



For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 9 7 3 9 4 4 4

Company name in full County Tower Properties Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Colin Michael Trevethyn

Surname Haig

3 Administrator's address

Building name/number 2nd Floor, Regis House

Street 45 King William Street

Post town London

County/Region

Postcode E C 4 R 9 A N

Country

4 Administrator's name ①

Full forename(s) Nicola

Surname Banham

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 2nd Floor, Regis House

Street 45 King William Street

Post town London

County/Region

Postcode E C 4 R 9 A N

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	2	^m	1	^m	1	^y	2	^y	0	^y	2	^y	2
To date	^d	2	^d	1	^m	0	^m	5	^y	2	^y	0	^y	2	^y	3

7	Progress report											
<input checked="" type="checkbox"/> I attach a copy of the progress report												

8	Sign and date															
Administrator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	1	^d	4	^m	0	^m	6	^y	2	^y	0	^y	2	^y	3

**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 **Katie Newton**

Company name **Azets**

Address
**2nd Floor, Regis House
45 King William Street**

Post town **London**

County/Region

Postcode **E C 4 R 9 A N**

Country

DX

Telephone **0207 4031877**

**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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ①
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☒ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Matthew

Surname

Richards

3 Insolvency practitioner's address

Building name/number 2nd Floor, Regis House

Street 45 King William Street

Post town London

County/Region

Postcode E C 4 R 9 A N

Country

County Tower Properties Limited – In Administration

Joint Administrators' Progress Report for the Period from 22 November 2022 to 21 May 2023

14 June 2023

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1 Introduction

Colin Haig, Nicola Banham and Matthew Richards all of Azets Holdings Limited, which trades as Azets, were appointed Joint Administrators of County Tower Properties Limited ("the Company") on 22 November 2022. The appointment was made by Hyde Park Finance Limited ("HPF") of One Connaught Place, London, W2 2ET pursuant to its floating charge.

The Administration is being handled by Azets at 2nd Floor, Regis House, 45 King William Street, London, EC4R 9AN. The Joint Administrators can be contacted by phone on 0207 403 1877 or via email at Katie.Newton@azets.co.uk. The Administration is registered in the High Court of Justice, Business and Property Courts of Manchester, Insolvency and Companies List (ChD) with reference number 1083 of 2022.

The Company's former registered office was Elscot House, Arcadia Avenue, London, N3 2JU and it traded from 617 Finchley Road, London, N3 2JU.

The registered office of the Company has been changed to 2nd Floor, Regis House, 45 King William Street, London, EC4R 9AN and its registered number is 09739444.

The Joint Administrators are required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent period of six months. This progress report covers the period from 22 November 2022 to 21 May 2023 ("the Period") and should be read in conjunction with the Joint Administrators' Report and Statement of Proposals ("the Proposals").

Information about the way that the Joint Administrators will use, and store personal data on insolvency appointments can be found at <https://www.azets.co.uk/about-us/privacy-cookie-policy/>. If you are unable to download this, please contact us and a hard copy will be provided to you.

2 Receipts and Payments

Attached at Appendix A is a summary of receipts and payments for the Period which includes a comparison to the director's Statement of Affairs ("SOA") estimated to realise value ("ETR").

In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

As at 21 May 2023, a total of £17,809.42 was held in the Administration account and funding of £104,000 had been received from HPF. This account is held with Royal Bank of Scotland plc and is interest bearing. During the Period, gross bank interest of £17.53 was received. This account has been reconciled to the bank statements.

3 Progress of the Administration

You may recall that the statutory objective being pursued in the Administration is to realise property in order to make a distribution to one or more secured and preferential creditors. In addition to the pursuance of this statutory objective, the Joint Administrators have duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.

This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Joint Administrators under other related legislation.

Administration (including statutory compliance & reporting)

As noted above, the Joint Administrators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work that the Joint Administrators anticipated would need to be done in this area was outlined in the Proposals, circulated to creditors on 23 December 2022.

