



WEDNESDAY



A88F0QYY
A15 26/06/2019 #362
COMPANIES HOUSE

1 Company details

Company number 0 9 2 7 5 9 6 3

Company name in full EMF Trade Signs Limited

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

2 Administrator's name

Full forename(s) Conrad

Surname Beighton

3 Administrator's address

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region

Postcode B 3 2 B B

Country

4 Administrator's name ①

Full forename(s) Paul

Surname Masters

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

5 Administrator's address ②

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region

Postcode B 3 2 B B

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	2	d	6	m	1	m	2	y	2	y	0	y	1	y	8
To date	d	2	d	4	m	0	m	4	y	2	y	0	y	1	y	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

Cheng Guan

X

Signature date

d	2	d	4	m	0	m	6	y	2	y	0	y	1	y	9
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AM10

Notice of administrator's progress report



Presenter information

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

Contact name **Ronel Mehmedov**

Company name **Leonard Curtis**

Address
Bamfords Trust House
85-89 Colmore Row
Birmingham

Post town

County/Region

Postcode **B 3 2 B B**

Country

DX

Telephone **0121 200 2111**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

EMF TRADE SIGNS LIMITED
(IN ADMINISTRATION)

Registered Number: 09275963

Court Ref: 2603 of 2018

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

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 18.3 of
the Insolvency (England and Wales) Rules 2016 (as amended)**

**Report period
26 December 2018 to 24 June 2019**

24 June 2019

Conrad Beighton and Paul Masters - Joint Administrators
Leonard Curtis
Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB
Tel: 0121 200 2111 Fax: 0121 200 2122
recovery@leonardcurtis.co.uk
Ref: B/37/RME/E785C/1010

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**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

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

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 (as amended) ("the Rules") to provide creditors with an update on the progress of the administration of EMF Trade Signs Limited ("the Company") for the period from 26 December 2018 to 24 June 2019. This is the Joint Administrators' second and final progress report to creditors.
- 1.2 The administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 26 December 2018 to 20 June 2019, being the period since the end of the period covered by the last progress report. For information in respect of the progress made prior to the period of this report, creditors should refer to the Joint Administrators' first progress report to creditors dated 21 January 2019.

2 STATUTORY INFORMATION

- 2.1 Conrad Beighton and Paul Masters were appointed as Joint Administrators of the Company in the jurisdiction of the High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2603 of 2018 on 26 June 2018. The administration appointment was made by the secured creditor, Bibby Financial Services Limited ("Bibby"). The Joint Administrators can confirm that there has been no change in office-holder since the date of administration.
- 2.2 The administration is being handled by the Birmingham office of Leonard Curtis, which is situated at Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB.
- 2.3 The principal trading address of the Company was Unit 20 Saffron Way, Leicester LE2 6UP. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Unit 20 Saffron Way, Leicester, LE2 6UP. Following the appointment, this was changed to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB. The registered number of the Company is 09275963.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the administration, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of administration ("the Proposals").
- 3.2 The Proposals were deemed approved by creditors on 2 August 2018.
- 3.3 There have been no major amendments to, or deviations from, the Proposals during the course of the administration to date.
- 3.4 The objective of the administration is to realise property in order to make a distribution to one or more secured or preferential creditors. The Joint Administrators consider that this objective has been achieved as Bibby have collected the majority of the outstanding book debts pursuant to its factoring agreement. This may not have been the case if the Company were placed into liquidation.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 26 December 2018 to 20 June 2019. Cumulative figures have also been provided to reflect transactions for the whole of the administration period to date.

Factoring Book Debts

- 4.2 As previously reported, the Company operated a factoring agreement with Bibby. As at the date of the administration, the gross value of the outstanding ledger was £99,070, with a corresponding balance of £85,145 (including termination and associated charges), due to Bibby.
- 4.3 To date, Bibby has collected £66,647 under the terms of its factoring agreement and due to the collectability of the remaining debtors, Bibby has confirmed that there will no surplus available for the administration.

Non-Factored Book Debts

- 4.4 The Joint Administrators were informed that one debtor was not covered by the factoring agreement. Accordingly, further investigations were conducted which led to the Joint Administrators asking the debtor for payment. Unfortunately, the debtor disputed the whole amount and it became evident that the Company did not hold sufficient information to enable the Joint Administrators to collect the debt.
- 4.5 Accordingly, nothing is considered collectable in respect of the Company's non-factored book debts and no realisation has been achieved in this regard.

