

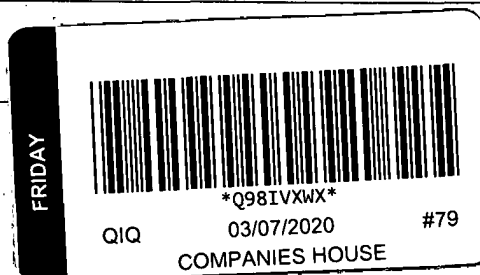
In accordance with
Rule 3.61(1) of the
Insolvency (England
& Wales) Rules 2016
& Paragraph 84(8) of
Schedule B1 of the
Insolvency Act 1986.

AM23

Notice of move from administration to dissolution



Companies House



1 Company details

Company number 0 9 1 1 3 4 4 5

Company name in full Videodoc Ltd

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

2 Court details

Court name High Court

Court number 0 0 4 8 2 1 2 0 1 9

3 Administrator's name

Full forename(s) William Antony

Surname Batty

4 Administrator's address

Building name/number 3 Field Court

Street Grays Inn

Post town London

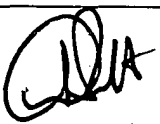
County/Region

Postcode W C 1 R 5 E F

Country

AM23

Notice of move from administration to dissolution

5 Administrator's name																	
Full forename(s)	Hugh Francis																
Surname	Jesseman																
Other administrator Use this section to tell us about another administrator.																	
6 Administrator's address																	
Building name/number	3 Field Court																
Street	Grays Inn																
Post town	London																
County/Region																	
Postcode	W C 1 R 5 E F																
Country																	
Other administrator Use this section to tell us about another administrator.																	
7 Final progress report																	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report																	
8 Sign and date																	
Administrator's signature	Signature X  X																
Signature date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr><tr><td>2</td><td>4</td><td>0</td><td>6</td><td>2</td><td>0</td><td>2</td><td>0</td></tr></table>	d	d	m	m	y	y	y	y	2	4	0	6	2	0	2	0
d	d	m	m	y	y	y	y										
2	4	0	6	2	0	2	0										

AM23

Notice of move from administration to dissolution



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 **William Antony Batty**

Company name **Antony Batty & Company LLP**

Address **3 Field Court**

Grays Inn

Post town **London**

County/Region

Postcode **W C 1 R 5 E F**

Country

DX

Telephone **020 7831 1234**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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

Videodoc Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 18/07/2019 To 24/06/2020 £	From 18/07/2019 To 24/06/2020 £
	ASSET REALISATIONS		
	Bank Interest Gross	8.57	8.57
Uncertain	Book Debts	NIL	NIL
1,174.00	Cash at Bank	1,536.14	1,536.14
600.00	Furniture & IT Equipment	NIL	NIL
NIL	Inter-company debts	NIL	NIL
40,000.00	Investments in Subsidiaries	30,000.00	30,000.00
		<u>31,544.71</u>	<u>31,544.71</u>
	COST OF REALISATIONS		
	Irrecoverable VAT	5,148.89	5,148.89
	Jt Administrators' disbursements - cat	210.75	210.75
	Jt Administrators' disbursements - cat	389.28	389.28
	Jt Administrators' remuneration	16,369.43	16,369.43
	Legal Fees	3,500.00	3,500.00
	Marketing Fees	3,205.00	3,205.00
	Pre-appointment disbursements	70.00	70.00
	Pre-appointment fees	1,000.00	1,000.00
	Valuation Fees	1,000.00	1,000.00
		<u>(30,893.35)</u>	<u>(30,893.35)</u>
	PREFERENTIAL CREDITORS		
(840.00)	Pension Schemes	651.36	651.36
		<u>(651.36)</u>	<u>(651.36)</u>
	UNSECURED CREDITORS		
(1,000,610.00)	Directors' Loan Notes	NIL	NIL
(13,000.00)	HM Revenue & Customs - PAYE \ NIC	NIL	NIL
(2,450,699.00)	Loans Notes	NIL	NIL
(60,479.23)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(3,483,854.23)		0.00	0.00
	REPRESENTED BY		
			NIL

Note:

Dividend information:

On 1 June 2020, one preferential creditor was paid at 100p in £.