The work undertaken in this regard during the Period can be summarised as follows:

- Notifying creditors of the Joint Administrators' appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House;
- Arranging insurance cover in respect of the Finchley Road development;
- Preparing and issuing the Proposals;
- Filing the Proposals at Companies House;
- Reporting on the outcome of the deemed approval of the Proposals to Companies House and the Court;
- Issuing notifications to the director of the Company regarding the requirement to provide a Statement of Affairs;
- Dealing with routine correspondence and emails relating to the case;
- Setting up and maintaining physical case files and electronic case details on IPS (case management software);
- Undertaking periodic reviews of the progress of the Administration;
- Obtaining a specific penalty bond – this is insurance required by statute that every insolvency officer has to obtain for the protection of each estate;
- Taking steps to locate and secure the Company's books and records;
- Case planning, administration and general case progression, including adjustments in appointment strategy;
- Opening, maintaining and managing the appointment's cashbook and bank account;
- Undertaking regular bank reconciliations of the bank account containing estate funds;
- Establishing the status of VAT election on the Finchley Road development; and
- Overseeing and controlling the work undertaken on the case by case staff.

Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Joint Administrators.

As noted in the initial fees information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

617 Finchley Road

Creditors will be aware from the Proposals that the Company's main asset is the freehold title for the development site situated at 617 Finchley Road, London, NW3 7BS, which is subject to a fixed charge in favour of HPF.

The development work had ceased prior to the Joint Administrators' appointment and the Joint Administrators have taken steps to insure and secure the site during the Period.

Vandermolen Real Estate Ltd ("Vandermolen"), specialist property marketing agents, were instructed to provide a strategy for the marketing and sale of 617 Finchley Road.

Details of the sale of the development were placed on Vandermolen's website and a letter was circulated to over 700 potential purchasers. For sale signs were also placed outside the development to encourage further enquiries and an advertisement was placed in the Estate Gazette.

The open marketing process commenced in March 2023 through to May 2023. The interested parties were invited to submit their best bids and offers are currently being reviewed by the Joint Administrators, HPF and their agents. Further details on the sale will be provided in the Joint Administrators' subsequent progress report following completion of the sale.

Third Party Funding

As detailed in the Joint Administrators' Proposals, HPF have agreed to provide funding to cover the costs of the Administration including, but not limited to, site security, insurance and professional costs. Funds of £104,000.00 have been received from HPF in the Period. This funding is to be repaid from asset realisations in due course.

Other Debtors

The financial accounts for the period to 31 August 2021 include debtors totalling £188,180.51, however, the director's SOA shows these to have an estimated to realise value of nil.

During the Period, the Joint Administrators have queried this with the director and the Company's former accountants, B.C. Business Centrum Limited, who confirmed that this balance was made up of various security deposits, balances held on account and prepayments which were all refunded to the Company prior to the commencement of the Administration.

B.C. Business Centrum Limited confirmed that this balance also comprised of VAT refunds due to the Company from HM Revenue & Customs ("HMRC"). The Company's pre-Administration VAT position is being reviewed to determine whether any amounts are due from HMRC.

Cash at Bank

Upon appointment, the Joint Administrators contacted Metro Bank plc to request that the final cash balance in the Company's account be transferred to the Administration account. Funds of £717.63 were received in respect of this and the account has now been closed.

The work that the Joint Administrators and their staff have undertaken to date is anticipated to meet the statutory purpose of the Administration, as detailed in the Proposals, as it will result in a distribution to the secured creditor of the Company.

Creditors (claims and distributions)

The Joint Administrators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

During the Period, the Joint Administrators have continued to liaise with HPF in respect of the realisation of the Finchley Road development.

Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service ("RPS") following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.

Work undertaken by the Joint Administrators in dealing with a company's creditors may only bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however the Joint Administrators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Joint Administrators in dealing with those claims.

More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

Investigations

Some of the work the Joint Administrators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Administrators can pursue for the benefit of creditors.

The Joint Administrators submitted a report on the conduct of the director of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, we are unable to disclose the contents.

Shortly after the appointment, the Joint Administrators made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting or as a response to our request to complete an investigation questionnaire.

The Joint Administrators' investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

Outstanding Matters

The following matters remain to be dealt with in the Administration:

- Review of the offers received in respect of the Finchley Road development and the subsequent completion of the sale;
- Distribution of funds to the secured creditor upon completion of the sale of the Finchley Road development;
- Repayment of third party funding to HPF;
- Deregister the Company for VAT purposes; and
- Prepare and submit the Company's outstanding post appointment VAT and corporation tax returns to HMRC.