Plant, Machinery and Equipment

- 4.6 As previously reported to creditors, the Company's plant, machinery and equipment were sold at an auction. The sum of £5,111 has been realised from the sale.
- 4.7 The Company also had plant, machinery and equipment which was subject to finance agreements. These assets were returned to the respective finance companies as the liabilities due under the relevant agreements exceeded the realisable value of the assets and, therefore, there was no equity available to the Company.

Balance at Bank

- 4.8 At the date of appointment, the Company's bank account was in credit in the sum of £467. As previously reported, these funds have been received into the Joint Administrators' bank account.

Interest

- 4.9 All funds received in the administration have been held on an interest bearing account. Interest totalling £4 has been received during the course of the administration.

5 INVESTIGATIONS

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

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 15 October 2018, the secured creditor approved the following pre-administration costs and expenses being paid as an expense of the administration:

Charged by	Services provided	Total amount charged £
Leonard Curtis	Appointment formalities and strategy evaluation	5,869.00
Brabners LLP	Appointment formalities	2,753.50
TOTAL		8,622.50

- 6.2 Legal assistance was provided by Brabners LLP in relation to the formalities of the Joint Administrators' appointment. Of these costs, £1,067.69 has been paid to Brabners LLP from the administration estate.
- 6.3 The approved pre-administration costs of Leonard Curtis will not be drawn from the administration estate and will, therefore, be written off.

Joint Administrators' Remuneration

- 6.2 On 15 October 2018, the secured creditor approved that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the administration for an amount not exceeding £36,826, as set out in a Fees Estimate.
- 6.4 The time charged by the Joint Administrators for the period of this report amounts to £3,955.50. This represents 14.8 hours at an average rate of £267.26 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.

- 6.5 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.
- 6.6 You will note that time costs incurred to date do not exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated with the only area where significant variance has occurred relates to Liabilities and General Administration. This is due to the nature and number of queries raised by creditors, which had not initially been envisaged.
- 6.8 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 6.9 If you would prefer this to be sent to you in hard copy please contact Ronel Mehmedov of this office on 0121 200 2111.
- 6.10 The Joint Administrators have drawn £864.40 in respect of their time costs incurred to date.
- 6.11 The balance of time costs incurred will be written off.

Joint Administrators' Statement of Likely Expenses

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

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the administration process and / or payable in order to comply with legal or regulatory requirements.
 - (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the administration but are not paid to an independent third party (and which may include an element of allocated costs).
- 6.13 These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 15 October 2018 the secured creditor also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.
- 6.14 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.15 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.16 Attached at Appendix G is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 6.17 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.

- 6.18 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.19 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.20 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the administration.

7 OUTCOME FOR CREDITORS

Secured Creditors

- 7.1 The Company operated a factoring facility with Bibby, which is supported by a debenture conferring fixed and floating charges over the Company's assets. The debenture was created on 27 June 2016 and filed at Companies House on 6 July 2016.
- 7.2 At the date of appointment, and in respect of the factoring facility, Bibby was owed £85,145 (including termination and associated charges), supported by the Company's sales ledger in the sum of £99,070.
- 7.3 The Joint Administrators assisted Bibby, with the collection of the outstanding debtors and, to date, £66,647 has been realised. The Joint Administrators can confirm that there will be no surplus available to the administration and, therefore, Bibby will suffer a shortfall in respect of factoring facility.

Preferential Claims

- 7.4 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions.
- 7.5 The Joint Administrators anticipated that preferential claims totalling approximately £9,600 would be received in the administration. To date, preferential claims totalling £7,521 have been received. However, as insufficient funds have been realised in the administration, there will not be a distribution to preferential creditors in this case..

Prescribed Part

- 7.6 The Act provides that, where a company created a floating charge after 15 September 2003, the Joint Administrators must make a prescribed part of the Company's net property available to the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims.
- 7.7 Net property in this case is nil and accordingly, the Joint Administrators are not required to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 7.8 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that no claims have been admitted under the small claims provisions.

- 7.9 Unsecured claims totalling £458,251.66 have been received to date. However, as insufficient funds have been realised in the administration, there will not be a distribution to unsecured creditors in this case.

8 MATTERS STILL TO BE DEALT WITH

- 8.1 All matters have been dealt with and consequently the administration has now concluded.

