

AM03

Notice of administrator's proposals



Companies House

TUESDAY




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Please

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1	Company details		<p>→ Filling in this form Please complete in typescript or in bold black capitals.</p>
Company number	0 8 6 5 4 5 3 2		
Company name in full	Nestlink Ltd		
2	Administrator's name		
Full forename(s)	Kikis Kallis FCCA		
Surname	FABRP		
3	Administrator's address		
Building name/number	Mountview Court		
Street	1148 High Road		
Post town	Whetstone		
County/Region	London		
Postcode	N 2 0 0 R A		
Country			
4	Administrator's name ①		
Full forename(s)			<p>① Other administrator Use this section to tell us about another administrator.</p>
Surname			
5	Administrator's address ②		
Building name/number			<p>② Other administrator Use this section to tell us about another administrator.</p>
Street			
Post town			
County/Region			
Postcode			
Country			

AM03
Notice of Administrator's Proposals

6		Statement of proposals	
		<input checked="checked" type="checkbox"/> I attach a copy of the statement of proposals	
7		Sign and date	
Administrator's Signature	<div>Signature</div> <div>✕  ✕</div>		
Signature date	<div><div><div>d</div><div>1</div><div>d</div><div>2</div></div><div><div>m</div><div>1</div><div>m</div><div>1</div></div><div><div>y</div><div>2</div><div>y</div><div>0</div><div>y</div><div>1</div><div>y</div><div>8</div></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	Kalani Gunawardana
Company name	Kallis & Company
Address	Mountview Court
	1148 High Road
Post town	Whetstone
County/Region	London
Postcode	N 2 0 0 R A
Country	
DX	
Telephone	020 8446 6699



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 or email enquiries@companieshouse.gov.uk

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

**Administrator's Proposals relating to
Nestlink Ltd ("the Company") – In Administration**

Issued on: 22 October 2018

Delivered to creditors on: 23 October 2018

**Prepared by Kallis & Company
Mountview Court, 1148 High Road, Whetstone, London N20 0RA**

Disclaimer

This report is intended to provide a brief summary of the events leading up to the granting of the Administration Order and developments since that date. Please note that the Administrator has neither prepared detailed accounts nor conducted any audit work or substantive reviews. *All information in this report for pre-appointment periods has been obtained from the directors, their professional advisors and from documents filed at Companies House*

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I am the Administrator of the Company and these are my statutory proposals relating to the Company.

1. STATUTORY INFORMATION

Company Information

Company name: Nestlink Ltd
Company number: 08654532
Date of incorporation: 16/08/2013
Trading address: 12 Cockfosters Parade, Cockfosters Road, Barnet, Herts EN4 0BX
Current registered office: Mountview Court, 1148 High Road, Whetstone, London, N20 0RA
Former registered office: 239-241 Kennington Lane, London SE11 5QU
Principal trading activity: Restaurant

Appointment Details

Administrator Kikis Kallis FCCA FABRP
Administrator's address Kallis & Company Mountview Court, 1148 High Road, Whetstone, London, N20 0RA
Date of appointment 3 September, 2018
Court name and reference High Court
007370 of 2018
Appointment made by: Director
Officers of the Company:

<i>Directors:</i>	<i>Name:</i>	<i>Shareholding</i>
	Mr Mazlum Demir	100%

Share capital

<i>Authorised</i>	<i>Allotted, called up and fully paid</i>
100 ordinary shares £1 each	100 ordinary shares of £1 each

Charges

None

2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR

The primary objective of the administration is to achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in administration).

The Company was incorporated on 16 August 2013 and the principal activity of the company was that of a modern Anatolian Restaurant.

The Company's directors and shareholders are as follows:

Mr Mazlum Demir – sole director and 100% shareholder

The restaurant was first run by the director's father as a Turkish Restaurant and the initial funding was raised by the family. The current director, Mr Mazlum Demir, took over the business in September 2013 due to ill health of the father.

The Company had been trading profitably achieving a turnover in excess of £1M in 2017. The present director refurbished the premises injecting his personal funds and also borrowing from the bank, turning the restaurant into a modern Anatolian Restaurant. The restaurant is well known within the local vicinity.

By way of some background as to the reasons for the company's current financial position, even though the Company was trading profitably, problems commenced when the previous accountants stated inaccurate information on the accounts. The director, then appointed new accountants, who managed to rectify the inaccuracies of the financial statements for the last four years previously submitted. As a result a VAT underpayment of over £240,000 was identified.

In accordance with the accountants' advice, Mr Demir, submitted a Voluntary Declaration to HMRC for the under declaration of sales in order to rectify matters.

HMRC commenced investigations into this matter around September last year. Their current estimated assessment figure (which is not a final figure) is in the region of £400,000. Despite the director's best efforts to come to a negotiated settlement the Company was unable to pay such a high amount and the director had no alternative but to seek insolvency advice.

The director sought independent advice initially by contacting their accountants and then initially contacted Kallis and Company on 17 June 2018 with a view to reviewing the financial affairs of the company.

Kallis & Company took formal instructions on 3 September 2018 following a board meeting of the Company. Various options were discussed including liquidation, however given that there would appear to be a business to sell it was agreed that agents be instructed to value the business with a view to sell as a going concern. As such agents were instructed to value the Company's assets and its business prior to the administration. It was not considered viable to trade the Company whilst in administration due to the costs involved and as such effecting a sale on a going concern basis forthwith was considered to be the most advantageous route to follow in order to maximise realisations for the benefit of its creditors and save some 20 jobs. Upon reviewing the option to sell, my agents advised that due to the fact that a potential buyer would not have guarantee of tenure, the only option was a pre-pack sale to the leaseholder.

Solicitors were instructed to proceed with dealing with the sale of the business and a notice to appoint an administrator was filed on 3rd September 2018.

The major creditor, HM Revenue & Customs, was also contacted to discuss matters with regards to the ongoing investigations. As a result a meeting was held on 19th September 2018 with HMRC to discuss these matters further.

A summary of the Company's recent trading performance is shown below.

	Statutory Accts Year ended 31/01/2018 £'000	Statutory Accts Year ended 31/01/2017 £'000	Statutory Accts Year ended 31/01/2016 £'000
Turnover	1,138,945	853,306	.
Cost of Sales	<u>(526,523)</u>	<u>(452,115)</u>	
Gross Profit	615,653	403,384	
<i>Gross Profit %</i>			
Overheads	<u>(352,117)</u>	<u>(288,342)</u>	
Net Profit/Loss after tax	<u>233,017</u>	<u>105,573</u>	

- Full accounts for 2016 are not available. However information extracted from the abbreviated Balance sheet for 2016 are as follows:

Fixed Assets	45,193
Current Assets	356,149
Creditors	<u>(251,610)</u>
Net Assets	<u>140,693</u>

No accounts have been prepared since January 2018.

Prior to the commencement of the Administration, Kallis & Company acted as advisors to the Board as a whole acting on behalf of the Company. 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, Kallis & Company was still required to act in its dealings with the Company in accordance with the Insolvency Code of Ethics.

I discussed with the director various options available to the Company such as a Company Voluntary Arrangement, Creditors Voluntary Liquidation and Compulsory Winding up. Taking into account the recent assessments raised by the HMRC and discussing these with specialist advisors, it was decided the best option would be to place Company into Administration via a pre-pack scenario in order to raise the maximum realisations to the creditors and save 20 jobs.

It was not appropriate to continue trading as this could result in even more costs to the company. After consulting the major creditor the board of directors decided to place the company in to Administration. As the shareholder/director was no longer able to fund the Company and the issue with the lease, the best option was to offer the business for sale via a pre-pack.

As Administrator of the Company, the pre-pack sale of the business enables me to achieve the objective set out above as it achieves a better result for the creditors as a whole than would be likely if the Company had been placed into Liquidation without first being in Administration, as I have indicated above. I can also confirm that the outcome achieved as a result of the pre-pack sale was the best available outcome for creditors of the Company as a whole in all the circumstances of the case

As required by the Insolvency Code of Ethics, I considered the various threats to my objectivity arising from this prior involvement. I concluded that those threats were at an acceptable level such that I could still act objectively and hence could be appointed Administrators of the Company.

On 3 September, 2018, I was appointed by the director, Mr Mazlum Demir, as Administrator of the Company and took over from the Board responsibility for the management of the affairs, business and property of the Company.

3. OBJECTIVES OF THE ADMINISTRATION AND THE ADMINISTRATOR'S STRATEGY FOR ACHIEVING THEM

As Administrator of the Company, I am an officer of the Court, and must perform my 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.

As a result, I am seeking to achieve objective (b) for the Company. This was done by the pre-pack sale of the business as this enabled for goodwill to be realised and for the in-situ valuation to be achieved on physical assets as compared to ex-situ values and additional costs which would have further depleted net realisations.

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

4. ACTIONS OF THE ADMINISTRATOR FOLLOWING APPOINTMENT

Since I was appointed Administrator I have completed the sale of the business and steps taken to collect the deferred consideration as well as deal with various creditor queries. I have met with the director, former accountant and a representative from HMRC to discuss a way forward with regard to HMRC's investigations. I had to undertake this work as part of my routine administrative functions, and in order to consider the avenues of investigation that can be pursued to further maximise realisations.

In addition, I have undertaken routine statutory and compliance work, such as filing the notice of my appointment, sending a SIP16 report to creditors and filing notices at Companies House and prepared a gazette notice. These are tasks that are required by statute or regulatory guidance 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.

I repeat below information I have previously disclosed to creditors about the pre-pack sale. I was unable to issue my proposals at the time I made the SIP 16 disclosure because, it was my intention to meet with the major creditor of the company, obtain further information and discuss the best way forward with regards to investigation matters and to include this proposal to the creditors accordingly.

Role of the Insolvency Practitioner

I first met with the director, Mr Mazlum Demir, on 17 July 2018 to discuss the financial affairs of the Company. Prior to the commencement of the Administration I advised the director, acting on behalf of the Company, about the Company's financial difficulties and provided advice about the options available to the Company to help determine an appropriate course of action to take. No advice was given to the director individually regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time, I was still required to act in my dealings with the Company in accordance with the Insolvency Code of Ethics.

Since the initial meeting, I immediately instructed my valuers, Messrs, Centaur Chartered Surveyors, Valuers and Auctioneers to attend the premises and prepare a valuation. I also instructed them to attend to appropriate marketing strategies and contacted the leaseholder of the premises to discuss matters.

I met with the director on several occasions to review the position of the Company with a view to determine the best possible option. Based on information given the director decided to choose the Administration route.

Ultimately the Company was placed into Administration and I was appointed Administrator. As Administrator I am an officer of the Court and I have taken over the management of the Company from the Board. The purpose of the Administration is to achieve one of the hierarchy of statutory objectives, 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.

More information about the objective I am seeking to achieve in respect of the Company is set out below.

In order to help me achieve the objective I have a wide range of powers, as set out in the insolvency legislation, and I must perform my functions as quickly and efficiently as is reasonably practicable. I must also act in the interests of the creditors of the Company as a whole other than where objective (c) is being pursued I need only ensure that I do not unnecessarily harm the interests of the creditors of the Company as a whole.

Pre-appointment considerations

At my first meeting with the director, we discussed various options available to the Company such as a Company Voluntary Arrangement, Creditors Voluntary Liquidation and Compulsory Winding up. Taking into account the recent assessments raised by the HMRC, it was decided the best option would

be to place company into Administration via a pre-pack scenario in order to raise the maximum realisations to the creditors.

It was not appropriate to continue trading as this could result in even more costs to the Company. After consulting the major creditor the board of directors decided to place the company in to Administration. As the shareholder/director was no longer able to fund the Company, the best option was to offer the business for sale via a pre-pack.

As Administrator of the Company, the pre-pack sale of the business enables me to achieve the objective set out above as it achieves a better result for the creditors as a whole than would be likely if the Company had been placed into Liquidation without first being in Administration, as I have indicated above. I can also confirm that the outcome achieved as a result of the pre-pack sale was the best available outcome for creditors of the Company as a whole in all the circumstances of the case.

Valuation of the business , assets and marketing

I am not aware of any marketing activities undertaken by the company prior to our involvement, although the director did obtain an independent valuation of the business as he reviewed his options. I have relied upon Messrs Centaur, Chartered Surveyors and Independent valuers ("our agents") advice regarding the offer received for the goodwill and assets. Principal valuer, Mr Achilles Kyriacou FRICS has advised that the leasehold of the premises is not in name of the Company and therefore any marketing activities will not interest any third parties as there was no guarantee of tenure. In addition, an offer of £80,000 was received by the leaseholder immediately, which was much greater than the in-situ valuation. Breakdown of values are as follows:

Assets	"In Situ" Valuation £	"Ex Situ" Valuation £	Sale Consideration £
Furniture and Equipment	40,000.00	20,000.00	55,000.00
Intellectual Property and Goodwill	20,000.00	Nil	15,000.00
Consumable and Disposable stock	7,000.00	4,000.00	9,998.00
Working Progress(forward bookings)	1.00	Nil	1.00
Employees	1.00	Nil	1.00
	<u>67,000.00</u>	<u>24,000.00</u>	<u>80,000.00</u>

Details of the pre-pack sale

Date of the transaction: 3 September 2018

Purchaser Details; Assets were purchased by Skewd (Cockfosters) Limited, Company No: 11546129, registered office at 239-241 Kennington Lane, London SE11 5QU.

Mr Serdar Demir, is the director of the purchaser Company. He is also the brother of the former director and the leaseholder of the trading premises.

All aforementioned assets were bought by the purchaser for a consideration of £80,000. Of this a sum of £20,000 was paid on exchange of agreements and the balance of £60,000 is to be paid in three equal instalments as follows:

31 October 2018 - £20,000

31 December 2018 - £20,000

28 February 2018- £20,000

No guarantees have been provided by the director. As explained above, the lease of the premises is not in the name of the Company. Due to this the agents did not anticipate any third party offers. Mr Serdar Demir, who is the leaseholder of the Company's trading premises offered £80,000 which is well over the In Situ valuation shown above. Therefore this offer is treated as the best offer as he is the only possible purchaser who would be interested and able to complete the sale due the fact that the premises lease is in his personal name.

Connected Party Transactions

As indicated above, the purchaser of the business and assets of the Company is a connected party. Connected party purchasers are encouraged to, but are not required to, approach what is known as the pre-pack pool, an independent group of suitably qualified and experienced individual, in order to obtain their opinion on the pre-pack transaction. The connected party purchaser has to pay £800 plus VAT to the pre-pack pool for them to provide this opinion.

In this instance the connected purchaser approached the pre-pack pool and the buyer has provided me with a copy of the opinion of the Pre-pack Pool.

Connected party purchasers are also encouraged to, but are not required to, prepare a viability statement indicating how their business will survive for at least 12 months from the date of the purchase, and detailing what they will do differently from the Company in Administration in order that the business will not fail.

Conclusion

Based on the above information, specifically, taking into consideration the position of the Company with regards to the lease, in my view the pre-packaged Administration will bring the best possible outcome to the unsecured creditors by maximising realisations and safeguarding jobs.

I confirm that the sale price achieved, and also the outcome, was the best available outcome for creditors of the Company as a whole in all the circumstances of the case and that the pre-pack sale achieves the statutory purpose of the Administration that I am seeking to achieve in respect of the Company.

5. FINANCIAL POSITION OF THE COMPANY

A summary of the Company's estimated financial position as at 3 September, 2018, which is known as a Statement of Affairs, is attached at Appendix 1.

5.1 Goodwill

This consists of Company Goodwill and Intellectual Property rights. This has an in-situ value of £20,000 and a realisable value of £15,000.

5.2 Furniture and Equipment

These consist of restaurant table, chairs and kitchen equipment. These were valued by Messrs, Centaur Chartered Surveyors for a sum of £55,000 as part of the pre-packaged sale.

5.3 Stock

These refer to disposable and consumable stock. These had a book values of £8,000 and a realisable value of £9,998. This is included in the pre-packaged sale.

5.4 Forward Bookings and Employee Contracts

These relates to future bookings and employees taken over by the new Company as at the time of Administration. These have been valued for £1.00 each.

5.5 Amex Receipts and PDQ Banking

As at the date of Administration there were no outstanding monies due from Amex and PDQ payments as they were all cleared prior to appointment so none were outstanding. Therefore no realisations are expected in this regard.

5.6 Directors Loan Account

At the present time the Directors Loan Account has not been reconciled. However, this will be attended to in due course and the director will liaise with the director accordingly.

5.7 Preferential creditors

There are no preferential claims in this Administration as all the employees were transferred across under TUPE to purchaser.

5.8 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:

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

up to a maximum of £600,000.

The Company has not created any floating charges, so the prescribed part provisions will not apply.

6 ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, 3 September, 2018, to the date of these proposals, at Appendix 2.

Cash at Bank

The sum of £9,600 relates to pre-administration fees paid by the Company.

Fixtures and Equipment

The sum of £20,000 relates to the first instalment paid by the purchaser in respect of deferred consideration. This has been allocated in respect of the Fixtures, Fittings and Equipment.

7 PROPOSED FUTURE ACTIONS OF THE ADMINISTRATOR TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration of the Company I have sold the assets and the goodwill of the company by way of a pre-packaged sale as detailed above.

I intend to collect the deferred consideration in full. Total consideration is £80,000 of which £60,000 is deferred and payable in three instalments. I have already received £20,000 and the other three instalments are due on 31 October 2018, 31 December 2018 and 28 February 2019 in the sum of £20,000 each.

I will also continue to liaise with HMRC, who is the major creditor in this Administration, with a view to assist them with the ongoing investigations.

8 ADMINISTRATOR'S REMUNERATION AND EXPENSES

I attach at Appendix 3 a copy of my practice fee recovery policy. In this case I am seeking to fix the basis of my remuneration on a time cost basis as detailed below:

Time costs:

Some work cannot be identified with enough certainty for me to seek remuneration on a fixed or percentage basis. For these tasks, I propose to seek approval on a time cost basis. i.e. 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 5 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 the following areas of work will be charged on a time cost basis: Administration, Planning and financials, asset realisations, investigations, creditors, the liquidation of the Company and case specific matters. The following explains about 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 4.

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

Investigations: The insolvency legislation gives the office holder 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 office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the

office holder will provide an estimate of that benefit if an increase in fees is necessary. The officeholder is aware there is ongoing investigation by HMRC. The officeholder will continue to liaise with both, the director and HMRC in a view to achieve the best possible result to benefit the creditors.

The office holder is also required by legislation to report to the Department for Business, Innovation and Skills 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. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors. The officeholder will continue to collect the deferred consideration on time from the purchaser.

Creditors:

Claims of creditors - the office holder needs 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. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Liquidators fees and Dividends - the office holder has to undertake certain statutory formalities to place the Company into Liquidation in order to enable him to pay a dividend to unsecured creditors. This includes writing to all creditors who have not lodged proofs of debt, 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. There are also statutory matters such as filing relevant forms with Companies House and sending a report to all creditors.

Case specific matters:

The Office-holder is aware that there is an ongoing investigation by HMRC with regards to the Company's affairs. I will continue to assist HMRC alongside my investigations as required by SIP4.

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 these tasks in this case will be £55,910 at a "blended" rate of £264.98 per hour.

This estimate has been provided to creditors at a relatively early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in 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 office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers 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 42.90 hours have been spent working on the above tasks in the Administration, and total time costs to date are £12711.50 charged at an average charge out rate of £296.31. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed at Appendix 3.

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

If a Creditors' Committee is appointed, it will be for the Committee to approve the basis of the 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 office holder's 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 <http://www.creditorinsolvencyguide.co.uk/>. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

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

Professional Advisor	Nature of Work	Fee Arrangement
Centaur Valuers	Valuer/Auctioneer	Fixed Fee basis
Nicholas & Co	Solicitors	Fixed Fee basis

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

My category 1 expenses incurred to date amount to £ 5,877.52 and represent:

Type of expense	Amount incurred/accrued since appointment	Amount still to be paid
Bonding	£ 276.00	£ 276.00
Solicitors fees	£3,600.00	£3,600.00
Valuers fees	£1,850.00	£1,850.00
Advertising	£ 101.52	£ 101.52
Court filing fee	£ 50.00	£ 50.00

I have not been able to draw any expenses in this matter.

I also propose that I am permitted to charge and recover what are known as category 2 expenses. Details of my category 2 disbursement recovery policy are included within our practice fee recovery sheet enclosed as Appendix 3.

The following category 2 disbursements have been incurred to date:

Type of category 2 disbursement	Amount incurred/accrued since appointment	Amount still to be paid
postage	£5.13	£5.13

I anticipate that expenses totalling £161.52 will arise in these proceedings including Liquidation proceedings, as detailed in Appendix 7. Expenses do not have to be approved, but when reporting to any committee and the creditors during the Administration, the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences.

9 PRE-ADMINISTRATION COSTS

The Board of Directors instructed me to assist them in placing the Company in Administration on 3 September 2018. They agreed that I should be paid my pre-administration costs on a fixed fee of £8,000 plus VAT. I attach at Appendix 5 a detailed time cost table showing the pre-appointment time costs incurred by category and staff grade at my firm.

In addition to my own time costs, expenses as detailed above were incurred.

I also assisted the Board take the appropriate steps to place the Company into Administration. This task, together with some of the other tasks mentioned above are required by statute or regulatory guidance, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

The following statement sets out my pre-administration costs incurred. The statement also shows those fees and expenses that were not paid prior to the Administration and those where approval is being sought to pay them from Administration funds.

Description	Paid pre-appointment £	To be paid £
Administrator's pre-appointment remuneration	9,600.00	9,600.00
Valuation agents	1,850.00	1,850.00
Legal fees	3,600.00	3,600.00
Bonding	276.00	276.00
Advertising	101.52	101.52
Court Filing	<u>50.00</u>	<u>50.00</u>
Total	15,477.52	15,477.52

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. A resolution to this effect is enclosed with this proposal.

10. ADMINISTRATOR'S 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 is in the United Kingdom.

12. ADMINISTRATOR'S PROPOSALS

In order to achieve the objective set out at section 3 above, I formally propose to creditors that:

- (a) I continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that I:
 - (i) I continue to collect the deferred consideration of £60,000 and continue to liaise with HMRC and the director in respect of the on-going investigation.
 - (ii) 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
 - (iii) do all such things and generally exercise all their powers as Administrator as I consider desirable or expedient at my 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
- (b) The Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Kikis Kallis FCCA FABRP am appointed the Liquidator of the Company.

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.
- (c) The Administration will end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that I, Kikis Kallis FCCA FABRP am appointed the Liquidator of the Company by the Court.
- (d) Or, the Administration of the Company will end by making an application to Court for an order that the Administration ceases.
- (e) Or, the Administration of the Company will end by 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 decisions by correspondence 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 decisions, they must complete and return the enclosed voting form to me by no later than 23.59 on 9 November 2018, the decision date. 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 decisions by a creditor will not count unless they have lodged proof of their debt by no later than 23.59 on 9 November 2018.

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 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 <http://www.creditorinsolvencyguide.co.uk/>.

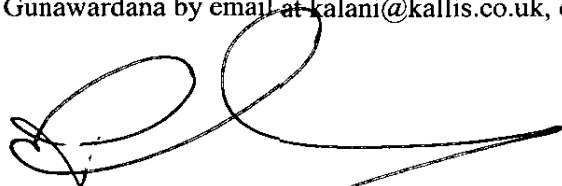
Please note that I must receive at least one vote by the decision date or the decisions will not be made. I would therefore urge creditors to respond promptly.

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."

10 FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Kallis & Company, including about our complaints policy and Professional Indemnity Insurance, can be found at xxx.

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 on-line, they should contact Kalani Gunawardana by email at kalani@kallis.co.uk, or by phone on 020 8446 6699.



**Kikis Kallis FCCA FABRP
ADMINISTRATOR**

The Administrator is an agent of the Company and acts without personal liability.

STATEMENT OF AFFAIRS

Name of Company Nestlink Ltd	Company Number 08654532
In the High Court	Court case number 007370 / 2018

Statement as to the affairs of

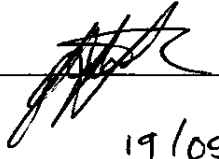
Nestlink Ltd
Mountview Court
1148 High Road
Whetstone
London

on the 3 September 2018, 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 3 September 2018 the date that the company entered administration.

Full Name x DAZLUM DEMIR.

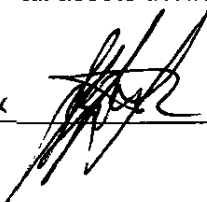
Signed x 

Dated x 19/09/18.

Nestlink Ltd
Statement Of Affairs as at 3 September 2018

A - Summary of Assets

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Assets subject to floating charge:		
Uncharged assets:		
Goodwill	NIL	15,000.00
Furniture Fixtures Fittings and Equipmen	51,000.00	55,000.00
Stock	8,000.00	9,998.00
forward bookings	NIL	1.00
Employee Contracts	NIL	1.00
Amex receipts	Uncertain	Uncertain
PDQ bankings	Uncertain	Uncertain
Estimated total assets available for preferential creditors		80,000.00

Signature  Date X 19/09/18.