William Antony Batty
Joint Administrator

VIDEODOC LTD - IN ADMINISTRATION

JOINT ADMINISTRATORS' FINAL PROGRESS REPORT

DATED: 24 JUNE 2020

2

**ANTONY BATTY & COMPANY LLP
3 FIELD COURT
GRAY'S INN
LONDON
WC1R 5EF**

VIDEODOC LTD - IN ADMINISTRATION

This report is prepared in accordance to the provisions of the Insolvency Act 1986, which require the Joint Administrators to provide creditors with details of their proposals to achieve the objective of the Administration. The report has been prepared for the purpose of advising creditors. The report is private and confidential and may not be relied upon, referred to, copied or quoted from, in whole or in part, by creditors for any purpose other than advising them, or by any other person for any purpose whatsoever.

WA Batty and HF Jesseman were appointed as Joint Administrators of Videodoc Ltd on 18 July 2019.

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

WA Batty, SJ Evans, S Illes and HF Jesseman are licensed as Insolvency Practitioners in the UK by The Institute of Chartered Accountants in England & Wales.

Abbreviations used in this report:

- Videodoc Ltd - ("the Company")
- William Antony Batty and Hugh Francis Jesseman - ("the Joint Administrators")
- HM Revenue & Customs - ("HMRC")

VIDEODOC LTD – In Administration

STATUTORY INFORMATION

Company name:	Videodoc Ltd
Court name and reference	High Court CR-2019-04821
Company number:	09113445
Trading address:	First Floor, Office 89, Lansdowne House, 57 Berkeley Square London, W1 6ER
Registered office:	3 Field Court, Gray's Inn, London, WC1R 5EF
Former registered office:	Lansdowne House, Berkeley Square, London, W1J 6ER
Principal trading activity:	Medical practice activities
Joint Administrators' names:	William Antony Batty and Hugh Francis Jesseman
Joint Administrators' address:	3 Field Court, Gray's Inn, London, WC1R 5EF
Date of appointment	18 July 2019
Appointment made by:	Alice Kissane, duly authorised representative of the Board of Directors.
Actions of Administrators	Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone.

SUMMARY OF THE JOINT ADMINISTRATORS' PROPOSALS

The following proposals were approved by the creditors by way of a Decision Procedure on 25 September 2019:

- (a) 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:
 - (i) finalise the sale of the shares of the two subsidiaries and the IP assets
 - (ii) sell any other Company assets at such time(s) on such terms as we consider appropriate;
 - (iii) collect the Company's book debts, where possible
 - (iv) 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
 - (v) do all such things and generally exercise all their powers as 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

- (b) If there are no assets for distribution to unsecured creditors, the Administration of the Company will end by filing a 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.
- (b) If it appears likely that there will be sufficient assets to distribute to unsecured creditors, the Company should proceed into Creditor's Voluntary Liquidation and the Joint Administrators propose that they would be appointed Joint Liquidators' and that all acts of the Joint Liquidators' may be taken jointly or alone. 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 of the Company will end by making an application to Court for an order that the Administration ceases.
- (d) The Joint Administrators be released from any Personal Liability at the end of the Administration.

In order to achieve the objectives of the proposals, William Antony Batty and Hugh Francis Jesseman formally proposed to creditors that:

They will continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, that we:

- (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.

STEPS TAKEN DURING THE ADMINISTRATION

Following the sale of the shares in one of the Company's subsidiaries VideoVet Limited and other assets of the Company in January 2020, sufficient funds were available to make a distribution to the preferential creditor in June 2020.

Please note that there is certain work that we are required by the insolvency legislation to undertake work in connection with the Administration that provides no financial benefit for the creditors. A description of the routine work undertaken since our last progress report is contained in Appendix 3.

OUTCOME OF ADMINISTRATION

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate.

As a result, the Joint Administrators sought to achieve objective (b) and/ or (c) for the Company. They consider that these objectives have been achieved through the sale of the shares in a subsidiary company and the sale of other Company assets, which has resulted in sufficient recoveries to make a distribution to the preferential creditor.

RECEIPTS AND PAYMENTS ACCOUNT

Our Receipts & Payments Account for the period from 18 July 2019 to 24 June 2020 is attached at Appendix 1.

Please note that receipts and payments in the account are shown net of VAT.

ASSETS

We decided that the objectives of the Administration were best achieved by the Company ceasing trade and seeking to sell the investments in subsidiary companies or business and assets of the Company. As a result, the Company ceased trading on 18 July 2019.