9 EXTENSIONS TO THE ADMINISTRATION

- 9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 9.2 In certain circumstances it may be necessary to extend the administrators' term of office.
- 9.5 No extension will be necessary in this case as the Joint Administrators are taking steps to conclude the administration.

10 ENDING THE ADMINISTRATION

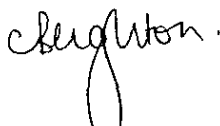
- 10.1 The administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the administration is dissolution of the Company. Attached at Appendix H is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.
- 10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

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

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

Yours faithfully
For and on behalf of
EMF TRADE SIGNS LIMITED



CONRAD BEIGHTON
JOINT ADMINISTRATOR

Conrad Beighton and Paul Masters are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9556 and 8262, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

It is proposed that:

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

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIODS FROM
26 JUNE 2018 TO 25 DECEMBER 2018, 26 DECEMBER 2018 TO 24 JUNE 2019
AND CUMULATIVE TO 24 JUNE 2019**

	Statement of Affairs	26 June 2018 to 25 December 2018	26 December 2018 to 24 June 2019	Total to 24 June 2019
	£	£	£	£
RECEIPTS				
Balance at Bank	-	467.03	-	467.03
Plant, Machinery and Equipment	4,600.00	5,111.00	-	5,111.00
Interest	-	2.42	1.19	3.61
	<u>4,600.00</u>	<u>5,580.45</u>	<u>1.19</u>	<u>5,581.64</u>
PAYMENTS				
Agents' Fees and Disbursements		2,448.06	-	2,448.06
Joint Administrators' fees		-	864.40	864.40
Pre-appointment Legal Fees and Disbursements		1,067.69	-	1,067.69
Category 1 disbursements		777.55	51.01	828.56
Category 2 disbursements		-	122.93	122.93
Other professional fees		-	250.00	250.00
		<u>4,293.30</u>	<u>1,288.34</u>	<u>5,581.64</u>
BALANCE IN HAND				<u><u>-</u></u>

APPENDIX C

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 26 DECEMBER 2018 TO 24 JUNE 2019**

	Director		Senior Manager		Manager 1		Administrator 1		Administrator 3		Total		Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £	Hourly Rate £
Statutory & Review	-	-	2	82.00		-	10	260.00	24	504.00	36	846.00		235.00
Receipts & Payments	1	45.00	1	41.00	2	73.00	1	26.00	10	210.00	15	395.00		263.33
Insurance	-	-	-	-	-	-	2	52.00	-	-	2	52.00		260.00
Liabilities	-	-	-	-	5	182.50	22	572.00	6	126.00	33	880.50		266.82
General Administration	-	-	-	-	-	-	-	-	23	483.00	23	483.00		210.00
Post Appointment Creds Mtngs	-	-	19	779.00		-	20	520.00	-	-	39	1,299.00		333.08

Total

1	45.00	22	902.00	7	255.50	55	1,430.00	63	1,323.00	148	3,955.50
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Average Hourly Rate (£)

450.00	410.00	365.00	260.00	210.00	267.26
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All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

This should be read in conjunction with details provided in the main body of this report.

Statutory and Review

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

- Case management reviews. These will be carried out periodically throughout the life of the case. In the early stages of the case this will involve weekly team meetings to discuss and agree case strategy and an initial review by Leonard Curtis' Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will carry out regular reviews to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team is required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years;
- Review of directors' sworn statement of affairs and filing of document at Companies House in accordance with statutory requirements; and
- Completion of case closing procedures at the end of the case.

Of the above, the following has been completed:

- Initial review by Leonard Curtis' Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The preparation and submission of statutory report on all directors to the Insolvency Service;
- Filing documents required by statute;
- Completion of case closing procedures at the end of the case.

Receipts and Payments

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

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Regular review of case bank account by senior member of staff to ensure that assets have been properly identified and prescribed part funds have been set aside where appropriate.

- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. In this case it is estimated that there will be an initial account to creditors in respect of the Joint Administrators' proposals together with two subsequent progress reports. One being six months after the date of the administration and one on the conclusion of the administration with the Joint Administrators' final account.
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Of the above, the following has been completed;

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Regular review of case bank account; and
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. In this case the Joint Administrators' proposals together with a six month progress report.
- Completion of post appointment tax and VAT returns;
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Notification and progression of post-appointment insurance claims;
- Periodic review of insurance requirements over physical assets, to minimise costs to the estate;
- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice;
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company directors to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme, and submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme. –.
- Liaising with pension companies to arrange for prompt wind up of schemes.

