business had accumulated over £200k of supplier arrears and was facing imminent enforcement action. To preserve any remaining value in the Company's trade and assets and to protect the Company from imminent creditor enforcement action, the Directors decided take steps to place the Company into Administration.

On 2 January 2019, a notice of intention to appoint an Administrator was filed to allow a brief period to market the selected trade and assets of the business for sale. A sale of this nature would have improved the outcome for creditors through continuity of trade, minimising creditor claims and improving the realisable value for the remaining assets of the business.

Teaser documents and marketing information was prepared and issued to over 300 potentially interested parties, along with non-disclosure agreements. Ultimately, however, no offers were received for the selected trade and assets of the Company.

The lack of interest in a going concern sale of the selected trade and assets of the Company meant the optimal outcome for the general body of creditors as a whole was for the Directors to place the Company into Administration on 15 January 2019.

## **2.2 PRE-APPOINTMENT INVOLVEMENT OF PRICE BAILEY LLP**

Price Bailey LLP was engaged by the Company in April 2018 to provide bookkeeping services. However, once the financial position of the business became apparent in November 2018, an insolvency warning letter was issued to the Company.

I, Matthew Howard of Price Bailey LLP, together with my colleague Stuart Morton, were engaged on 13 December 2018 to advise the Board and assist the Company with short term cash flow forecasting, with the aim of proposing sustainable repayment plans for suppliers. It quickly became apparent that the business was not viable in its current form.

On 20 December 2018, Stuart Morton and I were engaged to market the selected trade and assets of the Company on a going concern basis. No advice was given to the individual directors regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time, Price Bailey LLP was still required to act in its dealings with the Company in accordance with the Insolvency Code of Ethics.

As required by the Insolvency Code of Ethics, Stuart David Morton and I considered the various threats to our objectivity arising from this prior involvement. We concluded that we could still act objectively and hence be appointed Joint Administrators of the Company.

On 15 January, 2019, Stuart David Morton and I were appointed by the Directors as Joint Administrators of the Company and took over from the Board responsibility for the management of the affairs, business and property of the Company. The appointment permitted the Joint Administrators to take any actions required either jointly or alone, and I have been the Administrator primarily involved in dealing with the Company's affairs.

### **3. OBJECTIVES OF THE ADMINISTRATION AND THE JOINT ADMINISTRATORS' STRATEGY FOR ACHIEVING THEM**

As Joint Administrators of the Company, Stuart David Morton and I are officers of the Court, and must perform our duties in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives set out in the insolvency legislation, namely to:

- (a) rescue the Company as a going concern; or
- (b) achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors.

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the financial position and trading performance meant a Company Voluntary Arrangement was not viable.

I am in advanced negotiations with an unconnected third party regarding a global offer for all of the Company's remaining assets. I anticipate objective (b) will be achieved for the following reasons:

- Independent valuations of the Company's assets indicate that there will be sufficient value in the remaining assets to chargeholders' indebtedness in full; and
- Independent valuation agents have confirmed that a global asset sale is likely to improve the outcome for creditors when compared to a liquidation for the following reasons
  - o The nature of the Company's assets is such that a global offer for the Company's assets is likely to maximise value (in a shorter timeframe) when compared to a piecemeal or breakup sale; and
  - o The associated costs of realisation will be reduced when compared to a break-up basis.

The insolvency legislation has set a 12 month maximum duration for Administrations, unless the duration is extended by the Court or the creditors. If we are unable to complete the Administration of the Company within 12 months then we will either apply to the Court, or seek a decision from the creditors to extend the duration of the Administration.

#### **4. ACTIONS OF THE JOINT ADMINISTRATORS FOLLOWING APPOINTMENT**

Upon my appointment, my staff and I attended the Company's premises in order to secure the Company's assets and evaluate the financial position of the business.

The financial position and trading performance of the business was such that trading on in Administration was not viable and would have worsened the position of the general body of creditors. Accordingly, I had no option but to cease trading on 15 January 2019.

Since my appointment, my staff and I have incurred significant time in the following key work areas

##### **Asset Realisations**

- Taken control of and secured the Company's assets, including intellectual property
- Arranged and maintained appropriate insurance cover for all assets
- Obtained authority from secured creditors to deal with the Company's assets
- Instructed agents to market the assets of the business for sale
- Providing information to agents and interested parties
- Attending site visits and meetings with interested parties
- Responding to queries from interested parties and negotiating offers
- Liaising with agents regarding offers received
- Instructing solicitors in readiness to expedite contract preparation

##### **Retention of Title**

- Dealing with 28 retention of title claims from suppliers with a total claimed value of over £145k, including;
  - Reviewing and requesting all supporting information from claimants;
  - Liaising with creditors and their agents/solicitors in response to queries;
  - Proposing commercial settlements where appropriate and economic benefit to creditors exists;
  - Instructing agents to assist with any stock collections;
  - Arranging and attending stock inspections with agents creditors; and
  - Maintaining a detailed ROT schedule, updating case records, where required.

##### **Employees**

- Holding meetings with staff upon appointment and making all staff redundant
- Appointing specialist HR agents to deal with employee claims on our behalf to minimise costs
- Resolving ad hoc employee queries regarding the Administration and their claims

##### **Creditor correspondence**

- Monitoring and responding to creditor correspondence, where appropriate

##### **Investigations**

- Requested a Statement of Affairs from the Directors
- Commenced investigations into the conduct of business prior to my Appointment

I have had to undertake this work in order to protect and realise the assets of the Company for the benefit of the general body of creditors.

In addition, I have undertaken routine statutory and compliance work as follows:

- Issuing statutory notices of appointment to relevant stakeholders, including but not limited to Gazette notices, Companies House, chargeholders, HMRC and all other known creditors, in the prescribed forms;
- Establishing internal case records on case management system;
- Case review meetings to ensure case progression; and
- Drafting of the Joint Administrators' proposals and first report to creditors.

These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

## **5. FINANCIAL POSITION OF THE COMPANY**

A summary of the Company's estimated financial position as at 15 January 2019, which is known as a Statement of Affairs, is attached at Appendix 1.

The Statement of Affairs ('SOA') has been prepared by the Directors and represents their estimate of the financial position of the Company as at 15 January 2019.

**Please note I am currently engaged in advanced negotiations regarding the sale of all of the Company's assets to an unconnected third party. I am unable to provide detail as to realisable values of the Company's assets at this time, so as not to prejudice ongoing negotiations.**

**An update will be provided in the next report to creditors, assuming that a sale is concluded in the next reporting period.**

In addition to the paragraphs 5.1 to 5.7 below, I make the following comments in respect of the Statement of Affairs:

- The reported net book values are based on management accounts as at 31 July 2018, accordingly the book values of assets and liabilities are unlikely to be indicative of the net book values as at 15 January 2019.
- The SOA includes figures for creditor balances due as at 15 January 2019 which have been taken from the Company's books and records. These figures are not binding on unsecured creditors and creditors are able to claim for alternative amounts should they so wish.
- Further detailed reconciliation is required in order to obtain a more accurate balance on the Directors' loan position as at 15 January 2019.
- The SOA indicates assets available to unsecured creditors of £316k, however I note the following which could reduce this balance:
  - o Any chargeable gains arising upon disposal of assets; and/or
  - o The costs of the Administration.

### **5.1. Freehold Property**

The Company's freehold land and buildings were valued at £660k by Roche Chartered Surveyors on 13 December 2018. The valuation was prepared in accordance with RICS Global Standards 2017.

The Company borrowed money against its land and buildings and as a result they are held as security by HSBC Bank Plc ("HSBC") and Alfandari Private Equities Ltd ("Alfandari"). Their indebtedness has been estimated at £300k and £44k respectively, subject to any accruing interest and charges. The Joint Administrators' have instructed solicitors to confirm the validity of each security and this legal advice is expected imminently. There are no other secured creditors.

## **5.2. Goodwill, Website & Intellectual Property ("Intangible Assets")**

In addition to Goodwill and the Company website, the Company has the following intellectual property:

- Brands & registered trademarks;
- Internal software systems; and
- Online selling platforms (including historic customer data and feedback).

It is currently anticipated that intangible assets will be included as part of the global asset sale noted above. An update will be provided in the next report to creditors.

## **5.3. Equipment, Motor Vehicle & Stock**

The assets above were valued on an in situ and an ex situ basis by Edward Wells Chartered Surveyors on 20 December 2018. The valuation was prepared in accordance with RICS Global Standards 2017.

The majority of the Company's equipment in use at the warehouse was subject to an unregulated sale and hire back agreement with Alfandari Private Equities Ltd ("Alfandari"), entered into by the Company on 31 July 2018. This agreement was terminated by Alfandari upon the appointment of the Joint Administrators. The Joint Administrators have obtained authority from Alfandari to market these assets on their behalf.

The book value of stock as at 15 January 2019 was reported at £192k at historic cost to the Company. Remaining stock was subject to significant retention of title claims from suppliers in the sum of £145k. All such claims have been concluded and the residual value attributable to any remaining stock is likely to be minimal.

It is currently anticipated that these assets will be included as part of the global asset sale noted above. A further update will be provided in the next report to creditors.

## **5.4. Terminal Loss Relief / VAT Refund**

The Company's financial statements record corporation tax payments to HMRC on profits within the last three years of trading. I am therefore investigating the possibility of a Terminal Loss Relief claim.

It is also possible that the pre-appointment VAT position may be a refund due to the Company.

Please note any refunds due to the Company from HMRC will be subject to Crown set-off and may be reduced by sums owed by the Company to HMRC, for example, arrears of PAYE and NI contributions and/or VAT.

I intend to instruct Price Bailey LLP (a firm in which I am also a partner) to deal with the statutory tax requirements of the Company, both pre- and post- my appointment. Price Bailey LLP were engaged by the Company prior to my appointment to provide bookkeeping services and I believe their engagement would minimise the tax compliance costs of the Administration. A further update will be provided in my next report to creditors.