We instructed ITC Valuers Limited ("ITC"), an independent firm of valuers who are a member of NAVA and RICS and had confirmed that they hold Professional Indemnity Insurance to value and market the Company's assets widely, including the investments in subsidiary companies.

On 12 August 2019, a valuation of the assets of the Company was prepared by ITC Valuers Limited. The assets were marketed widely, including on the website IP-bid.com, to the ITC contracts database and to the existing loan-note holders.

Investments in Subsidiaries

The Company owns 100% of the share capital of three subsidiary companies; videoDoc Technologies Ltd and videoVet Ltd, both incorporated in the UK, and an Irish registered operating company videoDoc Limited.

Twenty-two enquiries were received and offers were requested no later than 27 August 2019. Only one offer for £40,000 was received which our agent recommended we accept and a draft sale agreement was drawn up by our solicitors, Judge Sykes Frixou Limited.

Negotiations with the purchaser became protracted, including a change of the purchasing entity, several changes of assets being purchased and the removal of one the subsidiaries, VideoDoc Limited, from the proposed purchase.

An alternative offer was received from a director in December 2019 but was not completed. A sale was eventually finalised to a third-party Company related to the original offeror, St Boniface Limited in January 2020 for a total of £30,000.

As shown on the attached Receipts and Payment Account, the sale proceeds of £30,000 has been received in full.

The sale comprised:

Assets sold	Sale consideration £
100% shares - VideoDoc Limited	Nil
100% shares - VideoVet Ltd	27,000
Trademarks	2,000
Web domains	1,000
Total	£30,000

An outline of the different types of asset sold and the amount for which they were sold, together with a comparison against the valuation realised, is as follows:

Asset category	Valuation basis & amount (£)			Sale Consideration £
	Trade Sale Value	Willing Value	Buyer	
<u>Uncharged assets</u>				
Investment in Subsidiaries	23,700	111,050		£30,000
Office equipment & furniture	600	1,100		Nil
Total	£24,300	£112,150		£30,000

Valuation based on Trade Sale Value ("TSV") takes into account that the business had ceased trading and that the assets would be removed from the premises and sold.

Valuation based on a Willing Buyer Value ("WBV") takes into account the cost of setting up such a business from the concept stage, the recognition of time and investment that has been provided to date and is subject to finding an interested party.

Short term commercial lease

The Company took a one-year short-term commercial lease on Office 89, Lansdowne House, Berkeley Square, London, W1J 6ER in November 2018. This is a serviced office and there are no realisations from the lease.

Book debts/ Inter-company debts

The Company's books showed inter-company debts of £3,010,543 due from group companies but expected realisations were shown as Nil in the Statement of Affairs.

Given the age of the book debts, shown as £2,158 in the Company's accounts, no realisations were expected or made.

Office furniture and equipment

In the Statement of Affairs, the Directors estimated the realisable value of the office furniture and equipment to be £600. The office furniture and equipment were inspected by the valuer ITC, who advised that the cost of uplifting was likely to outweigh any possible proceeds of sale, given the difficulty of selling second-hand furniture and equipment. A sale was therefore not pursued further.

Cash at Bank

Following correspondence with the Bank, the Joint Administrators have received £1,536 being the balance in the Company's accounts on the date of our appointment.

Bank Interest

The sum of £8.57 has been received during the course of the Administration in respect of gross bank interest earned from funds being held by the Joint Administrators.

Other Assets

The Joint Administrators are not aware of any further realisable assets. Should any creditor be aware of any such assets, please advise us immediately.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this matter there are no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

There was one employee at the date of the Administration.

This employee was initially to have transferred to the purchaser of the Company's assets. This was not concluded and therefore the appropriate documentation was submitted to the RPO to progress this claim subject to a maximum limit set by the insolvency legislation.

In addition, the directors advised that there were unpaid pension contributions amounting to £840. After liaising with the pension scheme, a preferential claim for £651.36 was made and paid by the Redundancy Payments Office to the pension provider. This has been fully repaid from Administration funds on 1 June 2020.

and is shown on the attached Receipts and Payments Account.

Crown Creditors

The statement of affairs included £13,000 owed to HMRC. HMRC's initial claim of £19,284 has been received.