4 Estimated Outcome for Creditors

The sections below provide details of the anticipated outcome for each class of creditor and further updates will be provided in the Joint Administrators' subsequent progress reports.

Secured Creditors

HPF holds a fixed and floating charge over the Company's assets in respect of funding via a term loan. The initial charge was created on 15 July 2016 and registered at Companies House on 19 July 2016.

A further charge was created on 27 March 2020 and registered at Companies House on 8 April 2020 in respect of further financial support provided to enable the Company to continue to develop the site at 617 Finchley Road.

According to the director's statement of affairs, as at the date of Administration, there was an amount of £14,242,243.20 owed to HPF under its security, to which interest and charges continue to accrue.

The quantum of any payments made to HPF are subject to the offers received in respect of the Finchley Road development and the costs of the Administration. Further information on the funds available to HPF will be provided in the Joint Administrators' next progress report to creditors.

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 net of property". A company's net property is that left after paying the preferential creditors and the costs of the Administration but before paying the lender who holds a floating charge. An Administrator has to set aside:

- 50% of the first £10,000.00 of the net property; and
- 20% of the remaining net property up to a maximum of £800,000.00.

Based on present information, it is not anticipated that there will be any net floating charge property and as such, there will be no prescribed part to distribute to the unsecured creditors.

Preferential Creditors

Ordinary Preferential Creditors

The ordinary preferential creditors of a company are the former employees for arrears of wages, holiday pay, arrears of pension contributions (up to statutory limits) and the RPS for any payments made to employees from the National Insurance Fund.

As the Company did not have any employees, no ordinary preferential claims are anticipated in the Administration.

Secondary Preferential Creditors

The secondary preferential creditor of a company is HMRC in respect of amounts claimed for VAT, PAYE, employee NIC deductions, student loans and CIS deductions.

During the Period, the Joint Administrators have been liaising with the director of the Company to establish the Company's current tax position and confirm whether there are any outstanding returns or amounts owed to HMRC. This correspondence is ongoing and the Joint Administrators anticipate that this information will be received within the next three months.

Based upon the information provided by the director, there are no amounts outstanding to HMRC and at this time, a claim has not been received from HMRC.

It is estimated that there will be insufficient funds available to declare a dividend to secondary preferential creditors, if any.

Unsecured Creditors

Claims totalling £224,281.98 have been received from 7 creditors to date compared to the £5,912,922.56 estimated in the director's SOA. The difference is due to the majority of creditors not having submitted claims in the Administration, including the director in respect of his director's loan account estimated to be £5,047,640.00.

Please be advised that the Joint Administrators do not have the power to declare and pay a dividend to unsecured creditors without first obtaining a court order to do so. It is not anticipated that there will be sufficient funds available in the Administration to declare a dividend to the unsecured creditors and therefore, the Joint Administrators do not intend to review or agree any claims received.

5 Pre-administration Costs

As detailed in the Proposals, the pre-Administration costs incurred are as follows:

- Azets - in respect of their pre-appointment insolvency advice in relation to placing the Company into Administration for the value of £3,491.00 plus VAT; and
- Hill Dickinson LLP - in respect of their assistance with placing the Company into Administration and preparing the appropriate legal documentation for the value of £3,800.00 plus VAT.

The Azets fees were charged in accordance with the terms of an engagement letter dated 22 November 2022 between Azets and HPF.

The payment of unpaid pre-administration costs as an expense of the Administration is subject to the approval of creditors. As the Joint Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part, if any), approval will be sought from the secured and preferential creditors, if any, in accordance with insolvency legislation.

As the Company does not have any preferential creditors, approval of these pre-Administration costs will be sought from HPF. These fees remain outstanding in full and will not be paid until approval has been provided.

6 Joint Administrators' Remuneration and Expenses

Joint Administrators' Remuneration

The Joint Administrators are seeking to agree that their remuneration be based on the time properly spent by them and their staff in dealing with the affairs of the Company. The fees estimate and details of the work that the Joint Administrators proposed to be undertaken in the Administration was included in the Proposals which were circulated to creditors on 23 December 2022. This fees estimate anticipated time costs of £187,075.00.

Time costs for the Period are £103,921.00. This represents 322.15 hours at an average rate of £322.59 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to the time properly spent by the Joint Administrators and their staff in managing the Administration.

As detailed in Section 5 above, the payment of the Joint Administrators' remuneration is subject to the approval of HPF. These fees remain outstanding in full and will not be paid until approval has been provided.

The total time costs are in line with the total set out in the Joint Administrators' initial fees estimate. Please note that where appropriate, the fees estimate may be to a particular stage of the case only and if the Joint Administrators' consider the estimate will be exceeded during the Administration, they are obliged to seek further approval for any increase in their remuneration.

Joint Administrators' Expenses

Details of the expenses incurred to date are set out below:

Type of Expense	Incurred during the Period	Future Anticipated Expenses
Category 1		
Specific Bond	£112.50	-
Storage Costs	-	£100.00 - £200.00
Statutory Advertising	£188.20	-
British Gas	£1,508.62	£1,500.00 - £3,000.00
Insurance of Assets	£8,735.36	£8,735.36
Crane Hire	£26,426.40	£13,000.00 - £26,000.00
Travel	£20.60	£20.00 - £50.00
Category 2		
Stationery	£6.40	£50.00 - £100.00
Postage	£24.96	£100.00 - £200.00
Total	£37,023.04	£23,505.36 - £38,285.36

The Joint Administrators have incurred expenses of £37,023.04 during the Period, of which £33,429.96 was paid during the Period. The unpaid category 1 expenses of £3,561.72 will be paid in due course.

No approval has been sought from HPF in respect of category 2 expenses. It is anticipated that these will be written off by the Joint Administrators upon the closure of the Administration.

The expenses that have been paid during the Period include the Insurance cover, crane hire and utility costs. The insurance is necessary to insure the Finchley Road development. This totals £8,735.36 for the Period and future payments are dependent on the Joint Administrators' decision as to whether to continue to develop the site at Finchley Road.

Payments totalling £1,317.40 have also been made to British Gas in the Period in respect of the ongoing supply of electricity to the development site.

Trident Lift Solutions Ltd have also been paid £23,377.20 in respect of the ongoing crane hire at Finchley Road in the Period. This amount is made up of weekly hire payments of £1,016.40.

The expenses incurred are in line with the estimates provided for in the initial fees information circulated to creditors in the Proposals, with the exception of Insurance which was unknown at the time the initial fees information was being prepared.

A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.azets.co.uk/media/3w1kcxhu/guide-to-administrators-fees-from-6-april-2017.pdf>.

Attached as Appendix C is additional information in relation to the Joint Administrators' fees and expenses.

Professional Advisors

The following professional advisors were instructed during the Period:

Professional Advisor	Nature of Work	Basis of Fees	Incurred during the Period	Paid during the Period
Vandermolen Real Estate Ltd	Marketing and advertising of the Finchley Road development.	1.25% of the sale price plus VAT and disbursements.	£8,680.00	£8,680.00
Hill Dickinson LLP	Legal advice in respect of general post appointment matters.	Time costs estimated to be in the region of £20,000.00 plus VAT.	£6,692.00	£0.00
Trowers & Hamlins LLP	Legal advice in relation to the validity of the Joint Administrators' appointment.	Fixed fee of £5,000.00 plus VAT.	£5,000.00	£5,000.00
CMA Building Services Ltd t/a Q Scaffolding	Weekly inspection of the safety of the scaffolding at the Finchley Road development.	Fixed fee of £80.00 plus VAT per inspection.	£1,600.00	£1,360.00
Cushman & Wakefield Debenham Tie Leung Limited	Technical due diligence on the Finchley Road Development works completed prior to the Administration.	Fixed fee of £15,000.00 plus VAT.	£15,000.00	£15,000.00
	Reinstatement cost valuation for insurance purposes	Fixed fee of £3,750.00 plus VAT.	£3,750.00	£3,750.00
	Marketing assistance	Fixed fee of £5,000 plus VAT	£5,000.00	£0.00
	Site management and support.	Fixed at £1,250.00 plus VAT per month.	£7,500.00	£0.00
The Men- Sec Group Limited	Initial site security and alarm installation	Fixed fee of £3,230.00 plus VAT	£3,230.00	£3,230.00
	Alarm rental	£125 per week	£3,071.43	£2,750.00
	Inspection costs, site attendance, water pumping and alarm call outs.	£250 per week for one weekly visit plus ad-hoc costs for site attendance	£7,503.57	£5,825.00

The Professional Advisors will remain instructed in the Administration until the Finchley Road development has been sold. Further fees are anticipated to be incurred and paid, details of which are uncertain at present, but will be provided to creditors in the Joint Administrators' next progress report.

The choice of professionals was based on the Joint Administrators' perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. It was also considered that the basis on which they will charge their fees represented value for money. The charges were reviewed during the period of the instructions and the Joint Administrators are satisfied that they are reasonable in the circumstances of this case.

7 Creditors' Rights

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Administrators, as set out in this progress report, are excessive.

8 Ending the Administration

The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

All Administrations come to an end after a period of one year, unless the Company's creditors agree to extend this period, or the Court orders the Joint Administrators' term of office to be extended for a specific period of time. It may be necessary to extend the period of the Administration in order to realise the Joint Administrators' interest in the freehold at 617 Finchley Road. Further information in this regard will be provided to creditors should this be necessary.

Based on present information, the Joint Administrators think that the Company has insufficient property to permit a distribution to the unsecured creditors and that there may only be a distribution available to the secured creditor of the Company. As a result, once these distributions have been made, a notice will be filed at Court and with the Registrar of Companies with the Joint Administrators' final report, for the dissolution of the Company.

The Joint Administrators' appointment will end following the registration of the notice by the Registrar of Companies.

Next Report

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

Should you have any queries in relation to this report or the Administration in general, please contact Katie Newton on 0207 403 1877 or by email at Katie.Newton@azets.co.uk.



Nicola Banham
Joint Administrator

Appendix A

Receipts and Payments Account from 22 November 2022 to 21 May 2023

County Tower Properties Limited - In Administration
Joint Administrators' Receipts and Payments Account
For the Period 22 November 2022 to 21 May 2023

	Statement of affairs ETR £	Fixed £	Floating £	Total £
RECEIPTS				
617 Finchley Road	12,000,000.00	0.00	0.00	0.00
Other Debtors	NIL	0.00	0.00	0.00
Cash at Bank	717.63	0.00	717.63	717.63
Bank Interest Gross		0.00	17.53	17.53
		<u>0.00</u>	<u>735.16</u>	<u>735.16</u>
PAYMENTS				
Agents Fees - Cushmans		18,750.00	0.00	18,750.00
Agent Fees: Men-Sec		11,805.40	0.00	11,805.40
Agent Fees - Vandermolen Real Estate		8,680.00	0.00	8,680.00
Insurance		8,735.36	0.00	8,735.36
Crane Hire		23,377.20	0.00	23,377.20
Scaffolding Costs		1,360.00	0.00	1,360.00
Utilities		1,317.40	0.00	1,317.40
Data Protection fee - ICO		0.00	40.00	40.00
		<u>74,025.36</u>	<u>40.00</u>	<u>74,065.36</u>
Net Receipts/(Payments)		<u>(74,025.36)</u>	<u>695.16</u>	<u>(73,330.20)</u>
MADE UP AS FOLLOWS				
Bank account				17,809.42
VAT Receivable / (Payable)				12,860.38
Third Party Funding - HPF				(104,000.00)
				<u>(73,330.20)</u>

Appendix B

Time Analysis for the period 22 November 2022 to 21 May 2023

Analysis of Joint Administrators' time costs for
County Tower Properties Limited – In Administration
for the period 22 November 2022 to 21 May 2023

HOURS						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Director	Manager	Other	Total Hours		
Administration & planning	3.10	89.90	0.00	99.80	192.80	55,686.50	288.83
Investigations	1.00	5.20	0.00	18.85	25.05	5,365.50	214.19
Realisation of assets	0.00	72.60	0.00	4.90	77.50	34,694.00	447.66
Creditors	0.00	14.30	0.00	12.50	26.80	8,175.00	305.04
Total hours	4.10	182.00	0.00	136.05	322.15	103,921.00	322.59
Total fees claimed (£)						NIL	

Appendix C

Additional Information in Relation to the Joint Administrators' Fees and Expenses



AZETS HOLDINGS LIMITED – FEES AND EXPENSES POLICY

Introduction

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 9 (SIP 9) and can be accessed at <https://www.azets.co.uk/restructuring-and-insolvency-downloads/> A hard copy may be requested from Azets Holdings Limited, 2nd Floor, Regis House, 45 King William Street, London, EC4R 9AN or Katie.Newton@azets.co.uk.