#### **5.5. Cash at Bank and on Hand / Funds held at third party online platforms**

The Company's pre-appointment bank accounts were overdrawn at my appointment hence no realisations are expected from this source. There may be funds in transit and cash balances held by online platforms which are due to the Company, however it is expected that:

- Any such sums will be minimal as the Company had fully drawn all online platforms down to a minimum prior to my appointment; and
- Third parties are expected to attempt to offset any such sums against sums owed to them by the Company in accordance with their contractual terms.

Accordingly, any realisations from this source are uncertain and a further update will be provided in my next report to creditors.

#### **5.6. Preferential creditors**

The only known preferential creditor is a former employee for accrued but unpaid holiday pay. Their claim is subject to a maximum limit set by the insolvency legislation.

#### **5.7. Prescribed part**

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside (up to a maximum value of £600,000):

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property;

The Company gave fixed and floating charges to HSBC and Alfandari. It is currently anticipated that there will be sufficient fixed charge realisations from the sale of the freehold land and buildings to repay both HSBC and Alfandari indebtedness in full.

As a result, I expect I will not have to pay them any money under their floating charge, and the prescribed part provisions will not apply.

**6. JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

There have been no receipts or payments made from the date of my appointment to the date of this report.

A summary of any and all receipts and payments will be included in the next report to creditors.

## **7. PROPOSED FUTURE ACTIONS OF THE JOINT ADMINISTRATORS TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION**

In order to achieve the objective of the Administration of the Company, I am adopting the following strategy:

- Obtain requisite creditor approval of the Joint Administrator's proposals for both the conduct and costs of the Administration, including exit route from Administration;
- Pursue and attempt to conclude a sale of the Company's assets;
- Make fixed charge distributions to secured creditors (as and where appropriate and valid security confirmed by legal advisors); and
- Conclude all outstanding matters in the Administration and exit Administration.

**I anticipate there will be sufficient asset realisations to:**

- **Repay secured creditors' indebtedness in full;**
- **Pay all preferential claims in full; and**
- **Enable a distribution to non-preferential unsecured creditors.**

I therefore expect to exit the Administration into a Creditors' Voluntary Liquidation (CVL), in order to make a distribution to unsecured creditors.

## 8. JOINT ADMINISTRATORS' REMUNERATION AND EXPENSES

A copy of my practice fee recovery policy is available at [www.pricebailey.co.uk/creditors](http://www.pricebailey.co.uk/creditors).

**In this case I am seeking to fix the basis of my remuneration on a time cost basis.** I propose that our fees will be charged by reference to time properly spent by me and members of staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees.

I attach a "Fees estimate summary" at Appendix 3 that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

As indicated in the fees estimate all areas of work will be charged on a time cost basis. The following explains the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 2.

### Administration

This represents the work that is involved in the routine administrative functions of the case by the Joint Administrators and their staff, together with the control and supervision of the work done on the case by the Joint Administrators (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the Joint Administrators to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that Joint Administrators must follow.

### Investigations

The insolvency legislation gives the Joint Administrators powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The Joint Administrators are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation.

If potential recoveries or matters for further investigation are identified then the Joint Administrators will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary and further information will be provided to creditors and approval for an increase in fees will be made, as necessary. Such recovery actions will be for the benefit of the creditors and the Joint Administrators will provide an estimate of that benefit if an increase in fees is necessary. The Joint Administrators are unable to quantify the benefit to creditors of these investigations at present but will include such information in their statutory report to creditors once the position is clear. The Joint Administrators are also required by legislation to report to the Department for Business, Energy & Industrial Strategy on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

### Realisation of Assets

This is the work that needs to be undertaken to protect and then realise the known assets in the case for the benefit of creditors. As noted in Section 4, however, I have already incurred significant time on realising the Company's assets to date.

### Creditors & Members

Employees - The Joint Administrators needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The Joint Administrators are required to undertake this work as part of their statutory functions.

Claims of creditors - The Joint Administrators need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. They will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. They are required to undertake this work as part of their statutory functions. As noted in Section 4, however, I have already incurred significant time in dealing with creditor correspondence and concluding retention of title claims.

Dividends - The Joint Administrators have to undertake certain statutory formalities in order to enable them to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

More details of the tasks included in these categories are included in the fees estimate.

I estimate that the total time costs that I will incur in undertaking the tasks set out above will be **£186,010** at a "blended" rate of **£185** per hour.

The work for which fee approval is being sought includes the work that will need to be undertaken should the Joint Administrators be appointed Liquidators either following conversion to Creditors' Voluntary Liquidation or upon the making of a winding up order.

The estimate has been provided to creditors at a relatively early stage in the Administration of the case and before the Joint Administrators have full knowledge of the case, and is based on the following assumptions:

- That a sale of the Company's business and assets becomes protracted and does not complete within the next reporting period;
- That the Company will exit Administration into Creditors' Voluntary Liquidation ("CVL") and a distribution to unsecured creditors will be required;
- That the Company's books and records are up to date and accurately reflect balances owed to creditors, and that no creditor claims become disputed and/or require legal advice;
- That no Creditors' Committee is formed;
- That no significant legal investigations / recovery actions are commenced against third parties; and

- That no physical creditors' meeting is requested by the requisite number and/or value of creditors.

Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the Joint Administrators' current knowledge of the case and their knowledge and experience of acting in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the Administration of the case. If the time costs incurred on the case by the Joint Administrators exceed the estimate, or are likely to exceed the estimate, they will provide an explanation as to why that is the case in the next progress report sent to creditors. Since they cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where they consider it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

I anticipate needing to seek approval to exceed the estimate if this work leads to further areas of investigation, potential further asset recoveries and any associated action, such as arbitration or legal proceedings.

To date a total of **256** hours have been spent working on the above tasks in the Administration, and total time costs to date are **£52,627** charged at an average charge out rate of **£206**. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is available at [www.pricebailey.co.uk/creditors](http://www.pricebailey.co.uk/creditors). I also attach, in respect of the areas of work where I am seeking to charge fees on a time cost basis, an analysis of time costs incurred to date by reference to grade of staff and work done at Appendix 4.

I also propose that I am permitted to charge and recover what are known as category 2 expenses. Information about category 2 expenses is set out in our practice fee recovery policy available at [www.pricebailey.co.uk/creditors](http://www.pricebailey.co.uk/creditors).

No Category 2 disbursements have been incurred to date.

If a Creditors' Committee is appointed, it will be for the Committee to approve the basis of the Joint Administrators' remuneration and category 2 expenses. If a Committee is not appointed, then I will be seeking a decision from the creditors at the same time I seek a decision from them on whether or not to approve these proposals.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>. Details about how an administrators' fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at [www.pricebailey.co.uk/creditors](http://www.pricebailey.co.uk/creditors). There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that I have also provided further details in the practice fee recovery sheet.

I have incurred the following expenses since my appointment as Administrator:

Type of expense	Incurred since appointment	Amount still to be paid
Postage costs	£198.01	£198.01
Statutory Advertising	£88.26	£88.26
<b>Total</b>	<b>£286.27</b>	<b>£286.27</b>

I have used the following agents or professional advisors since my appointment as Administrator:

Professional Advisor	Nature of Work	Basis of Fees	Costs Incurred	Estimated Future Costs
Ellisons Solicitors LLP	Legal advice Conveyancing	Time costs basis.	Nil	£7,000 + VAT & disbursements
Roche Chartered Surveyors	Asset Valuation & Marketing - Property	1.5% of property sale proceeds.	Nil	£9,900 + VAT & disbursements
Edward Wells FRICS	Securing assets, Assisting with ROT claims, Chattel asset valuation & marketing	Time costs basis	£3,900 + VAT & £101.82 disbursements	£1,500 + VAT & disbursements
Insol Group HR	Insolvency HR advice	Fixed fee of £500 + VAT	£500 + VAT	N/A

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money.

Work undertaken by the agents or professional advisors since my appointment as Administrator has been commented on in section 4.

In addition to the expenses already incurred, I anticipate that the following expenses totalling £9,330 (plus VAT and disbursements as applicable) will arise in these proceedings.

Type of expense	Cost estimate
Security & Insurance Costs	£3,500.00
Price Bailey LLP – Tax Compliance	£2,500.00
Storage costs	£1,500.00
Postage costs	£900.00
Statutory bonding	£500.00
Mileage costs	£250.00
Statutory Advertising	£180.00

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Administration the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

## 9. PRE-ADMINISTRATION COSTS

On 13 December 2018, the Board of the Company instructed me to assist them in creating a short term cash flow forecast and advise them on the Company's financial position and possible payment plans with suppliers. The Board approved my fees of £2,500 plus VAT for the cash flow forecasting work, and £7,500 to £10,000 plus VAT and disbursements for the advisory services.

On 20 December 2018, the Board of the Company instructed me to provide the following services:

- 1) Undertake an accelerated marketing process of the selected trade and assets of the Company;
- 2) Advise them on critical cash flow payments; and
- 3) Assist them with taking appropriate steps to place the Company in Administration.

The Board approved my estimated time costs of £15,000 to £20,000 plus VAT and disbursements for the above services.

In total, my pre-administration time costs totalled **£39,880** over **160** hours at an average rate of **£249**. I attach at Appendix 5 a detailed time cost table showing the pre-administration time costs incurred by category and staff grade at my firm.

Significant time was spent on the following work areas

- Liaising with key stakeholders (**55 hours**), including creditors seeking to recover stock under retention of title claims prior to my appointment and/or seeking to proceed with imminent enforcement action.
- Cash flow forecasting, associated meetings with and advice to the Directors (**52 hours**).
- marketing the business and assets of the Company for sale (**32 hours**).

This work preserved any remaining value in the Company's assets for the benefit of the body of creditors as a whole.