Non-preferential unsecured Creditors

The statement of affairs included seventeen non-preferential unsecured creditors with an estimated total liability of £3,524,788. We have received claims from nine creditors at a total of £1,467,235. We have not received claims from eleven creditors with original estimated claims in the statement of affairs of £2,107,345. These claims include approximately £2,015,000 from loan-note holders.

DIVIDENDS

On the basis of the information currently available:

Secured creditors

As previously advised, Company has no current charges over its assets and as such that the prescribed part provisions do not apply.

Non-preferential unsecured creditors

At present, there are no prospects of an unsecured dividend being paid in this matter.

A dividend will not be declared to non-preferential unsecured creditors as the funds realised have been used to make payments to the preferential creditor and to meet the expenses of the Administration.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, we recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the six months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Administration and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Within three months of our appointment as Administrators, we are required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. We would confirm that our report has been submitted.

PRE-ADMINISTRATION COSTS

On 25 September 2020, the following pre-administration costs were approved by the creditors:

Pre-administration fees charged by Antony Batty & Company LLP: £1,000.

Pre-administration expenses incurred: £70.

These costs have been fully paid and are shown on the attached Receipts and Payments Account

JOINT ADMINISTRATORS' REMUNERATION

Our remuneration was originally approved on a time cost basis based on a fees estimate of £42,126.

The fees estimate acts as a cap and we cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.

As detailed at Appendix 2, our total time costs to 24 June 2020 amount to £54,858.50, representing 203 hours work at a blended charge out rate of £271 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £266 in my fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate because additional Partner time has been spent on the sale of assets.

As you can see from the information provided in this report at Appendix 2, the total time costs we have incurred in this matter, in respect of the categories of work for which we are being remunerated on a time cost basis, have exceeded the total estimated remuneration we set out in our fees estimate when our remuneration was authorised by the creditors. This is because significant additional time has been spent on the sale of assets, in particular the negotiation and agreement of the sale contract. We do not intend to draw remuneration in excess of the fees estimate and so will not be seeking a decision to increase our fees estimate.

In light of the above, we have invoiced and drawn £16,369 plus VAT has been invoiced and raised since my last progress report.

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/>. A copy of 'A Creditors Guide to Administrators' Fees' also published by R3, together with an explanatory note which shows Antony Batty & Company LLP's fee policy are available at the link <http://www.antonybatty.com/insolvency-resources>. Please note that there are different versions of the Guidance Notes and in this case, you should refer to the April 2017 version.

JOINT ADMINISTRATORS' EXPENSES

We have incurred total expenses of £8,306 since our appointment as Joint Administrators, all of which has been invoiced and drawn since our last progress report.

We have incurred the following category 1 expenses in the period since our appointment as Joint Administrators:

Type of expense	Amount incurred/ accrued in the reporting period
Marsh Limited	£133
Statutory Advertising	£78
ITC Valuers Limited	£4,205
Judge Sykes Frixou Limited	£3,500
Total	£7,916

We have incurred the following category 2 disbursements in the period since my appointment as Administrators. In the whole of the Administration we have incurred total category 2 disbursements of £390, compared to my estimated expenses of £306 in my proposals.

Type of category 2 disbursement	Amount incurred/ accrued in the reporting period
Postage	£85
Photocopying	£15
Storage	£140
Sundry	£150
Total	£390

We have used the following agents or professional advisors in since our appointment as Joint Administrators:

Professional Advisor	Nature of Work	Basis of Fees
ITC Valuers Limited	Valuer/Auctioneer	Fixed & time costs
Judge Sykes Frixou Limited	Solicitors	Fixed
Marsh Limited	Insurance	Standard charges
Courts Advertising Limited	Advertising	Standard charges

ITC Valuers Limited has been paid £1,000 plus VAT in respect of the valuation of the Company assets. ITC Valuers are a firm of valuers and auctioneers experienced in providing valuations and advice on the sale of assets in insolvency situations. The firm is a member of the Royal Institution of Chartered Surveyors and National Association of Valuers and Auctioneers. Their fee was based on their fixed fee.

ITC Valuers Limited has also been paid £3,205 plus VAT in respect of the marketing and sale of the Company assets. Their fee was based on their time costs.

Judge Sykes Frixou Limited has been paid £3,500 plus VAT in respect of advice regarding the sale of the Company's assets as appropriate. Judge Sykes Frixou Limited are firm of solicitors experienced in providing advice in insolvency situations. Their fee was based on their fixed fee.