Of the above, the following has been completed;

- Notification and progression of post-appointment insurance claims;
- Periodic review of insurance requirements over physical assets, to minimise costs to the estate;
- Calculation and request of Joint Administrators' bond;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected.
- Completion and submission of statutory notifications under the Pensions Act 2004.

Assets

- Agreeing strategy for realisation of Company assets. A significant amount of time has been spent liaising with different finance companies in order for the Joint Administrators' agents, Cerberus, to assess whether there is any equity in the financed assets. Time will also be spent on the sale of the owned assets to maximise realisations
- Instruction of and liaising with agents, Cerberus, with regards to the valuation and sale of the Company assets
- Liaising with Company's bankers re pre-appointment bank accounts;

- Identification and return of third party assets;
- Liaising with Bibby regarding the Company's records to support the collection of the sales ledger; and
- Dealing with any assets subject to retention of title.

Of the above, the following has been completed:

- Agreeing strategy for realisation of Company assets
- Instruction of and liaising with agents, Cerberus, with regards to the valuation and sale of the Company assets;
- Liaising with Company's bankers re pre-appointment bank accounts;
- Identification and return of third party assets; and
- Liaising with Bibby regarding the Company's records to support the collection of the sales ledger;
- Dealing with any assets subject to retention of title. To date, the Joint Administrators have received only one valid retention of title claim.
- Liaising with director to pursue recovery of book debt not covered by factoring agreement;
- Collecting consideration for sale of assets;

Liabilities

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

Statutory

- Processing of claims from the Company's creditors. To date the Joint Administrators have received correspondence from a significant number of creditors. There are currently 54 known creditors, excluding employees.
- Processing of claims from the Company's former employees. The director has advised the Joint Administrators that there were 5 employees and 4 former employees, including the director. All employees are expected to submit claims for unpaid wages, holiday pay, notice and redundancy. Time will be spent liaising with the Redundancy Payments Office in regards to statutory submission of the RP14 and RP14a forms and dealing with any queries in regards to their claims.
- Preparation, review and submission of pre-appointment tax and VAT; and
- Preparation and submission of periodic progress reports to creditors. As outlined above, this includes the Joint Administrators' first report to creditors with the Joint Administrators' proposals, one further progress report to creditors, and a final report at the conclusion of the administration.

Non-statutory

- Dealing with enquiries from the Company's creditors. Time incurred in respect of correspondence with various unsecured creditors, via e-mail, post and telephone; and.
- Dealing with enquiries from the Company's employees
- Submission of pre-appointment tax and VAT;
- Preparing and circulating statutory report to creditors.

The above are ongoing tasks, which further time will be incurred until the end of the administration.

Landlords

- Review of current leases in respect of Company premises; and
- Liaising with landlords in respect of premises.

All of the above has been completed, and no further time is anticipated to be incurred.

Debenture Holder

- Correspondence and liaising with the Company's secured creditor in relation to their charges; and

- Liaising with solicitors at Brabners LLP, regarding the validity of Bibby's security.

The above are ongoing tasks, and further time will be incurred prior to the end of the administration.

General Administration

- General planning matters;
- Setting up and maintaining the Joint Administrators' records;
- Arranging collection and storage of company records; and
- Dealing with general correspondence and communicating with the director and shareholder.

Of the above, the following has been completed:

- General planning matters;
- Setting up and maintaining the Joint Administrators' records; and
- Arranging collection and storage of company records.

Appointment

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

All of the above has been completed, and no further time is expected to be incurred.

Planning and Strategy

- Correspondence with professional advisors;
- Preparation of documents
- Initial meetings with the director to provide advice and to discuss strategies.

The above are ongoing tasks, and further time will be incurred prior to the end of the administration.

Post Appointment Creditors' Decisions

- Preparation of Joint Administrators' proposals for achieving a statutory purpose of the administration;
- Preparation of Fees Estimate and Statement of Expenses in accordance with Insolvency (Amendment) Rules 2015;
- Convening a decision by correspondence to agree a Fees Estimate with the appropriate body of creditors; and
- Reporting on outcome of voting.

All of the above has been completed, and no further time is expected to be incurred.

Investigations

- Collecting and reviewing the Company's records.
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986

All of the above has been completed, and no further time is expected to be incurred.