In addition to my own pre-administration fees, the following expenses were incurred:

- Ellisons Solicitors LLP were engaged by the Company to prepare and submit to the Court the appointment documentation. This work protected the value in the Company's remaining assets. They were engaged on a time costs basis but capped their time costs at £2,500 plus VAT and disbursements, which remain unpaid;
- Roche Chartered Surveyors were engaged to value and market the Company's freehold property in accordance with RICS Global Standards. The costs of this were £900 + VAT and disbursements and all costs remain unpaid; and
- Mr Edward Wells FRICS was engaged to prepare a valuation of the chattel assets during the pre-appointment period. His time costs of £700 plus VAT remain unpaid.

The following statement sets out my pre-administration costs incurred. The statement also shows those fees and expenses that were paid prior to the Administration and those that remain unpaid.

<b>Description</b>	<b>Incurred</b>	<b>Paid</b>	<b>Unpaid</b>
Price Bailey LLP (Joint Administrators' pre-Administration costs)	£39,880 + VAT	£15,000 + VAT	£24,880 + V AT
Roche Chartered Surveyors	£900 + VAT	Nil	£900 + VAT
Ellisons Solicitors LLP	£4,650 + VAT	Nil	£2,550 + VAT
Edward Wells FRICS	£700 + VAT	Nil	£700 + VAT
<b>Total</b>	<b>£44,030 + VAT</b>	<b>£15,000 + VAT</b>	<b>£29,030 + VAT</b>

The Company approved payments of £15,000 plus VAT toward the Joint Administrators pre-administration costs, which were paid prior to the Administration.

Whilst I have scheduled all the unpaid pre-administration costs, I am only seeking to recover the following costs (plus VAT and disbursements, as applicable) out of the assets of the Company:

<b>Description</b>	<b>Total</b>
Roche Chartered Surveyors	£900 + VAT
Ellisons Solicitors LLP	£2,550 + VAT
Edward Wells FRICS	£700 + VAT
<b>Total</b>	<b>£4,150 + VAT</b>

If a Creditors' Committee is appointed, it will be for the Committee to approve payment of the pre-administration costs that have not yet been paid.

If a Committee is not appointed, then since the pre-administration costs that have not yet been paid cannot be approved as part of these proposals, I will be seeking a separate decision from the creditors in accordance with Rule 3.52 at the same time I seek a decision from them on whether or not to approve these proposals.

#### **10. JOINT ADMINISTRATORS' INVESTIGATIONS**

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf.

I should be pleased to receive from you any information you have that you consider will assist me in this duty.

I would stress that this request for information forms part of my normal investigation procedure.

## **11. EC REGULATION ON INSOLVENCY PROCEEDINGS**

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company.

I also consider that they are "main" proceedings since the Company's registered office and its trading address are in the United Kingdom.

## 12. JOINT ADMINISTRATORS' PROPOSALS

In order to achieve the objective set out at section 3 above, Stuart Morton and I formally propose to creditors that we continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that we:

- pursue and attempt to conclude a sale of the Company's assets, including selling the Company's assets at such time(s) on such terms as we consider appropriate (for the best value that can reasonably be achieved in the circumstances);
- investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company; and
- do all such things and generally exercise all their powers as Joint Administrators as we consider desirable or expedient at our discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals.

Accordingly, it is proposed that the Administration will end by the Administration will end by **placing the Company into Creditors' Voluntary Liquidation**, and propose that Matthew Robert Howard and Stuart David Morton are appointed Joint Liquidators of the Company and that we be authorised to act either jointly or separately in undertaking our duties as Liquidators. NB: Creditors may nominate a different person(s) as the proposed liquidator(s), but they must make the nomination(s) at any time after these proposals are delivered to them, but before they are approved. Information about the approval of the proposals is set out at section 13;

If, for any other reason, it becomes evident that it will not be necessary to instigate a Creditors Voluntary Liquidation, the Administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.

In exceptional circumstances, it may be necessary to bring the Administration to an end by another method and, for completeness, I am therefore seeking approval to end by:

- (i) the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that Matthew Robert Howard and Stuart David Morton are appointed Joint Liquidators of the Company by the Court;
- (ii) making an application to Court for an order that the Administration ceases; or
- (iii) giving notice to the Court, creditors and Registrar of Companies that the objective of the Administration has been achieved.

### **13. APPROVAL OF PROPOSALS**

I am seeking resolutions at a virtual meeting from the creditors to approve my proposals, approve my pre-administration costs, fix the basis of my remuneration, and to approve my category 2 disbursements.

**If a creditor wishes to vote on the resolutions, they must access:**

- **Website:** <https://global.gotomeeting.com/join/483627573>  
Tel: 0330 221 0088
- **Password:** shoe1
- **On:** 18 March 2019, 'the Decision Date', at 10:00am.

If a creditor has not already submitted proof of their debt, they should complete the enclosed form and return it to me, together with the relevant supporting documentation. A vote on the resolutions by a creditor will not count unless they have lodged proof of their debt **by no later than 16:00p.m. on Friday 15 March 2019.**

If a creditor does not wish to attend the virtual meeting in person and wishes to nominate a person as their proxy holder, or alternatively request the Chair of the meeting to act as their proxy holder, they should complete and return the enclosed proxy form. Proxy forms must be lodged before the meeting.

Creditors are also invited to determine whether to form a Creditors' Committee, and a notice of invitation to form a Creditors' Committee and further instructions are enclosed. To enable the creditors to make an informed decision as to whether they wish to either seek to form a Committee, or to nominate themselves to serve on a Committee, further information about of the role of the Committee and what might be expected from its members has been prepared by R3 and can be found is available at the link [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

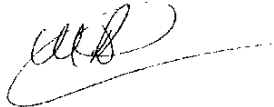
**Please note that I must receive at least one vote by the decision date or the decisions will not be made. I would therefore urge creditors to respond promptly.**

Should any creditor or group of creditors wish to request a physical meeting of creditors, they must do so within 5 business days of the delivery of the notice that accompanies this letter. Such requests must be supported by proof of their debt, if not already lodged. I will convene a meeting if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

#### **14. FURTHER INFORMATION**

To comply with the Provision of Services Regulations, some general information about Price Bailey LLP, including about our complaints policy and Professional Indemnity Insurance, can be found at [www.pricebailey.co.uk/legal](http://www.pricebailey.co.uk/legal).

If creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available online, they should contact Tim Smith on the above telephone number, or by email at [tim.smith@pricebailey.co.uk](mailto:tim.smith@pricebailey.co.uk).

A handwritten signature in black ink, appearing to read 'MRH', with a long horizontal flourish extending to the right.

**Matthew Robert Howard, FIPA FABRP**  
**JOINT ADMINISTRATOR**

The Joint Administrators are agents of the Company and act without personal liability.

Miss Shoes Ltd  
(In Administration)

Appendix 1  
Directors' Statement of Affairs

## STATEMENT OF AFFAIRS

Name of Company Miss Shoes Ltd	Company Number 08567741
In the High Court of Justice	Court case number CR000001 / 2019

Statement as to the affairs of

Miss Shoes Ltd  
164 Hellesdon Park Road  
Drayton High Road  
Norwich  
Norfolk


on the 15 January 2019, the date that the company entered administration.

---

### Statement of Truth

I believe the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at 15 January 2019 the date that the company entered administration.

Full Name Warrang Lott

Signed 

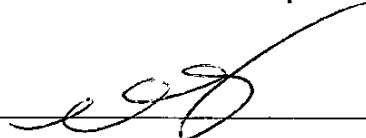
Dated 15/02/2019

Miss Shoes Ltd  
Statement Of Affairs as at 15 January 2019

**A - Summary of Assets**

Assets	Book Value £	Estimated to Realise £	
<b>Assets subject to fixed charge:</b>			
Freehold Land & Property	609,600.00	660,000.00	
HSBC Bank Plc		(299,552.01)	
Alfandari Private Equities Limited		(43,791.92)	
		316,656.07	316,656.07
Goodwill	Uncertain	Uncertain	
Website / Intellectual Property	26,540.00	Uncertain	
Chargeable Gain on Disposal	Uncertain	Uncertain	
<b>Assets subject to floating charge:</b>			
Equipment	44,386.00		Uncertain
Motor Vehicles	Uncertain		Uncertain
Stock	191,936.00		Uncertain
Terminal Loss Relief Claim	Uncertain		Uncertain
VAT Refund	Uncertain		Uncertain
<b>Uncharged assets:</b>			
<b>Estimated total assets available for preferential creditors</b>			316,656.07

Signature



Date

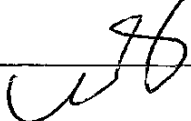
15/02/2019

Miss Shoes Ltd  
Statement Of Affairs as at 15 January 2019

**A1 - Summary of Liabilities**

	Estimated to Realise £
<b>Estimated total assets available for preferential creditors (Carried from Page A)</b>	316,656.07
<b>Liabilities</b>	
Preferential Creditors:-	
Unpaid Holiday Pay (Count=1)	238.46
	238.46
<b>Estimated deficiency/surplus as regards preferential creditors</b>	316,417.61
Debts secured by floating charges pre 15 September 2003	
Other Pre 15 September 2003 Floating Charge Creditors	NIL
	316,417.61
Estimated prescribed part of net property where applicable (to carry forward)	66,283.52
<b>Estimated total assets available for floating charge holders</b>	250,134.09
Debts secured by floating charges post 14 September 2003	
	NIL
<b>Estimated deficiency/surplus of assets after floating charges</b>	250,134.09
Estimated prescribed part of net property where applicable (brought down)	66,283.52
<b>Total assets available to unsecured creditors</b>	316,417.61
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	
Unsecured Creditors(Count=171)	351,295.17
Redundancy & Payment in Lieu of Notice(Count=6)	9,061.49
Directors & Directors Family Loans(Count=3)	422,172.00
	782,528.66
<b>Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)</b>	(466,111.05)
<b>Estimated deficiency/surplus as regards creditors</b>	(466,111.05)
Issued and called up capital	
Ordinary Shareholders (Count=2)	150,002.00
	150,002.00
<b>Estimated total deficiency/surplus as regards members</b>	(616,113.05)