Marsh Limited was paid £133 in respect of specific bonding cover, which is required for each insolvency appointment. Marsh Limited provides specialist insolvency insurance and bonding service. The premium is based on their standard charges.

Courts Advertising Limited have been paid £78 in respect of statutory advertising, which is required for each insolvency appointment. Courts Advertising Limited provides advertising services. The premium is based on their standard charges.

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I have reviewed the fees charged and am satisfied that they are reasonable in the circumstances of this case.

SUMMARY

As there are no funds available for a distribution to be made to unsecured creditors, the Administration of the Company will end with the Company moving to dissolution. To achieve this, the Joint Administrators have filed a formal notice with the Registrar of Companies. The Company will be deemed dissolved three months after the registration of that notice.

The Administration as approved in the proposals is now complete and our files will be closed. If creditors have any queries regarding the conduct of the Administration, or this report, or if they want hard copies of any of the documents made available on-line, they should contact David Parker on the above telephone number, or by email at david@antonybatty.com.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Administrators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Administrators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Antony Batty & Company LLP can be found at <http://www.antonybatty.com/insolvency-resources>.

Antony Batty & Company LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Antony Batty & Company LLP uses your personal information on our website at <http://www.antonybatty.com/insolvency-resources>.



William Antony Batty
Joint Administrator
Date: 24 June 2020

The affairs, business and property of the Company are being managed by the Joint Administrators, William Antony Batty and Hugh Francis Jesseman. The Joint Administrators act as agents of the Company and contract without personal liability.

Videodoc Ltd
(In Administration)
Joint Administrators' Summary of Receipts and Payments

APPENDIX 1

RECEIPTS	Statement of Affairs (£)	From 18/07/2019 To 17/01/2020 (£)	From 18/01/2020 To 24/06/2020 (£)	Total (£)
Furniture & IT Equipment	600.00	0.00	0.00	0.00
Book Debts	Uncertain	0.00	0.00	0.00
Investments in Subsidiaries	40,000.00	10,000.00	20,000.00	30,000.00
Inter-company debts	NIL	0.00	0.00	0.00
Cash at Bank	1,174.00	1,536.14	0.00	1,536.14
Bank Interest Gross		0.16	8.41	8.57
		11,536.30	20,008.41	31,544.71
PAYMENTS				
Pre-appointment fees		0.00	1,000.00	1,000.00
Pre-appointment disbursements		0.00	70.00	70.00
Jt Administrators' remuneration		0.00	16,369.43	16,369.43
Jt Administrators' disbursements - cat 1		0.00	210.75	210.75
Jt Administrators' disbursements - cat 2		0.00	389.28	389.28
Legal Fees		0.00	3,500.00	3,500.00
Irrecoverable VAT		841.00	4,307.89	5,148.89
Valuation Fees		1,000.00	0.00	1,000.00
Marketing Fees		3,205.00	0.00	3,205.00
Pension Schemes	(840.00)	0.00	651.36	651.36
Trade & Expense Creditors	(60,479.23)	0.00	0.00	0.00
Directors' Loan Notes	(1,000,610.00)	0.00	0.00	0.00
Loans Notes	(2,450,699.00)	0.00	0.00	0.00
HM Revenue & Customs - PAYE \ NIC	(13,000.00)	0.00	0.00	0.00
		5,046.00	26,498.71	31,544.71
Net Receipts/(Payments)		6,490.30	(6,490.30)	0.00
MADE UP AS FOLLOWS				
Bank 1 Current - interest bearing		6,490.30	(6,490.30)	0.00
		6,490.30	(6,490.30)	0.00

Note:

Dividend information:

On 1 June 2020, one preferential creditor was paid at 100p in £.