Nestlink Ltd
Statement Of Affairs as at 3 September 2018

A1 - Summary of Liabilities

	Estimated to Realise £
Estimated total assets available for preferential creditors (Carried from Page A)	80,000.00
Liabilities	
Preferential Creditors:-	
Estimated deficiency/surplus as regards preferential creditors	<u>NIL</u> 80,000.00
Debts secured by floating charges pre 15 September 2003	
Other Pre 15 September 2003 Floating Charge Creditors	<u>NIL</u> 80,000.00
Estimated prescribed part of net property where applicable (to carry forward)	<u>NIL</u>
Estimated total assets available for floating charge holders	80,000.00
Debts secured by floating charges post 14 September 2003	
Estimated deficiency/surplus of assets after floating charges	<u>NIL</u> 80,000.00
Estimated prescribed part of net property where applicable (brought down)	<u>NIL</u>
Total assets available to unsecured creditors	80,000.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	
Trade & Expense Creditors	11,707.10
Directors	Uncertain
Banks/Institutions	30,000.00
HM Revenue & Customs (PAYE)	8,467.00
HM Revenue & Customs (CT)	118,000.00
HM Revenue & Customs (Accrued VAT)	281,000.00
HMRC VAT current period	55,000.00
	<u>504,174.10</u>
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)	(424,174.10)
Estimated deficiency/surplus as regards creditors	<u>(424,174.10)</u>
Issued and called up capital	
Estimated total deficiency/surplus as regards members	<u>NIL</u> <u>(424,174.10)</u>

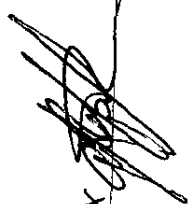
Signature

Date

19/09/18

Kallis & Company
Nestlink Ltd
B - Company Creditors

Key	Name	Address	£
CA00	A. Melim Fishmonger	45 Falmer Road, London EN1 1PZ	
CH00	HM Revenue and Customs - VAT	HM Revenue and Customs, Indv and Small Business Compliance, BX9 1LE	7,068.64
CH01	Hm Revenue and Customs - CT	HM Revenue and Customs, Indv and Small Business Compliance, BX9 1LE	281,000.00
CH02	HM Customs and Revenue	HM Revenue and Customs, Indv and Small Business Compliance, BX9 1LE	118,000.00
CH03	HM Revenue and Customs- PAYE	HM Revenue and Customs, Indv and Small Business Compliance, BX9 1LE	55,000.00
CI01	IsBank	14 South Mali, Edmonston Green, London N9 0TN	8,467.00
CS00	Sema Foods Limited	1 Progress Way, Enfield, London EN1 1UU	30,000.00
CT00	The Capital Dairy Company Ltd	17 Thames Road, Barking, London IG11 0HS	4,052.23
			586.23
8 Entries Totalling			504,174.10

Signature 

Page 1 of 1

Kallis & Company
Nestlink Ltd
C - Shareholders

Key	Name	Address	Type	Nominal Value	No. Of Shares	Called Up per share	Total Amt. Called Up
HD00	Mr Mazlum Demir	177A Gladstone Avenue, London N22 6LB	Ordinary	1.00	100	1.00	100.00
1 Ordinary Entries Totalling					100		

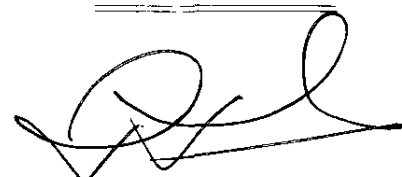


Signature
Page 1 of 1

Nestlink Ltd
(In Administration)
Administrator's Summary of Receipts & Payments
To 18/10/2018

S of A £		£	£
	ASSET REALISATIONS		
15,000.00	Goodwill	NIL	
55,000.00	Furniture Fixtures Fittings and Equipm	20,000.00	
9,998.00	Stock	NIL	
1.00	forward bookings	NIL	
1.00	Employee Contracts	NIL	
Uncertain	Amex receipts	NIL	
	Cash at Bank	9,600.00	
Uncertain	PDQ bankings	NIL	
			29,600.00
	UNSECURED CREDITORS		
(11,707.10)	Trade & Expense Creditors	NIL	
Uncertain	Directors	NIL	
(30,000.00)	Banks/Institutions	NIL	
(8,467.00)	HM Revenue & Customs (PAYE)	NIL	
(118,000.00)	HM Revenue & Customs (CT)	NIL	
(281,000.00)	HM Revenue & Customs (Accrued VA	NIL	
(55,000.00)	HMRC VAT current period	NIL	
			NIL
(424,174.10)			29,600.00
	REPRESENTED BY		
	Bank 1 Current Interest Bearing		29,600.00
			29,600.00

Note:



Kikis Kallis FCCA FABRP
Administrator

PRACTICE FEE RECOVERY POLICY FOR KALLIS & COMPANY

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

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 office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.kallis.co.uk. Alternatively a hard copy may be requested from Kallis & Company, Mountview Court, 1148 High Road, London N20 0RA. Please note, that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 01/10/2017	Current charge-out rate per hour, effective from 01/10/2015	Previous charge-out rate per hour, effective from 01/10/2012 £	Previous charge-out rate per hour, effective from 01/10/2010 £
Partner – appointment taker	£295-375	£340-375	£275-£335	£275-£320
Senior Manager	£285	£285	£275	£275
Manager	£225	£225	£170-£275	£170-£275
Senior/Case Administrator	£125-175	£150-175	£90-£175	£90-£175
Support Staff	£85-100	£85-100	£60-£85	£60-£85

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.

These charge-out rates charged are reviewed on periodic basis and are adjusted to take account of inflation and the firm's overheads

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

Administration and Planning; Financials; Investigations; Realisation of Assets; Creditors; Trading; Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we continue to seek time costs for the majority of our cases.

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work, and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any

realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

Solicitors/Legal Advisors; Auctioneers/Valuers; Accountants; Quantity Surveyors; Estate Agents; Other Specialist Advisors.

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Kallis & Company; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered

Room Hire	£50 per hour
Mileage	www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances
Storage	£15 per box per annum
Destruction Costs	£5.50 per box

Appendix 4: Details of work to be undertaken in the Administration and subsequent Liquidation

A. Work for which the Liquidator is seeking to be remunerated on a time basis:

Administration, Planning and Financials:

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 physical case files.
Setting up the case on the practice's electronic case management system and entering data.
Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
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).
Preparing the SIP 16 report and forwarding to all known creditors.
Preparing, reviewing and issuing proposals to the creditors and members.
Filing the proposals at Companies House.
Seeking approval of the proposals by way of a decision by correspondence.
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:

Liaising with the bank, Amex and PDQ representatives regarding the closure of the account.
Instructing agents to value known assets.
Liaising with agents to realise known assets.
Instructing solicitors to assist in the realisation of assets.
Instructing solicitors to draft Agreement with regards to pre-packaged sale.
Liaising with the purchaser with regard to collection of deferred consideration
Arranging signing of sales agreement and attending to it thereafter

Creditors:

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
Maintaining up to date creditor information on the case management system.
Dealing with all HP companies and Finance companies

Dividend and Liquidators Costs

Filing relevant forms at Companies House

Informing all creditors of the Liquidators

Drafting and submitting Final report to all creditors

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.

Paying tax deducted from the dividends paid to employees.

Attending to final matters and closure of the Liquidations

Investigations:

Recovering the books and records for the case.

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

Case Specific Matters:

Liaising with HMRC and the director, Accountant with regard to on-going investigations

Nestlink Limited - In Administration

Hours spent undertaking work by name/grade of staff							
How to use this sheet - the purpose of this sheet is to enter the raw data that then populates the fees estimate sheet. Either enter the names of staff members working on the case or just use the grade of staff working on it. Enter the charge out rates in row 5 for each staff member or grade of staff working on the case. For each task within the six categories of work, record the number of hours that you anticipate will be spent by the relevant staff member/grade of staff in the relevant cell. The formula in the penultimate column will then automatically record in it the total number of hours spent for each task. That information will then be automatically entered into the relevant cell in the fees estimate sheet. The formula in the cells in the last column will also automatically record the total value of the time costs for undertaking each task. That information will then be automatically entered into the relevant cell in the fees estimate sheet. If you add in extra tasks for a category of work in the workings sheet in the rows where there is an "-" in column B, or amend the							
	KK/partner	PC/ Partner	KG/Senior Manager	EP/ case administrator	OC/cashier	Total hours	Total time costs
Charge out rates - £	£375.00	£295.00	£285.00	£125.00	£100.00		
ADMINISTRATION							
Description of the tasks to be undertaken in this category of work							
Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.	2.00	3.00	5.00	1.00		11.00	£3,185.00
Updating physical/electronic case files (as applicable)			2.00	3.00		5.00	£945.00
Updating up the case on the practice's electronic case management system and entering data			3.00	4.00		7.00	£1,355.00
Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable)	1.00		5.00	5.00		11.00	£2,425.00
Obtaining a specific penalty bond					1.00	1.00	£100.00
Issuing statutory notifications to creditors	1.00	2.00	5.00	1.00		9.00	£2,515.00
Dealing with all routine correspondence and emails relating to the case			10.00			10.00	£2,850.00
Reviewing the adequacy of the specific penalty bond on a quarterly basis.					1.00	1.00	£100.00
Undertaking periodic reviews of the progress of the case	1.00	1.00	5.00	1.00		8.00	£2,220.00
Overseeing and controlling the work done on the case by case administrators.			6.00			6.00	£1,710.00
Preparing, reviewing and issuing annual progress reports to creditors and members (as applicable)	1.00	2.00	6.00	1.00		4.00	£2,800.00
Preparation and submission of Proposals	1.00	1.00	6.00		1.00	9.00	£2,480.00
Filing final returns at Companies House and/or Court (as applicable)			2.00	1.00		3.00	£695.00
Preparing the SIP 16 report and forwarding to all known creditors	1.00	1.00	3.00			5.00	£1,525.00
Preparing, reviewing and issuing final accounts to creditors and members (as applicable)	1.00		3.00	1.00	1.00	6.00	£1,455.00
attending to VAT and HMRC matters			1.00	1.00	2.00	4.00	£610.00
							£0.00
Total Administration						100.00	£26,970.00
FINANCIALS							
Description of the tasks to be undertaken in this category of work							
Opening, maintaining and managing the office holder's estate bank account (delete if not applicable)					1.00	1.00	£100.00
Creating, maintaining and managing the office holder's cashbook			1.00		1.00	2.00	£385.00
Undertaking regular bank reconciliations of the bank account containing estate funds			1.00		1.00	2.00	£385.00
Preparing and filing VAT returns (delete if not applicable)			1.00		1.00	2.00	£385.00
Preparing and filing Corporation Tax returns (delete if not applicable)			1.00		1.00	2.00	£385.00
						9.00	£1,640.00
INVESTIGATIONS							
Description of the tasks to be undertaken in this category of work							
Recovering the books and records for the case	1.00		2.00	1.00		4.00	£1,070.00
Listing the books and records recovered				2.00		2.00	£250.00
Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act (delete if not applicable)	1.00		5.00	2.00		8.00	£2,050.00
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	1.00		2.00			3.00	£945.00
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			5.00	2.00		7.00	£1,675.00
Total Investigations						24.00	£5,990.00
REALISATION OF ASSETS							
Description of the tasks to be undertaken in this category of work							

Hours spent undertaking work by name/grade of staff

How to use this sheet - the purpose of this sheet is to enter the raw data that then populates the fees estimate sheet. Either enter the names of staff members working on the case or just use the grade of staff working on it. Enter the charge out rates in row 5 for each staff member or grade of staff working on the case. For each task within the six categories of work, record the number of hours that you anticipate will be spent by the relevant staff member/grade of staff in the relevant cell. The formula in the penultimate column will then automatically record in it the total number of hours spent for each task. That information will then be automatically entered into the relevant cell in the fees estimate sheet. The formula in the cells in the last column will also automatically record the total value of the time costs for undertaking each task. That information will then be automatically entered into the relevant cell in the fees estimate sheet. If you add in extra tasks for a category of work in the workings sheet in the rows where there is an "-" in column B, or amend the

	KK/partner	PC/ Partner	KG/Senior Manager	EP/ case administrator	OC/cashier	Total hours	Total time costs
Charge out rates - £	£375.00	£295.00	£285.00	£125.00	£100.00		
Liaising with various banks regarding the closure of the account			2.00	1.00		3.00	£695.00
Instructing agents to value known assets	1.00	1.00	3.00	1.00		6.00	£1,650.00
Liaising with agents to realise known assets	1.00	1.00	3.00	1.00		6.00	£1,650.00
Instructing and dealing with solicitors to assist in the realisation of assets and drafting agreement for a pre-pack	2.00	1.00	4.00			7.00	£2,185.00
Reviewing with the purchaser	2.00	1.00	3.00	1.00		7.00	£2,025.00
Liaising with regards to collection of deferred consideration	2.00	1.00	2.00			5.00	£1,615.00
Total realisation of assets						34.00	£9,820.00
CREDITORS							
Description of the tasks to be undertaken in this category of work							
Dealing with creditor correspondence, emails and telephone conversations regarding their claims		1.00	8.00	5.00		14.00	£3,200.00
Dealing with HP companies and finance companies			5.00	2.00		7.00	£1,425.00
Maintaining up to date creditor information on the case management system			5.00	1.00		6.00	£1,550.00
Total creditors						27.00	£6,175.00
CASE SPECIFIC MATTERS							
Description of the tasks to be undertaken in this category of work							
Dealing with HMRC and the director with regards to ongoing investigation	5.00	2.00	10.00			17.00	£5,315.00
							£0.00
							£0.00
							£0.00
							£0.00
Total case specific matters						17.00	£5,315.00

Total fee estimate

Total Hours

Average rate

55,910

211.2

264.98

Analysis of Office Holder's time costs for the period 03/09/2018 To 12/10/2018

Classification of Work Content	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning								
AD1.1 - Case planning and review	5.20	9.30	0.00	0.00	0.00	14.50	4,612.50	318.10
AD1.2 - Ongoing administration matters	0.00	9.30	0.00	0.00	0.00	9.30	2,662.50	286.29
AD1.3 - Statutory notices & reporting	0.60	0.00	0.00	0.00	0.00	0.60	225.00	375.00
Financials								
AD2.2 - Banking and reconciliations	4.60	0.00	0.00	0.00	0.00	4.60	1,725.00	375.00
AD2.3 - Expense reviews and payments	0.00	0.00	0.00	0.00	1.80	1.80	180.00	100.00
Realisation of Assets								
AD3.1 - Dealing with agents, asset and business sales	0.00	0.00	0.00	0.00	0.60	0.60	60.00	100.00
AD3.2 - Expense reviews and payments	0.00	0.00	0.00	0.00	1.20	1.20	120.00	100.00
Investigations								
AD4.3 - Investigations - antecedent transactions/misconduct	0.00	4.40	0.00	0.00	0.00	4.40	1,256.00	285.45
AD3.1 - Dealing with agents, asset and business sales	3.70	0.00	0.00	0.00	0.00	3.70	1,387.50	375.00
AD4.3 - Investigations - antecedent transactions/misconduct	3.70	0.00	0.00	0.00	0.00	3.70	1,387.50	375.00
Creditors								
AD5.1 - Communication with creditors	0.00	18.50	0.00	0.00	0.00	18.50	5,275.50	285.16
Total Hours	8.90	32.20	0.00	0.00	1.80	42.90		296.31
Total Fees (GBP)	3,337.50	9,194.00	0.00	0.00	180.00		12,711.50	

Appendix 7: Estimate of expenses to be incurred in the Administration and subsequent Liquidation

Type of expense	Estimated Amount £
Further Bonding	N/K
Gazetting – various notices relating to the company have to be placed in the London Gazette	101.52
Postage	30.00
Storage of accounting records – the company's accounting records have to be stored by the officeholder	30.00
Total estimated expenses	<hr/> 161.52

Pre-Appointment costs from commencement to 2 September 2018

Classification Administration	of Partner Hours	Manager Hours	Support Hours	Total Hours	Total Cost £
Insolvency preparation	24.90	15.9	1.00	41.80	13,007.50
Total Hours	24.90	15.9	1.00	41.80	
Total Fees (£)	8,313.50	4,531.50	162.50		13,007.50
Average hourly rate (£)	333.87	285.00	162.50	311.18	