Signature



Date

15/02/2019

**Miss Shoes Ltd**  
- Company Creditors

py	Name	Address	£
100	1&1 Internet Ltd.	Discovery House, 154 Southgate Street, Gloucester, Gloucestershire, GL1 2EX	1.20
A00	Ace Fire	2 Station Road, Brundall, Norwich, Norfolk, NR13 5LA	217.44
A01	Action Coach (AKI Coaching Ltd )	P.O. Box 226, SAFFRON WALDEN, Essex, CB10 9BS	2,882.00
A02	Action Coach (AKI Coaching Ltd )	P.O. Box 226, SAFFRON WALDEN, Essex, CB10 9BS	0.00
A03	Action Coach (AKI Coaching Ltd )	P.O. Box 226, SAFFRON WALDEN, Essex, CB10 9BS	0.00
A04	Aeros (Brocton Footwear)	The Bams, Sawpit Lane, Brocton, Stafford, ST17 0TJ	614.11
A05	Alfandari Private Equities Ltd	9 Osier Way, Olney Business Park, Olney, Buckinghamshire, MK46 5FP	0.00
A06	Alpa UK	St Pegs Mill, Thornhill Beck Lane, Brighouse, West Yorkshire, HD6 4AH	273.66
A07	Alpa UK	St Pegs Mill, Thornhill Beck Lane, Brighouse, West Yorkshire, HD6 4AH	0.00
A08	Anglian Water Services Ltd.	Block C, Western House, Peterborough Business Park, Lynch Wood, PE2 6FZ	0.00
A09	Animal	Animal House, Vanguard Road, Poole, Dorset, BH15 1PH	8.93
A0A	APG Systems	The old workshop, Beck house, Banham, Norfolk, NR16 2HD	0.00
A0B	Artesania Del Calzado Benidel, S.L. (Crosby Sho	Block 1, 2nd Floor Tanzaro House, Ardwick Green, Manchester, M12 6FZ	2,626.03
A0C	Asendia (La Poste & Swiss Post)	Unit 12, Haslemere Heathrow Estate, Silver Jubilee Way, Hounslow, TW4 6NF	6,592.55
A0D	Avalara Europe Ltd	5 Fleet Place, London, England, EC4M 7RD	0.00
B00	Base London Footwear	4-6 Buckingham Court, Rectory Lane, Loughton, Essex, IG10 2QZ	10,285.21
B01	Blowfish (Malibu)	Northvale House Unit 1, Chancerygate Business Centre, Ruislip, Middlesex, HA4 0JA	1,462.80
B02	Bobux Europe Ltd	Unit 1 Shires Road, Brackley, Northants, NN13 7EZ	5,947.00
B03	Brevitt Rieker Ltd (Remonte)	36 Compass Point, Market Harborough, Leicestershire, LE16 9HW	0.00
B04	British Red Cross Society	44 Moorfields, London, EC2Y 9AL	0.00
B05	Broadland District Council	Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU	2,329.91
C00	C&C Recycling - Carl Nikerson	210, Pentonville Road, London, N1 9JY	200.00
C01	Camper (Floral)	39 Floral St, London, WC2E 9DG	1,350.95
C02	Caput Magnum Designs T/A Haflinger	66 Church End, Cambridge, CB1 3LB	0.00
C03	Car Autohaus	3 Alston Rd, Hellesdon, Norwich, Norfolk, NR6 5DS	399.00
C04	Central Trade Ltd T/A Birkenstock	1 Addison Bridge Place, London, W14 8XP	0.00
C05	CGM Sports Ltd	Unit 4, Summer Lane, Bamsley, South Yorkshire, S70 2NP	1,402.73
C06	Chatham Marine	Hennock Court, Marsh Barn Ind Est, Exeter, Devon, EX2 8RU	9,093.44
C08	Companies House	4 Abbey Orchard Street, Westminster, London, SW1P 2HT	45.00
C09	Cozens-Hardy LLP	Castle Chambers, Opie Street, Norwich, Norfolk, NR1 3DP	475.20

Signature



**iss Shoes Ltd**  
- Company Creditors

Key	Name	Address	£
D00	DeePL GMBH	Im Mediapark 8a, Cologne, 50670, Germany	59.49
D01	Design More S.A. (Lemon Jelly).EU	7 Peacock Lane, Wokingham, Berkshire, RG40 3DE	2,035.16
D02	DHL Express	DHL International (UK) Limited, 178-188 Great South West Road, Hounslow, Middlesex, TW4 6JS	5,602.76
D03	Drooth T/A Hey Dude & TUK	West Barn Parley Court Farm, Parley Court Lane, Hurn, Dorset, BH23 6BB	0.00
E00	E-On Electricity	Westwood Way, Westwood Business Park, Coventry, CV4 8LG	3,874.80
E01	East Anglian Forklifts Ltd	9 Robberds Way, Bowthorpe Employment Area, Norwich, Norfolk, NR5 9JF	258.00
E02	Eastpak (V/F Northern Europe Ltd)	Park Road East, Calverton, Nottingham, NG14 6GD	1,600.32
E03	eBay Europe S.à r.l. (ref: eBay.co.uk)	22-24 Boulevard Royal, L-2449, Luxembourg.	7,845.14
E04	Ecco UK (Ecco EMEA Sales SE)	Ermyrn House, Ermyrn Way, Leatherhead, Surrey, KT22 8UX	0.00
E05	EE Customer Services	6 Camberwell Way, Sunderland, Tyne and Wear, SR3 3XN	0.00
E06	Egos Copenhagen	Jordemodervej 44, 4100 Ringsted, Copenhagen, Denmark	612.04
E07	El Naturalista EURO Invoices	Poligono Moreta s/n, 26570 Quel, La Rioja, SPAIN	0.00
E08	eSagu GmbH	Köhlstraße 10a, 50827 Köln, Köln, Germany	654.96
F02	Fleximise	Holbrook House, 51 John Street, Ipswich, Suffolk, IP3 0AH	27,478.90
F00	Fly London	37 Earlham Street, London, Central London, WC2H 9LD	26,894.68
F01	Froddo	36 Selwyn Crescent, Hatfield, Herts, AL10 9NN	2,049.00
G00	G.H Warner Footwear plc T/A Ruby Shoo	Mercury House, Lea Road, Waltham Abbey, Essex, EN9 1AT	8,570.66
G01	Gardiner Bros & Co LTD	Units F And G, Quedgeley West Business Park, Hardwicke, Gloucester, GL2 4PH	0.00
G02	Gardiner Bros & Co LTD15 Nov 2018	Units F And G Quedgeley West Business Park, Bristol Road, Hardwicke, Gloucester, GL2 4PH	0.00
G03	Geox	6th Floor, Kildare House 3 Dorset Rise, London, EC4Y 8EN	8,226.90
G04	Gerry Weber (Josef Seibel)	76846 Hauenstein, Germany	0.00
G05	Ghetz Limited (Bibi)	The Shard, 32 London Bridge Street, London, SE1 9SG	1,614.00
G06	GLD Group T/A Superga	Yard Road, Blairgowrie, Perthshire, PH10 6NW	0.00
G07	Global Safety	Jubilee Street, Melton Mowbray, Leics, LE13 1ND	21.03
G08	Grandstand Footwear Ltd (Grinders)	The Barn at Mount Maskall, Generals Lane, Boreham, Essex, CM3 3HW	0.00
G09	GS1 UK	Hasilwood House, 60 Bishopsgate, London, EC2N 4AW	638.40
H00	HB Shoes Ltd	19 Burrough Court, Burrough on the Hill, Melton Mowbray, Leicestershire, LE14 2QS	0.00
H01	Helium 10	Pixel Labs LLC, 200 Spectrum Center Drive #300, Irvine, CA 92618, USA	151.14

Signature




**Ississ Shoes Ltd**  
- Company Creditors

Key	Name	Address	£
H02	Hengst	Broeksagen 8, 8331, Netherlands	382.50
H0A	HM Revenue and Customs	Insolvency Claims Handling Unit, Room BP2302, Warkworth House, Longbenton, NEWCASTLE UPON TYNE, NE98 1ZZ	0.00
H03	Hogl Shoe Fashion GM3 Jul 2018BH	HÖGL shoe fashion GmbH, Joseph-Lorenz-Strasse 1, 4775 Taufkirchen/Pram, Austria	0.00
H04	Hogl Shoe Fashion GMBH	Joseph-Lorenz- Strasse 1, Austria	5,570.44
H05	Holees Holesale	48 Lynch Lane, Weymouth, DT4 9DN	820.00
H06	Homeys Ltd	Unit 3 Newlin Business Park, Exchange Road, Lincoln, LN6 3AB	9,912.00
H07	HSBC UK Bank plc	Harry Weston Road, Binley, Coventry, West Midlands, CV3 2SH	0.00
H08	Hunter Boot Ltd	Westcott House, 4 Ferryuir, South Queensferry, Scotland, EH30 9QZ	1,196.14
H09	Hussey Knights	17 Hellesdon Park Road, Norwich, Norfolk, NR6 5DR	220.00
I00	iAccess Bernie Mev (Agilis) BM	241a Selbourne Road, Luton, Bedfordshire, LU4 8NP	0.00
I01	International Shoes Garvalin	Partida pla sant josep p-1, Numero 150, Elche, 03293, Spain	0.00
I02	InXpress (Express Parcel Solutions Ltd)	1st Floor Unit 5 Blueberry Business Park, Wallhead Road, Rochdale, Lancs, OL16 5AF	500.00
I03	Iwoca Ltd		2,918.34
J00	J Moreira, LDA. T/A Felmini	J. Moreira, Lda, Estradinha, 4610 FELGUEIRAS Friande, Portugal	0.00
J01	J.B.I Limited (JayBill)	Riverside, Newchurch Road, Bacup, Lancs, OL13 0DT	4,072.20
J02	Jacobson Group	Clough Fold, Bacup Road, Rawtenstall, Lancashire, BB4 7PA	13,983.41
J03	Jana Shoes (see Wendel)	Klingenbergstrasse 1-3, Detmold, D-32758, Germany	0.00
J04	Jarrod & Sons Ltd	Whitefriars, Norwich, Norfolk, NR3 1SH	0.00
J05	JJ Shoes Design T/A Guinarri	JJ House, 1 Steward Street, Birmingham, B18 7AE	860.62
J06	joules	Joules Building, Rockingham Road, Market Harborough, Leicestershire, LE16 7QU	0.00
J07	Joules Ltd	16 The Point, Market Harborough, Leicestershire, LE16 7QU	2,445.76
J08	Junoco NV (Ralph Lauren)	Kardinaal Cardijnlaan 82, 8800, Roeselare, West-Flanders, Belgium	648.29
K00	Kondor (eBay Packaging UK)	Technology House Magnesium Way, Hapton, Burnley, BB12 7BF	24.74
K01	K-Swiss Europe BV	179 Whiteladies Road, Clifton, Bristol, BS8 2AG, Netherlands	0.00
L00	Lacoste (Pentland Brands UK)	8 Manchester Square, London, W1U 3PH	2,521.73
L01	Lakeland Footwear (International) Ltd	Unit 29b, East Lodge Business Centre, East Lodge Lane, Enfield, EN2 8AS	238.99
L02	Landmark Global (bpost company)	Unit A1 Parkway, Cranford Lane, Heston, Hounslow, TW5 9QA	7,517.95
L03	Laura Vita Dizo (Lorenzo Conti)	Huvudkontor Och Fotostudio, Minto, Kantyvegatan 25, 213-76 Malmö, SWEDEN	714.92
L04	Lisas Cleaning Services	39 Ringshaw Drive, Bradford, West Yorkshire, BD19 4NZ	200.00

Signature

**Miss Shoes Ltd**  
- Company Creditors

Key	Name	Address	£
L05	Lotus Ltd	Bacup Road, Cloughfold, Rawtenstall, Lancashire, BB4 7PA	329.53
L06	Luke Roper T/A Alpha Industries	Furze Grounds Farm Marsh Gibbon Road, Marsh Gibbon, Bicester, Oxfordshire, OX27 0AQ	0.00
L07	Luxsa Lighting Ltd	Unit 5b Cannon Bridge Industrial Estate, Cannon Lane, Tonbridge, Kent, TN9 1PP	12.00
M00	M & AV Spaul & Sons	Unit 8, Fitzmaurice Court, Rackheath Industrial Estate, Norwich, Norfolk, NR13 6PY	0.00
M01	M V Footwear Limited (Oxygen)	Unit 14, Lowesmoor Wharf, Worcester, WR1 2RS	0.00
M02	ma xarmen martinez		0.00
M03	Mabledon Court Hotel	32 Woodstock Grove, Shepherds Bush, London, W12 8LE	145.00
M04	Maria Neox Calzados	Calle Antonio Jose Cavanilles 5, Elche 03203, Spain	0.00
M05	Marita Huurinainen	Pohjoisesplanadi 31, Norra Esplanaden 31, Helsinki, Finland	4,147.55
M06	Maybury	The Limes, 24 Greengate, Swanton Morely, Norfolk, NR20 4AD	0.00
M07	Memset Hosting	Building 87, Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8TB	311.94
M08	Meridian Global Services	DO NOT CONTACT - NOT A CREDITOR	116.87
M09	Moneysoft	Acorn House 33, Churchfield Road, Acton, London, W3 6AY	1,205.22
N00	NEST Pensions	, St Dunstan's House, Borough High Street, London, SE1 1JA	0.00
CN04	New Balance Athletics Shoes (UK) Ltd		1,205.22
N01	New Brands Limited	1st Floor, 2 Grand Parade, High Street, Poole	0.00
N04	New Wave Capital Limited t/a Capital on Tap		8,370.47
N02	Noel France (Noel Entreprises)	2 Redewood Close, Pooley Road, Newcastle Upon Tyne, NE5 2NY	114.00
N03	Norwich Electrical	Unit 5, Helleston Park Road, Norwich, Norfolk, NR6 5DR	320.00
N05	Nucleus Cash Flow Finance Limited	c/o Nelsons, Provincial House, 37 New Walk, Leicester, LE1 6TU	30,230.53
O00	Out of The Gutter	The Street, Bawdeswell, Dereham, Norfolk, NR20 4RT	0.00
P00	P2P mailing	Dunton Distribution Centre, Christy Way, Basildon, Essex, SS15 6TR	4,495.19
P01	Parcel2Go	The Cube, Coe Street, Bolton, Lancashire, BL3 6BU	115.20
P02	Patrick Shoes	Broad March, Long March Industrial Estate, Daventry, Northants, NN11 4HE	1,354.04
P03	Paypal Europe Ltd	Hotham House, 1 Heron Square, Richmond upon Thames, Surrey, TW9 1EJ	9,292.50
P04	Perkbox Limited	50 Finsbury Square, Second Floor, London, EC2A 1HD	0.00
P05	Pies Cuadrados Leather S.L.	12, Calle Carpintería, 03680 Aspe, Alicante, Spain	499.30
P06	Pikolinos Intercontinental S.A.	C/Galileo Galilei 2, Elche, Alicante Spain, Spain	0.00
P07	Pindiere France	Avenue de l'Europe, France, France	1,943.70
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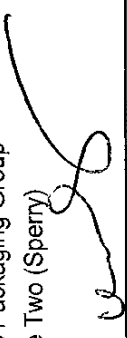
**liss Shoes Ltd**  
- Company Creditors

ey	Name	Address	£
P08	Pintodiblu	Costa & Oliveira LDA, AGREED NIL CLAIM	287.50
P09	Platinum Building Chemicals	65 Colvilles Place, Kelvin Industrial Estate, East Kilbride, Glasgow, G75 0PZ	0.00
P0A	Price Bailey	6 Central Avenue, St Andrews Business Park, Norwich, Norfolk, NR7 0HR	5,693.00
P0B	Primigi (IGI&CO)	divisione igi, via juri gagarin,6, ellera di cordiano, (PG) - Italy, Italy	2,349.88
R00	Ras Kids (Shoe Makers) SHOO POM	Learning A-Z, 1840 East River Rd, #320 Tucson AZ, 85718, USA	3,136.40
R01	ReBOUND (TSB Returns Ltd)	Suite 3.04 Grosvenor House, Central Park, Telford, Shropshire, TF2 9TW	3,863.82
R02	Regarde le Ciel (Sino Pro Trading)	Sino Pro Trading Limited, Room 701-2, Tai Tung Building, 8 Fleming Road, Wanchai, Hong Kong	0.00
R03	Replay (Fashion Box UK Ltd)	47-48 Berners Street, London, W1T 3NF	3,571.20
R04	Robeez (Euroka)	C/O HJS RECOVERY, 12-14 Carlton Place, Southampton, Hampshire, SO15 2EA	192.69
R05	Roflek Ltd T/A Binny	Unit 1c Cotswold Buildings Barnwood Point, Corinium Avenue, Gloucester, Gloucestershire, GL4 3HX	64.67
R06	Roka London Ltd	Reed Taylor Benedict, Unit 3 Cavendish House, 369-391 Burnt Oak Broadway, Middlesex, HA8 5AW	338.72
R07	Romika	Bishop Centre Unit 27, Bath Rd, Maidenhead, SL6 0NX	883.39
R08	Royal Mail Group Ltd	100, Victoria Embankment, London, EC4Y 0HQ	5,696.85
S00	SagePay	Customer Support Centre, North Park, Newcastle-Upon Tyne, NE13 9AA	0.00
S01	Salamander (Lurchi) - SEE HB Shoes	Salamander GmbH, Zur Schlenkhecke 4, 406764, Langenfeld, Germany	0.00
S02	Sandpiper	The Paddocks, Padbury, Buckingham, Buckinghamshire, MK18 2AU	466.04
S03	ScaleForEtail	Unit 1 Barons Court Graceways, Whitehills Business Park, Blackpool, FY4 5GP	0.00
S04	Schomei (Laura Vita)	C/O Pramex International Ltd, 8th Floor South, 11 Old Jewry, London, EC2R 8DU	4,471.20
S05	Secured Mail (Secured Express Ltd)	Calver Road, Winwick Quay, Warrington, Cheshire, WA2 8UD	0.00
S06	Semler (Carl Semler Schuhfabrik GmbH & Co)	Alleestraße 36, 66953 Pirmasens, Germany	1,681.50
S07	She's Best T/A Danco RSB	10 Chase Road, Park Royal, London, NW10 6QD	53.14
S08	Shoe.com (S. Oliver )		0.00
S09	Skape Ltd	The Firs, Underwood Business Park, Wells, Somerset, BA51AF	28,023.84
S0A	Slydes	57 Knowsley street, Cheetham Hill, Manchester, UK, M8 8JF	161.28
S0B	Snowmann Ltd (Mel Shoes)	Aston House, Cornwall Avenue, London, N3 1LF	0.00
S0C	Sole Technology T/A Ethies	Floor 4, Ocean Point 1 Ocean Drive 94, Leith, Edinburgh, EH6 6JH	0.00
S0D	Spartoo	Transworld Unit 1 Morley Court, Morley Way, Peterborough, Cambridgeshire, PE2 7BW	0.00

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**Miss Shoes Ltd**  
- Company Creditors

Key	Name	Address	£
S0E	Stag - The Buying Group	The Courtyard 221 Cheney Manor Road, Cheney Manor, Swindon, Wiltshire, SN2 2PE	0.00
S0F	Stance (Europe) Ltd	51 North Hill, Plymouth, Devon, PL4 8HZ	2,956.12
S0G	Staples UK Limited	Hampden Court Kingsmead Business Park, Frederick Place, High Wycombe, Buckinghamshire, HP11 1JU	163.79
S0H	Strive	emerald way, stone business park, stone, straffordshire, ST15 0SR	3,726.79
T00	T Grocock - Padders	Kettering Pkwy, Kettering, NN15 6WY	1,226.40
T01	Talk Talk Business	, 11 Evesham Street, London, W11 4AR	0.00
T02	The Fabs Factory B.V. (Fabulous Fabs)	Broekslagen 8, 8331 TJ, Steenwijk, Overijssel, Netherlands	630.00
T03	The Florida Group Ltd - see Pikolinos	, Dibden Road, Norwich, Norfolk, NR3 4RR	0.00
T04	The Trainline Group	120 Holborn, London, EC1N 2TD	127.00
T05	The West Midland Shoe Company	Dovefields, Uttroter, Staffordshire, ST14 8HU	1,222.28
T06	Trade Me Ltd	Ground Floor, 2 Woodberry Grove, London, N12 0DR	19.87
T07	Tradewinds Outdoor Ltd	8 Jubilee Way, Whitstable Road, Faversham, Kent, ME13 8GD	1,368.60
T08	TrustPilot	7th Floor, 1 St Martin's Le Grand, London, EC1A 4NP	799.92
U00	Uni Electronics Ltd	4 Binns Close, Coventry, West Midlands, CV4 9TB	130.09
U01	Up Spin Software LLC	3725 Roslyn Street, Riverside, CA 92594, United States of America	38.95
V00	Vagabond UK Ltd	Hargreaves & Woods, Cholmondeley House, Dee Hills Park, Chester, CH3 5AR	0.00
V01	Vionic Europe Ltd	Dibden Road, Norwich, Norfolk, NR3 4RR	6,503.85
V02	Vitti Love (Masva / +VA)		1,873.33
W00	Wendel GmbH & Co. KG T/A Marco Tozzi, Tam	Postbox 6056, D-32720, Detmold, Germany	0.00
W01	WHA Corp Ltd	42 Raikeswood Rd, Skipton, North Yorkshire, BD23 1NB	570.92
W02	William Lamb	Bottom Boat Road, Stanley, Wakefield, West Yorkshire, WF3 4AY	0.00
W03	WN Direct	2 A C Court, High Street, Thames Ditton, Surrey, KT7 0SR	0.00
W04	Wolverine Europe Ltd T/A Hush Puppies and Cu	Kings Place, 90 York Way, London, N1 9AG	4,084.93
W05	Wortmann	WORTMANN, AG Bredenhof, 20 32609 Hüllhorst, Germany	0.00
Z00	Z Shoe Concept (Handels GMBH)	Blocksbergstraße 176, D-66955 Pirmasens, Germany	876.38
Z01	Zeus Packaging Group	Unit 4 Lancaster Way, Stratton Business Park, Biggleswade, Bedfordshire, SG18 8YL	690.00
Z02	Zone Two (Sperry)	Pegaso Showrooms, 26 Westland Place, London, N1 7JH	0.00
Signature			

Miss Shoes Ltd  
- Company Creditors

Day	Name	Address	£
'1 Entries Totalling			351,295.17

Signature 

**Miss Shoes Ltd**  
**C - Shareholders**

Key	Name	Address	Type	Nominal Value	No. Of Shares	Called Up per share	Total Amt. Called Up
HM00	Mr Martin Lott	15 Sylvan Way, Taverham, Norwich, NR8 6XD	Ordinary	1.00	75,001	0.00	0.00
HM01	Mrs Monica Lott	15 Sylvan Way, Taverham, Norwich, NR8 6XD	Ordinary	1.00	75,001	0.00	0.00
2 Ordinary Entries Totalling				1.00	150,002		



Signature

Miss Shoes Ltd  
(In Administration)

Appendix 2  
Programme of Work Required in the  
Administration (and subsequent Liquidation)  
(Post-Appointment)

**The points below show required work for which the Joint Administrators are seeking to be remunerated on a time cost basis (i.e. by reference to time properly spent by them and members of staff of the practice at our standard charge out rates)**

**Administration & Planning:**

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up and maintaining physical/electronic case files (as applicable).
- Setting up the case on the practice's electronic case management system and entering data and maintaining data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable).
- Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- Requesting the Directors prepare a Statement of Affairs at Companies House and filing same.
- Preparing, reviewing and issuing proposals to the creditors and members.
- Filing the proposals at Companies House.
- Convening and holding a virtual meeting of creditors to consider the proposals.
- Reporting on the outcome of the approval of the proposals to the creditors, Companies House and the Court.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing 6 month progress reports to creditors and members.
- Filing progress reports at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing final reports to creditors and members.
- Filing final reports at Companies House.

**Realisation of assets:**

- Securing and taking control over all the Company's assets, including intangible assets and intellectual property.
- Arranging suitable insurance over assets and arranging for security inspections to comply with insurance requirements, as appropriate.
- Regularly monitoring the suitability and appropriateness of the insurance cover in place.
- Corresponding with debtors and attempting to collect outstanding book debts/funds in transit
- Liaising with the bank regarding the closure of the account and remittance of any/all funds
- Instructing agents to value known assets.
- Liaising with agents and solicitors to realise the Company's assets, including the freehold property
- Considering any offers for the Company's assets with agents and associated negotiations
- Reviewing contractual documentation for any sale of the Company's assets
- Obtaining details from mortgagees about debts secured over the Company's freehold property.

- Liaising with and obtaining authority from the secured creditors over the realisation of the assets subject to a mortgage or other charge.

#### Creditors & Members:

- Obtaining information from the case records about employee claims.
- Instructing specialist agents to complete documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Liaising with specialist agents and the Redundancy Payments Office regarding employee claims, as appropriate
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Reviewing retention of title claims received from creditors, requesting appropriate information and proposing settlements where economic to do so.
- Maintaining up to date creditor information on the case management system.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.

#### Investigations:

- Recovering the books and records for the case and arranging for appropriate storage.
- Listing the books and records recovered.
- Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.

Miss Shoes Ltd  
(In Administration)

Appendix 3  
Fees Estimate Summary  
(Post Appointment)

Miss Shoes Ltd t/a Fyfo  
(In Administration)

Fees Estimate Summary for work required in the Administration (and subsequent Liquidation)