William Antony Batty
Joint Administrator

Time Entry - Detailed SIP9 Time & Cost Summary

APPENDIX 2

VIDEODOC - Videodoc Ltd
From: 18/07/2019 To: 24/06/2020
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.30	0.50	11.70	1.80	14.30	3,573.50	249.90
101 : Case planning	0.00	0.00	0.90	0.00	0.90	234.00	260.00
102 : Administrative set-up	0.00	0.00	1.10	0.00	1.10	286.00	260.00
103 : Appointment notification	0.60	0.00	4.10	0.00	4.70	1,327.00	282.34
104 : Maintenance of records	0.00	0.00	9.50	0.00	9.50	2,470.00	260.00
107 : Case Monitoring	0.00	4.10	7.80	0.00	11.90	3,422.00	287.56
Administration & Planning	0.90	4.60	35.10	1.80	42.40	11,312.50	266.80
314 : Creditors Meetings	0.40	0.00	2.70	11.10	14.20	2,818.50	198.49
500 : Creditors	0.00	0.00	5.90	0.20	6.10	1,569.00	257.21
501 : Creditor Communication	0.00	0.00	7.50	0.60	8.10	2,014.00	248.64
502 : Claims Inc. emp. prefs	0.00	0.00	16.00	0.00	16.00	4,160.00	260.00
505 : Progress Report	0.50	0.00	21.20	0.00	21.70	5,729.50	264.03
506 : Payment of dividends	0.20	0.00	0.90	0.00	1.10	321.00	291.82
507 : Employee claims & redundancy matters	0.00	0.00	1.60	0.00	1.60	416.00	260.00
Creditors	1.10	0.00	55.80	11.90	68.80	17,028.00	247.50
200 : Investigations	1.20	0.00	1.80	0.00	3.00	990.00	330.00
201 : SIP 2 review	0.00	0.00	12.00	0.00	12.00	3,120.00	260.00
202 : CDDA reports	0.00	0.00	0.90	0.00	0.90	234.00	260.00
Investigations	1.20	0.00	14.70	0.00	15.90	4,344.00	273.21
300 : Realization of assets	10.30	5.20	3.90	0.00	19.40	7,470.50	385.08
301 : Ident, securing, insuring	0.00	0.40	2.60	0.00	3.00	828.00	276.00
303 : Debt Collection	0.00	0.00	0.70	0.00	0.70	182.00	260.00
304 : Sale of prop. bus and ass	0.10	0.00	33.40	0.00	33.50	8,727.50	260.52
305 : Legal matters	0.00	0.00	19.10	0.00	19.10	4,966.00	260.00
Realisations of Assets	10.40	5.60	59.70	0.00	75.70	22,174.00	292.92
Total Hours	13.60	10.20	165.30	13.70	202.80	54,858.50	270.51
Total Fees Claimed						0.00	

1. Administration

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank 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 progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Obtaining information from the case records about employee and pension claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees and pension providers regarding their claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

Antony Batty & Company LLP

Time Costs – Charge out rates per hour and disbursements policy.

1 June 2018 – 31 May 2020

Hourly charge out rates

	2018/20
Office Holder (e.g. Administrator)	£435
Senior Manager	£380
Case Manager	£340
Senior Administrator 1	£260
Senior Administrator 2	£295
Administrator	£175
Junior Administrator	£95

Please note that these rates may be increased from time to time. Creditors will be notified of changes in the annual report.

Time is recorded in units of six minutes: the minimum unit of time is therefore 6 minutes.

Members of staff with the appropriate level of experience and authority have been and will be used for the various aspects of work necessary in this assignment.

Disbursement Policy

Please note that the liquidator's disbursements are charged out at the following rates:-

Category 1 - represent recovery of necessarily incurred disbursements at the cost incurred.

Sundry disbursements, such as advertising, where incurred appropriately, are recharged at 100% of the cost incurred.

There is a statutory requirement to advertise the following notices in the London Gazette: first meeting of creditors, resolutions for winding-up, appointment of Liquidators, final meetings and notices to creditors to submit claims. The London Gazette's price list can be accessed at <https://www.thegazette.co.uk/place-notice/pricing>.

Insurance and bonding is recharged at 100% of the relevant charge to the office holder.

There is a statutory requirement for the Liquidator to apply for specific bond cover based on the expected realisations in each appointment. The bond premiums may be found on our website: <http://antonybatty.com/insolvency-resource>.

Travel costs with the exception of mileage costs are recharged at 100% of the cost incurred.

VAT is charged as appropriate.

Category 2

Photocopying	15p per sheet.
Postage	Royal Mail postage rates (Non-franked mail).
Faxes	£1 per sheet.
UK	
International	£2 per sheet.
Internal meeting room hire -	£100 per hour, (minimum 1 hour).
Storage	£35 per box per annum.
Companies House search	£20 per company.
File set up, stationery & record retention	£50 per folder.
Travel: where Antony Batty & Company LLP staff use their own vehicles in the course of their duties in this matter, the mileage is recharged at 45p per mile.	