Staff Allocation and Charge Out Rates

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. Work carried out by all staff is subject to the overall supervision of the office holders.

The constitution of the case team will usually consist of a Partner/Director, Manager and an Administrator as well as support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases, several members of staff may be allocated to meet the demands of the case.

We operate a time recording system which allows staff working on the assignment along with the office holders to allocate their time to an assignment in 6 minute units.

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
- Investigations
- Realisation of assets
- Creditors
- Trading
- Case specific matters

Time costs are recorded at the individual's hourly rate in force at that time. Our charge out rates increased on 1 May 2023 and are shown below, exclusive of VAT.

1 May 2023 to date	£	1 February 2022 to 30 April 2023	£	3 December 2018 to 31 January 2022	£
Partner/Director	520.00 – 665.00	Partner/Director	400.00 – 580.00	Partner	430.00 - 470.00
Manager	320.00 – 430.00	Manager	280.00 – 375.00	Directors/Manager	210.00 - 390.00
Administrator	150.00 – 320.00	Administrator	130.00 – 275.00	Administrator	110.00 - 210.00
Support Staff	150.00	Support Staff	120.00	Junior/Trainee Administrator	95.00 - 200.00
				Cashiers/Secretaries	60.00 - 100.00

Included within the manager grade are Senior Manager, Manager and Assistant Manager. Included within the Administrator grade are Senior Administrator and Assistant. 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.

Please note that charge out rates are reviewed annually and may be subject to change.

Expenses

On insolvency appointments, an office holder will typically incur expenses which relate to that assignment. Expenses (or costs) are amounts properly payable by an office holder from an insolvency estate which are not otherwise categorised as the office holder's remuneration or a distribution to a creditor or shareholder. These expenses may include, but are not limited to, agent's costs for disposal and realisation of assets, legal costs, specialist pension advice, tax services or other routine expenses associated with an insolvency appointment such as statutory advertising costs, the office holder's specific penalty bond and costs associated with storing the books and records. Expenses also include disbursements which are payments that are first met by the office holder and then reimbursed at a later date from the estate, usually when realisations permit. Details of the anticipated expenses on an insolvency assignment will be outlined in the office holder's fees estimate or other information provided to creditors about the fee basis or bases being proposed.

Expenses recharged to, or incurred directly by, an insolvent estate are subject to VAT at the applicable rate where appropriate.

Some expenses can be paid without prior approval from creditors (referred to as Category 1 expenses) and other expenses which may have an element of shared costs or are proposed to be paid to an associate of the office holder, require approval before they can be paid (referred to as Category 2 expenses).

Category 1 expenses are directly referable to an invoice from a third party that is not an associate of the office holder or the firm, which is either in the name of the estate or Azets Holdings Limited; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the insolvency estate. These costs are recoverable 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.

Category 2 expenses are directly attributable to the estate but include an element of shared costs or is a payment to an associate of the office holder or the firm. These expenses are recoverable from the estate, subject to the prior approval of the creditors, in the same manner as the approval of the office holder's remuneration.

The Category 2 expenses which include an element of shared costs and are charged by this firm are as follows:

- Postage – charged in accordance with the current Royal Mail price guide for first class.
- Business mileage – charged at standard rates which comply with HM Revenue & Customs limits. The current rate is 45 pence per mile.
- Internal photocopying - charged at 5 pence per sheet for reports and circulars issued to creditors, shareholders, employees and other stakeholders. No additional charge is made for individual items of correspondence.

Please note that these category 2 expenses are reviewed annually and may be subject to change.

Payments to associates (as defined in Section 435 of the Insolvency Act 1986 and the Insolvency Code of Ethics), which are also classified as a category 2 expense requiring creditor approval, are not routinely made by this firm. Any such payments will be considered on a case by case basis and when seeking approval for the payments, the office holder will provide creditors with an explanation of the work to be done, why the work is necessary and the estimated payment that will be made. The form and nature of the relationship with the associate will also be provided.

Provision of Services Regulations

When carrying out all professional work relating to an insolvency appointment, Insolvency Practitioners are bound by the Insolvency Code of Ethics.

To comply with the Provision of Service Regulations, some general information about Azets Holdings Limited, including our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, is available on our website using the following link:

www.azets.co.uk/about-us/legal-regulatory-information/