Classification of Work	Insolvency Practitioners		Managers		Administrators		Assistants and Support Staff		Total Hours	Time Cost	Average Hourly Rate
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)		£	£
<b>Administration and Planning</b>	<b>54.25</b>	<b>21,334.00</b>	<b>123.51</b>	<b>30,337.32</b>	<b>0.90</b>	<b>196.00</b>	<b>176.55</b>	<b>17,503.20</b>	<b>355.21</b>	<b>69,370.52</b>	<b>195.29</b>
Case Planning & Strategy	12.65	4,965.00	12.10	2,987.20	0.00	0.00	6.65	665.00	31.40	8,617.20	274.43
File & Systems Set Up	0.00	0.00	1.90	458.80	0.00	0.00	7.00	700.00	8.90	1,158.80	130.20
Statutory Notice on Appointment	3.60	1,431.00	18.35	4,392.20	0.00	0.00	18.00	1,800.00	39.95	7,623.20	190.82
Statutory Bond on Appointment	0.00	0.00	1.00	241.00	0.00	0.00	0.50	50.00	1.50	291.00	194.00
Meetings of Members & Creditors	2.00	790.00	2.40	592.80	0.00	0.00	10.00	1,000.00	14.40	2,382.80	165.47
Routine Correspondence	3.55	1,337.50	6.00	1,482.00	0.50	90.00	15.40	1,540.00	25.45	4,449.50	174.83
Bank Account Management	0.25	92.00	1.60	389.20	0.00	0.00	5.60	520.40	7.45	1,001.60	134.44
Cashbook Management	0.00	0.00	1.00	250.00	0.00	0.00	5.00	500.00	6.00	750.00	125.00
Bank Reconciliations	1.00	395.00	4.00	1,000.00	0.00	0.00	5.00	500.00	10.00	1,895.00	189.50
Bond Reviews	0.45	178.50	0.50	125.00	0.00	0.00	1.00	100.00	1.95	403.50	206.92
Progress Reviews	5.00	1,975.00	3.00	750.00	0.00	0.00	15.00	1,500.00	23.00	4,225.00	183.70
Checklists	1.00	395.00	5.00	1,250.00	0.00	0.00	10.00	1,000.00	16.00	2,645.00	165.31
Overseeing & Control	8.00	3,160.00	9.30	2,292.60	0.40	106.00	0.00	0.00	17.70	5,558.60	314.05
Progress Reports	5.10	2,010.00	36.86	9,001.52	0.00	0.00	40.00	4,000.00	81.96	15,011.52	183.16
Companies House & Court Filings	1.40	545.00	3.00	750.00	0.00	0.00	10.00	1,000.00	14.40	2,295.00	159.38
VAT Returns	1.00	395.00	1.00	250.00	0.00	0.00	5.00	500.00	7.00	1,145.00	163.57
Corporation Tax Returns	1.00	395.00	2.00	500.00	0.00	0.00	5.00	500.00	8.00	1,395.00	174.38
Tax Clearance	1.00	395.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	395.00	395.00
Draft Final and Final Report	1.00	395.00	7.00	1,750.00	0.00	0.00	14.00	1,400.00	22.00	3,545.00	161.14
Final Meeting	1.00	395.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	395.00	395.00
Other Matters	5.25	2,085.00	7.50	1,875.00	0.00	0.00	3.40	227.80	16.15	4,187.80	259.31
<b>Creditors</b>	<b>18.85</b>	<b>7,325.00</b>	<b>160.55</b>	<b>38,912.60</b>	<b>0.00</b>	<b>0.00</b>	<b>242.50</b>	<b>23,633.90</b>	<b>421.90</b>	<b>69,871.50</b>	<b>165.61</b>
Employee Case Records	0.00	0.00	3.70	876.40	0.00	0.00	2.00	200.00	5.70	1,076.40	188.84
Employee Correspondence	0.00	0.00	2.70	662.40	0.00	0.00	4.00	400.00	6.70	1,062.40	158.57
RPO Correspondence	0.50	197.50	2.00	500.00	0.00	0.00	5.00	500.00	7.50	1,197.50	159.67
Creditor Correspondence	6.55	2,585.00	99.65	23,795.80	0.00	0.00	119.95	11,464.70	226.15	37,843.50	167.34
Maintaining Creditor Records on IPS	0.00	0.00	1.00	250.00	0.00	0.00	15.45	1,459.20	16.45	1,709.20	103.90
Notice of Intended Dividend	1.00	395.00	4.00	1,000.00	0.00	0.00	5.00	500.00	10.00	1,895.00	189.50
Claims Adjudication	1.15	455.00	21.00	5,250.00	0.00	0.00	35.10	3,510.00	57.25	9,215.00	160.96
Additional Information on Claims	1.00	395.00	7.00	1,750.00	0.00	0.00	15.00	1,500.00	23.00	3,645.00	158.48
Declaring and Paying Dividends	1.00	395.00	7.00	1,750.00	0.00	0.00	21.00	2,100.00	29.00	4,245.00	146.38
Other Matters	7.65	2,902.50	12.50	3,080.00	0.00	0.00	20.00	2,000.00	40.15	7,982.50	198.82
<b>Investigations</b>	<b>3.60</b>	<b>1,395.00</b>	<b>10.50</b>	<b>2,625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.65</b>	<b>4,765.00</b>	<b>61.75</b>	<b>8,785.00</b>	<b>142.27</b>
Books & Records Recovery	0.00	0.00	0.50	125.00	0.00	0.00	2.65	265.00	3.15	390.00	123.81
CDDA Report	2.00	790.00	4.00	1,000.00	0.00	0.00	15.00	1,500.00	21.00	3,290.00	156.67
Initial Investigations	1.60	635.00	4.00	1,000.00	0.00	0.00	21.00	2,100.00	26.60	3,705.00	139.29
Books & Records Review	0.00	0.00	2.00	500.00	0.00	0.00	8.00	800.00	10.00	1,300.00	130.00
Other Matters	0.00	0.00	0.00	0.00	0.00	0.00	1.00	100.00	1.00	100.00	100.00
<b>Realisation of Assets</b>	<b>37.65</b>	<b>14,427.50</b>	<b>75.75</b>	<b>18,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53.05</b>	<b>5,153.20</b>	<b>166.45</b>	<b>37,982.70</b>	<b>228.19</b>
Insurance Set Up	0.30	120.00	1.40	324.80	0.00	0.00	0.00	0.00	1.70	444.80	261.65
Insurance Review	0.00	0.00	1.00	241.00	0.00	0.00	1.00	100.00	2.00	341.00	170.50
Book Debt Recovery	0.00	0.00	2.30	551.60	0.00	0.00	5.00	500.00	7.30	1,051.60	144.05
Bank Account Closure	0.50	197.50	1.00	250.00	0.00	0.00	2.00	200.00	3.50	647.50	185.00
Liaising with Agents re Realisations	13.65	5,365.00	22.05	5,295.60	0.00	0.00	3.45	345.00	39.15	11,005.60	281.11
Liaising with Solicitors re Realisations	5.35	2,115.00	22.60	5,621.20	0.00	0.00	3.00	300.00	30.95	8,036.20	259.65
Freehold/Leasehold Property	9.00	3,150.00	0.40	92.80	0.00	0.00	8.30	830.00	17.70	4,072.80	230.10
Property Inspections and Security	0.00	0.00	14.30	3,452.60	0.00	0.00	15.00	1,500.00	29.30	4,952.60	169.03
Secured Creditor Correspondence	7.50	2,962.50	4.20	974.40	0.00	0.00	2.00	200.00	13.70	4,136.90	301.96
Other Matters	1.35	517.50	6.50	1,598.00	0.00	0.00	13.30	1,178.20	21.15	3,293.70	155.73
<b>Total</b>	<b>114.35</b>	<b>44,481.50</b>	<b>370.31</b>	<b>90,276.92</b>	<b>0.90</b>	<b>196.00</b>	<b>519.75</b>	<b>51,055.30</b>	<b>1,005.31</b>	<b>186,009.72</b>	<b>185.03</b>
<b>Average Hourly Rate, £</b>		<b>388.99</b>		<b>243.79</b>		<b>217.78</b>		<b>98.23</b>			

Miss Shoes Ltd  
(In Administration)

Appendix 4  
Time Costs Analysis  
(Post Appointment)

Miss Shoes Ltd t/a Fyfo  
(In Administration)

Analysis of Time Costs for the period 15 January 2019 to 15 February 2019

Classification of Work	Insolvency Practitioners		Managers		Administrators		Assistants and Support Staff		Total Hours	Time Cost	Average Hourly Rate
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)		£	£
<b>Administration and Planning</b>	11.05	4,270.00	30.01	6,962.32	0.45	115.00	17.35	1,583.20	58.86	12,930.52	219.68
Case Planning & Strategy	4.65	1,805.00	2.10	487.20	0.00	0.00	6.65	665.00	13.40	2,957.20	220.69
File & Systems Set Up	0.00	0.00	0.90	208.80	0.00	0.00	5.00	500.00	5.90	708.80	120.14
Statutory Notice on Appointment	1.80	720.00	10.85	2,517.20	0.00	0.00	3.00	300.00	15.65	3,537.20	226.02
Statutory Bond on Appointment	0.00	0.00	0.50	116.00	0.00	0.00	0.00	0.00	0.50	116.00	232.00
Meetings of Members & Creditors	0.00	0.00	0.40	92.80	0.00	0.00	0.00	0.00	0.40	92.80	232.00
Routine Correspondence	1.55	547.50	1.00	232.00	0.25	45.00	0.40	40.00	3.20	864.50	270.16
Bank Account Management	0.15	52.50	0.60	139.20	0.00	0.00	0.60	20.40	1.35	212.10	157.11
Bond Reviews	0.15	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.15	60.00	400.00
Overseeing & Control	0.00	0.00	1.80	417.60	0.20	70.00	0.00	0.00	2.00	487.60	243.80
Progress Reports	0.10	35.00	11.86	2,751.52	0.00	0.00	0.00	0.00	11.96	2,786.52	232.99
Companies House & Court Filings	0.40	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	150.00	375.00
Other Matters	2.25	900.00	0.00	0.00	0.00	0.00	1.70	57.80	3.95	957.80	242.48
<b>Creditors</b>	4.35	1,597.50	68.05	15,787.60	0.00	0.00	65.50	5,933.90	137.90	23,319.00	169.10
Employee Case Records	0.00	0.00	2.70	626.40	0.00	0.00	0.00	0.00	2.70	626.40	232.00
Employee Correspondence	0.00	0.00	0.70	162.40	0.00	0.00	0.00	0.00	0.70	162.40	232.00
Creditor Correspondence	1.55	610.00	62.15	14,418.80	0.00	0.00	59.95	5,464.70	123.65	20,493.50	165.74
Maintaining Creditor Records on IPS	0.00	0.00	0.00	0.00	0.00	0.00	5.45	459.20	5.45	459.20	84.26
Claims Adjudication	0.15	60.00	0.00	0.00	0.00	0.00	0.10	10.00	0.25	70.00	280.00
Other Matters	2.65	927.50	2.50	580.00	0.00	0.00	0.00	0.00	5.15	1,507.50	292.72
<b>Investigations</b>	0.60	210.00	0.00	0.00	0.00	0.00	0.65	65.00	1.25	275.00	220.00
Books & Records Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.65	65.00	0.65	65.00	100.00
Initial Investigations	0.60	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	210.00	350.00
<b>Realisation of Assets</b>	23.65	8,897.50	29.75	6,902.00	0.00	0.00	4.55	303.20	57.95	16,102.70	277.87
Insurance Set Up	0.30	120.00	1.40	324.80	0.00	0.00	0.00	0.00	1.70	444.80	261.65
Insurance Review	0.00	0.00	0.50	116.00	0.00	0.00	0.00	0.00	0.50	116.00	232.00
Book Debt Recovery	0.00	0.00	1.30	301.60	0.00	0.00	0.00	0.00	1.30	301.60	232.00
Liaising with Agents re Realisations	13.65	5,365.00	12.05	2,795.60	0.00	0.00	0.45	45.00	26.15	8,205.60	313.79
Liaising with Solicitors re Realisations	0.35	140.00	1.60	371.20	0.00	0.00	0.00	0.00	1.95	511.20	262.15
Freehold/Leasehold Property	9.00	3,150.00	0.40	92.80	0.00	0.00	0.80	80.00	10.20	3,322.80	325.76
Property Inspections and Security	0.00	0.00	6.80	1,577.60	0.00	0.00	0.00	0.00	6.80	1,577.60	232.00
Secured Creditor Correspondence	0.00	0.00	4.20	974.40	0.00	0.00	0.00	0.00	4.20	974.40	232.00
Other Matters	0.35	122.50	1.50	348.00	0.00	0.00	3.30	178.20	5.15	648.70	125.96
<b>Total</b>	<b>39.65</b>	<b>14,975.00</b>	<b>127.81</b>	<b>29,651.92</b>	<b>0.45</b>	<b>115.00</b>	<b>88.05</b>	<b>7,885.30</b>	<b>255.96</b>	<b>52,627.22</b>	<b>205.61</b>
<b>Average Hourly Rate, £</b>		<b>377.68</b>		<b>232.00</b>		<b>255.56</b>		<b>89.55</b>			

Miss Shoes Ltd  
(In Administration)

Appendix 5  
Time Costs Analysis  
(Pre-Administration Costs)

Miss Shoes Ltd t/a Fyfo  
(In Administration)

Analysis of the Joint Administrators' Pre-Administration Costs

Classification of Work	Insolvency Practitioners		Managers		Administrators		Assistants and Support Staff		Total Hours	Time Cost	Average Hourly Rate
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)		£	£
<b>Administration and Planning</b>	10.95	4,198.60	7.20	1,658.80	0.00	0.00	0.60	60.00	18.75	5,917.40	315.59
Case Planning & Strategy	10.95	4,198.60	7.20	1,658.80	0.00	0.00	0.60	60.00	18.75	5,917.40	315.59
<b>Pre-Appointment</b>	31.00	11,722.60	89.50	20,751.60	4.75	228.00	16.25	1,260.80	141.50	33,963.00	1,482.93
Initial meetings & advice	11.20	4,333.40	40.30	9,349.60	0.00	0.00	0.00	0.00	51.50	13,683.00	265.69
Ethical considerations	0.00	0.00	0.80	185.60	0.00	0.00	0.00	0.00	0.80	185.60	232.00
Letter of engagement	0.00	0.00	1.80	417.60	0.00	0.00	0.50	23.00	2.30	440.60	191.57
General correspondence with stakeholders	14.55	5,539.20	27.85	6,461.20	0.00	0.00	12.30	892.80	54.70	12,893.20	235.71
Marketing & sales process	4.80	1,692.50	18.75	4,337.60	4.75	228.00	3.45	345.00	31.75	6,603.10	207.97
Employee consultation	0.45	157.50	0.00	0.00	0.00	0.00	0.00	0.00	0.45	157.50	350.00
<b>Total</b>	<b>41.95</b>	<b>15,921.20</b>	<b>96.70</b>	<b>22,410.40</b>	<b>4.75</b>	<b>228.00</b>	<b>16.85</b>	<b>1,320.80</b>	<b>160.25</b>	<b>39,880.40</b>	<b>248.86</b>
<b>Average Hourly Rate, £</b>	<b>379.53</b>		<b>231.75</b>		<b>48.00</b>		<b>78.39</b>				

Miss Shoes Ltd  
(In Administration)

Appendix 6

Notice to Creditors of Virtual Meeting

Proof of Debt Form

Proxy Form

Invitation to form a Creditors' Committee

## **Notice of Virtual Meeting**

**Miss Shoes Ltd – In Administration  
In the High Court of Justice Number CR000001 of 2019**

**Trading as: Fuel Your Fashion Online (FYFO)**

**(Company Number 08567741)**

**NOTICE IS GIVEN** by Matthew Robert Howard and Stuart David Morton to the creditors of Miss Shoes Ltd that a virtual meeting of creditors has been summoned under paragraph 51 of Schedule B1 of the Insolvency Act 1986 for the purpose of seeking resolutions on the following:

- i) Whether a Creditors' Committee is to be established;
- ii) That the Joint Administrators' proposals be approved;
- iii) That the pre-Administration costs (the details of which are set out in the Joint Administrators' proposals and issued with the notice of the meeting) be approved;
- iv) That the Joint Administrators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the Administrators' proposals and issued with the notice of the meeting; and
- iv) That the Joint Administrators be permitted to recover category 2 disbursements.

**The meeting will be held as follows:**

**Date**                      **18 March 2019 ("The Decision Date").**

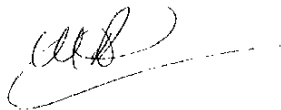
**Time**                      **10.00am**

1. Access to the virtual meeting can be gained from **9.55am on 18 March 2019** by accessing <https://global.gotomeeting.com/join/483627573> on your computer, tablet or mobile phone and inserting the password/access code **shoe1** when prompted. You can also dial into this meeting using your phone on 0330 221 0088. Please note, failure to properly identify yourself when joining the meeting may result in you being removed.
2. Creditors entitled to attend and vote at the virtual meeting may do so personally or by proxy. A creditor can attend the virtual meeting and vote, and are entitled to vote if they have submitted proof of their debt **by no later than 16:00pm. on Friday 15 March 2019**. Failure to do so will lead to their vote(s) being disregarded.

3. Any creditor unable to attend in person, but wishing to vote at the meeting can either nominate a person to attend on their behalf, or nominate the chair of the meeting to vote on their behalf. **Creditors must lodge their proxy in advance of the meeting.**
4. **All proofs of debt and proxies must be lodged with Price Bailey LLP, Anglia House , 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR by no later than 16:00p.m. on Friday 15 March 2019.**
5. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
6. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the resolution provided they have lodged proof of their debt.
7. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the resolution(s) below. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
8. Creditors have the right to appeal the decision made by the resolution(s) by applying to court under Rule 15.35 of the Insolvency Act within 21 days of the 18 March 2019.
9. The chair of the meeting may adjourn or suspend the meeting if necessary, and must do so if so resolved by creditors.
10. Any creditors excluded from the meeting, may complain to the chair during the meeting, or the convener of the meeting by no later than 4 p.m. the business day following the exclusion, in accordance with rule 15.38.
11. **Please note that the meeting may be recorded for training and monitoring purposes.**

Creditors requiring further information regarding the above, should either contact me at Anglia House , 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR, or contact Tim Smith by telephone on 01603 709330, or by email at [tim.smith@pricebailey.co.uk](mailto:tim.smith@pricebailey.co.uk).

DATED THIS 1<sup>ST</sup> DAY OF MARCH 2019



**Matthew Robert Howard**  
**JOINT ADMINISTRATOR**

**Rule 14.4 The Insolvency (England and Wales) Rules 2016**

**Proof of Debt – General Form**

**IN THE** HIGH COURT OF JUSTICE

**Number:** CR000001 of 2019

**Name of Company in Administration:** Miss Shoes Ltd

**Company Registration Number:** 08567741

**Date of Administration:** 15 January 2019

1 Name of creditor

(If a company, please also provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)  
(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.

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 can be substantiated

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

10 Address of person signing if different from 2  
above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Matthew Robert Howard  
JOINT ADMINISTRATOR

Matthew Robert Howard  
JOINT ADMINISTRATOR

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 a company, please state your relationship to the company.

## Insolvency Act 1986

### Rule 16.3

#### Proxy

Notes to help  
completion of the  
form

#### Re: Miss Shoes Ltd (In Administration)

Please give full name of  
person (who must be  
18 or over) or the  
"Chair". If  
you wish to provide  
for alternative proxy-  
holders in the  
circumstances that  
your first choice is  
unable to attend  
please state the  
name(s) of the  
alternatives as well.

Name of creditor

Address

Name of proxy-holder

1.

2.

3.

Please delete words in  
brackets if the proxy-holder  
is only to vote as directed  
i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on 18 March 2019 or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

#### Voting instructions for resolutions

Any other resolutions  
which the proxy-  
holder is to propose or vote  
in favour of.

1. That a Creditors' Committee be established

For / Against

2. That the Joint Administrators' proposals be approved

For / Against

If more room is required  
please use the other side of  
this form

With the following modifications: *(insert details)*

3. That the pre-Administration costs (the details of which are set out in the Joint Administrators' proposals and issued with the notice of the meeting) be approved

For / Against

4. That the Joint Administrators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the Administrators' proposals and issued with the notice of the meeting

For / Against

5. That the Joint Administrators be permitted to recover category 2 disbursements

For / Against

This form must be  
signed

Signature

Date

Name in CAPITAL LETTERS

Only to be completed  
if the creditor  
has not  
signed in person

Position with creditor or relationship or other authority for signature

**Notice of invitation to form a Creditors' Committee**

**Miss Shoes Ltd – In Administration  
In the High Court of Justice Number CR000001 of 2019**

Trading as: Fuel Your Fashion Online (FYFO)

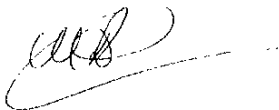
**(Company Number 08567741)**

**NOTICE IS GIVEN** by Matthew Robert Howard and Stuart David Morton to the creditors of Miss Shoes Ltd of an invitation to form a Creditors' Committee under rule 3.39 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine, at the same time, whether a Creditors' Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipts of nominations for creditors to act as a member of the Committee under rule 3.39 of The Insolvency (England and Wales) Rules 2016 is 18 March 2019, the Decision Date.
5. Please complete the form sent with this notice with the name and address of any person you wish to nominate to act as a member of the Committee, and return the completed form to Price Bailey LLP of Anglia House , 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR. Ideally it should be received by Price Bailey LLP before the start of the meeting due to be held at the same address stated above on 18 March 2019, the decision date, at which the decision to appoint a Committee will be considered, although nominations for Committee members must be received by no later than **23.59** on 18 March 2019.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk). If you require a hard copy of the booklet please contact Tim Smith of Price Bailey LLP by email at [tim.smith@pricebailey.co.uk](mailto:tim.smith@pricebailey.co.uk), or by phone on 01603 709330.

DATED THIS 1<sup>ST</sup> DAY OF MARCH 2019



**Matthew Robert Howard  
JOINT ADMINISTRATOR**

**Miss Shoes Ltd (In Administration)**  
**In the High Court of Justice Number CR000001 of 2019**  
**(Company Number 08567741)**

I wish to nominate the following creditor to act as a member of the committee:

Name of nominated creditor \_\_\_\_\_

**TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:**

Name of creditor: \_\_\_\_\_

Signature of creditor: \_\_\_\_\_

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: \_\_\_\_\_

Dated: \_\_\_\_\_

Note: The completed form should be delivered to Price Bailey LLP of Anglia House, 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR, or sent via electronic mail to [tim.smith@pricebailey.co.uk](mailto:tim.smith@pricebailey.co.uk).