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FROM 26 JUNE 2018 TO 24 JUNE 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	Cost
Statutory and review	130	4,360.00	335.38	84	2,093.50	249.23	(2,266.50)
Receipts and payments	70	2,385.00	340.71	42	1,194.50	284.40	(1,190.50)
Insurance, bonding and pensions	60	2,050.00	341.67	21	560.00	266.67	(1,490.00)
Assets	143	4,773.00	333.78	124	3,652.00	294.52	(1,121.00)
Liabilities	190	6,410.00	337.37	302	8,288.50	274.45	1,878.50
Landlords	45	1,490.00	331.11	6	156.00	260.00	(1,334.00)
Debenture holder	50	1,715.00	343.00	1	26.00	260.00	(1,689.00)
General administration	40	1,360.00	340.00	65	1,801.50	277.15	441.50
Appointment	188	5,668.00	301.49	188	5,668.00	301.49	-
Planning & strategy	45	1,585.00	352.22	-	-	-	(1,585.00)
Post appointment creditors' meeting	40	1,565.00	391.25	45	1,545.00	343.33	(20.00)
Investigations	105	3,465.00	330.00	61	1,929.00	316.23	(1,536.00)
	1,106	36,826	332.97	939	26,914	290.24	(9,912.00)

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 26 DECEMBER 2018 TO 25 JUNE 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
AML checks	Business Tax Centre	Electronic client verification	5.00	10.00	10.00	-
Bond fee	AUA Insolvency Risk Services	Insurance bond	40.00	40.00	40.00	-
Post redirection	Royal Mail	Redirection of post	204.00	204.00	204.00	-
Document hosting	Pelstar Limited	Hosting of documents for creditors	21.00	42.00	28.00	-
Software licence fee	Pelstar Limited	Case management system licence fee	87.00	87.00	87.00	-
Statutory advertising	Courts Advertising	Advertising	83.02	83.02	83.02	-
Storage costs	Auctus Limited	Storage of books and records	361.68	70.48	65.74	4.74
Insurance	AUA Insolvency	Insurance for the assets of the Company	-	296.80	296.80	-
		Total standard expenses	801.70	833.30	828.56	4.74

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
Agents' fees and disbursements	Cerberus Asset Management Limited	Costs of valuing and realising assets	2,674.00	2,448.06	2,448.06	-
Legal fees	Brabners LLP	Costs of assisting the Joint Administrators with creditor issues and reviewing the validity of appointment	2,161.00	2,161.00	1,067.69	1,093.31
Staff mileage, travel and subsistence	Leonard Curtis employees	Category 2 disbursement requiring specific creditor / committee approval	150.00	122.93	122.93	-
		Total case specific expenses	4,985.00	4,731.99	3,638.68	1,093.31

APPENDIX F

ESTIMATED OUTCOME STATEMENT

Assets Specifically Pledged	£
Book debts collected to date	66,647
	<u>66,647</u>
Less: Amount owing to Bibby Financial Services Limited	(85,145)
Deficiency to Bibby Financial Services Limited (c/forward)	<u>(18,498)</u>
Fixed Charge Creditor Dividend Rate	78.27 p / £
Assets Not Specifically Pledged	£
Plant, machinery and equipment	5,111
Balance at bank	467
Deposit Interest Gross	4
	<u>5,582</u>
Less: Pre-appointment costs	(8,623)
Less: Joint Administrators' Fees Estimate	(36,826)
Less: Expenses incurred	<u>(5,565)</u>
Funds Available for Distribution	<u>(45,432)</u>
Preferential Creditor Claims (Estimated)	<u>(9,638)</u>
Net Property available for prescribed part	Nil
Preferential Creditor Dividend Rate	Nil
Floating Charge Creditor Dividend Rate	Nil
Estimated Unsecured Creditor Dividend Rate (via Prescribed Part fund)	Nil

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

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

Staff Allocation and Charge Out Rates

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

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

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

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

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

Subcontractors

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

Professional Advisors

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

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

Expenses

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

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

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

EMF TRADE SIGNS LIMITED – IN ADMINISTRATION

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case		
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service		
Document hosting	Hosting of documents for creditors/shareholders	Type	First 100	Every addtl 10
		ADM	£14.00	£1.40
		CVL	£7.00	£0.70
		MVL	£7.00	£0.70
		CPL	£7.00	£0.70
		CVA	£10.00	£1.00
		BKY	£10.00	£1.00
		IVA	£10 p.a. or £25 for life of case	
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00		
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case		
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication		
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges		

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

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

Disbursements

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

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

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

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

AM23 - NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION