

AM03

Notice of administrator's proposals



Companies House

SATURDAY



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21/09/2019

#357

COMPANIES HOUSE

1 Company details

Company number 0 9 8 1 0 8 2 7

Company name in full Woodhouse Family Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Philip

Surname Duffy

3 Administrator's address

Building name/number The Chancery

Street 58 Spring Gardens

Post town Manchester

County/Region

Postcode M 2 1 E W

Country UK

4 Administrator's name ①

Full forename(s) Sarah

Surname Bell

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number The Chancery

Street 58 Spring Gardens

Post town Manchester

County/Region

Postcode M 2 1 E W

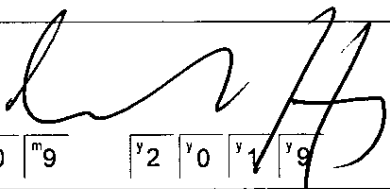
Country UK

② Other administrator

Use this section to tell us about
another administrator.

AM03

Notice of Administrator's Proposals

6	Statement of proposals		
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals		
7	Sign and date		
Administrator's Signature	<div>Signature</div> <div>✕</div> <div></div> <div>✕</div>		
Signature date	<div><div><div>d</div><div>2</div><div>d</div></div><div><div>m</div><div>0</div><div>m</div></div><div><div>y</div><div>2</div><div>y</div></div><div><div>0</div><div>y</div></div><div><div>y</div><div>1</div><div>y</div></div><div><div>9</div><div>y</div></div></div>		

AM03 Notice of Administrator's Proposals



Presenter information

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

Contact name **Chloe Chan**

Company name **Duff & Phelps Ltd**

Address **The Chancery**

58 Spring Gardens

Post town **Manchester**

County/Region

Postcode

M

2

1

E

W

Country **UK**

DX

Telephone **0161 827 9000**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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

Joint Administrators' Report to Creditors and Statement of Proposals

20 September 2019

**Woodhouse Family Limited
(In Administration)**

*Joint Administrators' Report to Creditors and Statement of Proposals
For the period from 29 July 2019 to 13 September 2019
Pursuant to Paragraph 49 of Schedule B1 of the Insolvency Act 1986*

Duff & Phelps Ltd.
The Chancery
58 Spring Gardens
Manchester, M2 1EW

Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Agents	Sanderson Weatherall LLP, the independent agents who were instructed to value and sell the assets of the Company
the Appointment Date	29 July 2019, being the date of appointment of the Joint Administrators
the Bank/HSBC	HSBC Bank plc, with whom the Company banked
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration
CCL	Coast & Country Lets Limited, the property agents instructed to collect the rent on the Flats prior to the Appointment Date
the Company	Woodhouse Family Limited (in Administration) (Company Number: 09810827)
DBEIS	Department for Business, Energy & Industrial Strategy
the Directors	Gavin Lee Woodhouse, the sole director of the Company as at the Appointment Date
Duff & Phelps	Duff & Phelps Ltd., The Chancery, 58 Spring Gardens, Manchester, M2 1EW
EC Regulation	EC Regulation on Insolvency Proceedings 2000
the Flats	Flat 1, 79 Bouverie Road West, Folkestone, Kent, CT20 2PW Flat 2, 79 Bouverie Road West, Folkestone, Kent, CT20 2PW Flat 3, 79 Bouverie Road West, Folkestone, Kent, CT20 2PW Flat 4, 79 Bouverie Road West, Folkestone, Kent, CT20 2PW
HMRC	HM Revenue and Customs
NPD	Northern Powerhouse Developments Limited (In Administration) (Company Number: 09940469)
the Joint Administrators	Philip Duffy and Sarah Bell of Duff & Phelps
Prescribed Part	Pursuant to Section 176A of the Act, where a floating charge is created after 15 September 2003, a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential creditors
The Properties	1. Barkisland Hall Cottage, Stainland Road, Barkisland, Halifax, HX4 0AG 2. Land adjoining Barkisland Hall, Stainland Road, Barkisland, Halifax, HX4 0AG 3. 47 Evergreen Road, Frimley, Camberley, GU16 8PX

	4. Flat 1, 79 Bouverie Road West 5. Flat 2, 79 Bouverie Road West 6. Flat 3, 79 Bouverie Road West 7. Flat 4, 79 Bouverie Road West 8. Flat 2 Byron Studios, Byron Street, Bradford, BD3 0AU
the Reporting Period	The period 29 July 2019 to 13 September 2019
RPS	Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
the Shareholder	Gavin Lee Woodhouse is the sole shareholder of the Company
the Secured Creditor/Mysing Capital	Mysing Capital Limited, being the holder of fixed and floating charges over the Company's assets
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SOA	Statement of Affairs, documentation to be supplied by the Director outlining the Company's financial position as at the Appointment Date
the Solicitors/DLA	DLA Piper, the solicitors who were engaged to undertake a review of the charge holder documents
Tangible Assets	The tangible assets of the Company which consist of furniture, fixtures and fittings, and equipment owned by the Company

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1. Introduction

- 1.1 The Joint Administrators were appointed on the Appointment Date by an order of the Court. The application to the Court was made by Mysing Capital Limited, the Secured Creditor of the Company.
- 1.2 The functions of the Joint Administrators may be exercised by either of the Joint Administrators.
- 1.3 This report is the statutory statement of proposals of the Joint Administrators. It sets out the circumstances leading up to their appointment and their strategy for achieving the purpose of the Administration.
- 1.4 These proposals are deemed delivered to creditors within 2 business days of the date of this report.

2. Background

- 2.1 Statutory information on the Company and a summary of its financial history is included at Appendix 1.
- 2.2 The Company was incorporated on 6 October 2015 and specialised in the buying, selling, and rental of real estate.
- 2.3 The Company operated from leasehold premises in Elland, Halifax.
- 2.4 Gavin Woodhouse is the sole shareholder of the Company and is also a joint shareholder of the Company's four subsidiaries.
- 2.5 The Company banked with HSBC prior to the Appointment Date.
- 2.6 The Company granted fixed and floating charges to Mysing Capital over several of the Company's freehold and leasehold properties, which are detailed further in this report.

3. Events Leading up to the Administration

- 3.1 As a result of interim managers being appointed over certain companies within the NPD group and the likelihood of administrators being appointed over most of the NPD group companies, the Secured Creditor approached Duff & Phelps on 25 July to discuss its options. In addition, the Company had been unable to repay the outstanding balance on the facility pursuant to the loan agreement dated 5 December 2018.
- 3.2 The Company was unable to comply with the terms of the loan agreement and failed to keep up with the repayments.
- 3.3 The facility expired on 30 April 2019, with full and final repayment including outstanding interest and charges falling due.
- 3.4 The Secured Creditor took the decision to appoint the Joint Administrators under the terms of their floating charge.

4. Purpose of the Administration

- 4.1 The purpose of an Administration is to achieve one of the following hierarchical objectives.
 - Rescuing the Company as a going concern, or

- Achieving 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
- Realising property in order to make a distribution to one or more secured or preferential creditors.

4.2 The first objective will not be achieved as there are insufficient funds and assets available to enable the Company to be rescued as a going concern.

4.3 The second objective may not be achievable as there is no evidence to suggest that it is likely that a better result for the Company's creditors as a whole will be achieved than if the Company was wound up.

4.4 The Joint Administrators are pursuing the third objective as it is anticipated that a distribution will be paid to Mysing Capital Limited in its capacity as a Secured Creditor.

4.5 The Joint Administrators' proposals for achieving the purpose of the Administration are set out in the remainder of this report.

5. Statement of Affairs

5.1 The Joint Administrators have requested a SOA from the Director. To date, this has not been provided.

5.2 In the absence of a SOA, the Joint Administrators attach a schedule of creditors' names and addresses and an estimated statement of assets and liabilities, which can be found at Appendix 3. The values of the assets are market sensitive data and as the Joint Administrators will be selling/realising these assets, we cannot release what our expectations of realisations are at this time. The Joint Administrators have included the comment "uncertain" where applicable.

5.3 Some liabilities shown may differ from the actual amount owed. This does not affect any creditor's ability to claim in the Administration.

6. Progress of the Administration to Date

6.1 The manner in which the affairs and business of the Company have been managed, since the appointment of the Joint Administrators and will continue to be managed and financed are set out below:

Administration Trading Period

6.2 Upon their appointment, the Joint Administrators undertook an immediate review of the Company's financial and operational position with a view to protect the value of the Company's assets.

6.3 The decision was immediately taken by the Joint Administrators to continue to collect rents from tenants of the Properties, where tenanted and occupied, to maintain the value of the assets whilst all the options were reviewed. It is believed that if a sale of the Properties can be achieved, realisations would be maximised and creditor claims against the Company would be minimised.

6.4 A full review of the sales and marketing strategy is being undertaken with a view to increasing the revenue from rental income and the overall management of the Properties

- 6.5 A further update on the Administration Trading Period will be provided to creditors in the next progress report.

Assets – Freehold Property

- 6.6 Following appointment, the Joint Administrators instructed the Agents, along with local agents where appropriate, to provide valuation and marketing advice in respect of the Properties. The marketing of the Properties is being progressed with a view to completing sales as soon as suitable offers are received.
- 6.7 An independent valuation of the Company's assets, including the Properties, is currently being undertaken. An estimated value to realise has not been disclosed in order to not prejudice any future marketing and sale negotiations.
- 6.8 It is anticipated that a sale of the Properties will be achieved in the next three to six months. Once the sale of the Properties has been completed, details of the values obtained will be provided.

Rental income

The Flats

- 6.9 The Joint Administrators have been in contact with CCL, who were the agents instructed to collect the rent on The Flats at 79 Bouverie Road West, prior to the appointment of the Joint Administrators.
- 6.10 CCL have provided the Joint Administrators with copies of the tenancy agreements for each of the Flats and a breakdown of the rental payment dates in order to ascertain the dates that any future income is to be received.
- 6.11 Rental income totalling £2,664 was transferred to the Joint Administrators account in respect of pre-appointment rent and is reflected in the Receipts & Payments Account at Appendix 2. CCL deducted their commission of £260 for this period, the Joint Administrators will continue to collect the rent going forward. The Joint Administrators are working with CCL to continue to collect outstanding and future rent.

Camberley Property

- 6.12 The Joint Administrators have made contact with the tenant and future rent will be remitted to the estate.

Bradford Property

- 6.13 The Joint Administrators have had no response from the tenant at this property and are now taking more stringent recovery actions.

Director's Loan Account

- 6.14 According to the Company's books and records, there is an overdrawn director's loan account of £798,963.
- 6.15 The Joint Administrators have obtained a freezing order to include the amount due from the Director and have started the recovery proceedings.

- 6.16 A further update will be provided in the next progress report.

Book debts

- 6.17 According to the Company's books and records, the outstanding debts to the Company totalled £307,400 as at the Appointment Date, of which £200,000 related to an intercompany loan to Gramra Limited.
- 6.18 The Joint Administrators have started recovery actions to collect this debt.
- 6.19 The Joint Administrators have also started recovery actions against other debtors to collect the balance of £107,400.
- 6.20 An update will be provided in the next progress report.

Cash at Bank

- 6.21 As at the Appointment Date, the Company had cash at bank of £2,827, which was held in the Company's pre-appointment bank account.
- 6.22 HSBC has been requested to transfer all funds held in the account to the Administration bank account accordingly and as shown in the Receipts and Payments account at Appendix 2, the funds have yet to be received.

Furniture, Fittings and Equipment

- 6.23 The management accounts as at 31 March 2019 shows fixtures and fittings held by the Company valued at £29,248. It is anticipated that these assets will form part of the sale of the Properties. However, should a sale not be achieved, these assets will be sold on a break up basis.

Other Assets

- 6.24 The Joint Administrators will conduct investigations into the Company's book and records to establish if there are any further assets to be realised for the benefit of the Administration estate.
- 6.25 If any other assets come to light, the Joint Administrators will deal with them accordingly and provide an update in the next report to creditors.

7. Investigations

- 7.1 Investigations into the Company's affairs are currently ongoing.
- 7.2 The Joint Administrators have a statutory obligation to file a report with DBEIS regarding the conduct of the Directors that held office in the three years prior to the Administration. This report must be filed within three months from the Appointment Date and the content of this report is confidential.
- 7.3 The Joint Administrators also have a duty to investigate antecedent transactions which include:
- Transactions at an undervalue, under Section 238 of the Act;
 - Preferences, under Section 239 of the Act; and,
 - Transactions to defraud creditors, under Section 423 of the Act.
- 7.4 A further update on the investigations into the Company's affairs will be provided in subsequent progress reports.

- 7.5 Should any creditor have any information which they consider may assist the investigations of the Joint Administrators, such information should be forwarded to Duff & Phelps.

8. Liabilities and Dividends

Secured Creditor

Mysing Capital Limited

- 8.1 In consideration for the monies advanced under the loan agreement, the Company granted the Secured Creditor a debenture on 16 May 2018, which confers fixed and floating charges over all of the assets of the Company.
- 8.2 As at the Appointment Date, the Company's indebtedness to Mysing Capital was approximately c£1.9m, subject to future interest and charges as applicable.
- 8.3 As and when there are funds to pay out the Secured Creditor, a validation of the security will be undertaken by the Joint Administrators.

Preferential Creditors

- 8.4 The Joint Administrators are not aware of any employees of the Company therefore no preferential claims are anticipated.

Prescribed Part

- 8.5 The Prescribed Part is calculated as a percentage of net property, as: -

Net property less than £10,000:	50% unless the Joint Administrator considers that the costs of making a distribution to the non-preferential unsecured creditors would be disproportionate to the benefits
Net property greater than £10,000:	50% up to £10,000 plus 20% thereafter to a maximum of £600,000.

- 8.6 The Company granted a floating charge to Mysing Capital on 16 May 2018, and the prescribed part provisions will apply.
- 8.7 The estimated net property of the Company is currently unknown until such times as a sale of the assets has been completed.
- 8.8 The quantum and timing of the Prescribed Part distribution, if any, is currently unknown at this stage and is dependent on final asset realisations and the discharge of the costs of the Administration. A further update on the Prescribed Part distribution, if any, will be provided to creditors in future reports.

Non-Preferential Creditors

- 8.9 According to the Company's books and records, non-preferential trade creditors total £84,177.
- 8.10 The Company's books and records also indicate additional balances of £2,665,245 are due to other associated companies. The non-preferential creditors can be summarised as follows:

Creditor	Claim
Trade Creditors	£ 84,177
Other Creditors and Accruals	£ 35,520
Loans Less Than One Year	£ 868,805
Intercompany Loans	£ 2,665,245
Total	£ 3,653,747

8.11 Based upon the current information available, it is anticipated that there will be insufficient asset realisations to enable a distribution to the non-preferential creditors of the Company, other than from the Prescribed Part, if any.

8.12 If not already done so, creditors of the Company should complete the proof of debt from at Appendix 9 and return the same to the Joint Administrators.

9. Statement of Pre-Administration Costs

9.1 Pre-Administration costs are fees charged and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the company entered Administration but with a view to it doing so.

9.2 The Pre-Administration work primarily comprised of, but was not limited to, the following:

- Discussions with both the Director and the Secured Creditor to establish and fully document the strategy for a trading period during the Administration following an appointment.
- Liaising with the Secured Creditor and the Director to prepare the necessary paperwork to facilitate the Appointment of the Administration.
- Engaging DLA to undertake a review of the charge documents held by the Secured Creditor and to assist with the Administration appointment application.

	Pre-Administration Costs Incurred
Duff & Phelps	£ 4,980
DLA Piper	£9696 plus disbursements of £50
TOTAL unpaid Pre-Administration costs	£14,726

All costs are exclusive of VAT

9.3 The Joint Administrators confirm that payment of the unpaid Pre-Administration costs, as an expense of the Administration, is subject to approval under r.3.52 of the Rules, and not part of the Proposals subject to approval under Paragraph 53 of Schedule B1 to the Act.

9.4 None of the Pre-Administration costs detailed have been discharged to date.

Costs & Expenses

Estimated Fees and Expenses

- 10.1 The amount proposed to be drawn in fees over the course of the case by the Joint Administrators is shown in Appendix 5 - Fee Estimate. The total amount of £114,685 indicated effectively acts as a cap on the level of fees to be drawn by the Joint Administrators. This is also subject to the agreement referred to in paragraph 10.1 above.
- 10.2 The time costs already charged since appointment are analysed at Appendix 4. Time is charged in six minute units.
- 10.3 In accordance with SIP 9, the Joint Administrators have provided creditors with additional information regarding major areas of time spent during the Reporting Period below:
- 10.4 Time costs totalling £40,482 have been incurred in the Reporting Period, representing 153 hours at an average charge out rate of £265.
- 10.5 Time costs totalling £16,407 have been incurred in dealing with Freehold and Leasehold Property. This relates to time spent on establishing the tenancy position of each property, contacting the tenants and liaising with CCL.
- 10.6 Time costs totalling £13,515 have been incurred in dealing with Statutory Matters (Meetings & Reports & Notices). This related to time spent producing the statutory notices and documents following the appointment and circulating these to the relevant creditors and stakeholders of the Company and filing the documents at Companies House.
- 10.7 Time costs totalling £5,936 have been incurred in dealing with Strategy Planning & Control. This relates to updating and maintaining the strategy of the Administration and the review of all requirements within the Administration.
- 10.8 Attached at Appendix 6 is the Fees Narrative, a summary of key issues, to assist creditors in understanding the strategy of the Administrators, the associated costs and expenses of the related activities and the financial benefit to creditors. Further details of assets and liabilities and the estimated return to creditors, if any, are in the body of this report.
- 10.9 The Joint Administrators estimate the expenses of the Administration to total about £37,643 (as shown in Appendix 7 Estimated Expense Schedule). This Schedule illustrates the estimated expenses for the whole of the Administration and is for information purposes only. No approval is required by creditors. This Estimate may change over the course of the Administration but creditors will be informed of any variations with associated reasons in the annual Progress Reports.
- 10.10 Details of how to obtain further information relating to the fees and disbursements of the Joint Administrators is in Appendix 8.

11. Joint Administrators' Receipts and Payments Account

- 11.1 A Receipts and Payments account is provided at Appendix 2 and is self-explanatory.

12. EC Regulation

- 12.1 It is the Joint Administrators' opinion that the EC Regulation applies and these proceedings are main proceedings as defined in Article 3 of the EC Regulation.

13. Deemed Approval

- 13.1 A creditors decision on the approval of these proposals will not be sought as the Joint Administrators believe that the Company will have insufficient property to enable a distribution to be made to non-preferential creditors, other than the Prescribed Part (if any).
- 13.2 The Joint Administrators' proposals will be deemed approved by the creditors unless creditors whose debts amount to at least 10% of the total debts of the Company request the Joint Administrators to seek a specific decision from the Company's creditors.
- 13.3 Further information is provided on Appendix 8. Statement of Creditors Rights.

14. End of Administration

- 14.1 The options available to the Joint Administrators for the exit from the Administration are as follows:
- Compulsory Liquidation
 - Creditors' Voluntary Liquidation
 - Company Voluntary Arrangement
 - Return of control to the Director(s)
 - Dissolution of Company
- 14.2 The Joint Administrators recommend that the Company should be dissolved, for the reasons set out below.
- 14.3 The Joint Administrators have formed the view that once all the outstanding Administration matters have been finalised, and all liabilities incurred during the Administration have been discharged, there will be insufficient funds available to allow a distribution to non-preferential creditors, other than from the Prescribed Part (if any)
- 14.4 Once all outstanding matters have been satisfactorily completed by the Joint Administrators, they will give notice to the Registrar of Companies to the effect that the Company has no remaining property to realise which might permit a (further) distribution to its non-preferential creditors, at which stage the Administration will cease. The Company will be dissolved three months following the registration of the notice at the Registrar of Companies.
- 14.5 You will note from the proposals section below that the Joint Administrators have left the choice of exit route from Administration open so that an alternative strategy can be adopted, should this prove more appropriate at the time.

15. Joint Administrators' Proposals

- 15.1 The Joint Administrators' proposals shall be deemed approved by the creditors on the expiry of the period in which a decision can be requisitioned by creditors as detailed in the Appendix 8.
- 15.2 The Joint Administrators are seeking deemed consent approval in respect of the proposals as detailed in paragraphs 13.1 to 13.2 and sections 15.1.1 to 15.1.9 below:

- 15.1.1 That the Joint Administrators continue the Administration to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time as the Administration ceases to have effect.
- 15.1.2 That the Joint Administrators do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion consider desirable or expedient in order to achieve the purpose of the Administration.
- 15.1.3 That the Joint Administrators, once all outstanding matters have been satisfactorily completed, take the necessary steps to give notice under Paragraph 84 of Schedule B1 of the Act to the Registrar of Companies to the effect that the Company has no remaining property which might permit a distribution to its creditors, at which stage the Administration will cease.
- 15.1.4 That the Joint Administrators, where they consider that there are funds available to be distributed to the non-preferential creditors (other than under the prescribed part) take the necessary steps to put the Company into either creditors' voluntary liquidation or into compulsory liquidation as they deem appropriate. It is proposed that the Joint Administrators, currently Philip Duffy and Sarah Bell of Duff & Phelps would act as Joint Liquidators should the Company be placed into creditors' voluntary liquidation. In accordance with Paragraph 83(7) of Schedule B1 to the Act and Rule 3.60(6)(b) of the Rules creditors may nominate a different person as the proposed liquidator, provided the nomination is received at this office prior to the approval of these proposals. In the absence of such nomination, the Joint Administrators will be appointed Joint Liquidators and in accordance with Section 231 of the Act any act required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them.

The Joint Administrators will be seeking specific agreement to the following proposals from the Secured Creditor:

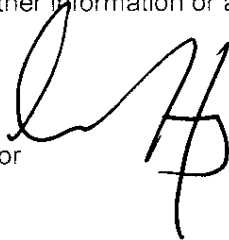
- 15.1.5 That the Joint Administrators be discharged from all liability pursuant to Paragraph 98 of Schedule B1 to the Insolvency Act 1986, upon filing the end of the Administration or their appointment otherwise ceasing
- 15.1.6 Where a Creditors' Committee is not established, that the Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration.
- 15.1.7 Where a Creditors' Committee is not established, that the Joint Administrators' Fee Estimate in the total sum of £114,685 is approved.
- 15.1.8 Where a Creditors' Committee is not established, that the Joint Administrators be authorised to draw their company's internal costs and expenses in dealing with the Administration ("Category 2 Disbursements").
- 15.1.9 Where a Creditors' Committee is not established, that the unpaid Pre-Administration costs totalling £14,726 plus VAT as detailed in the Joint Administrators' Statement of Pre-Administration Costs is approved for payment as an expense of the Administration.

16. Other Matters

- 16.1 If any creditor has any information concerning the Company's affairs that they would like to bring to the Joint Administrators' attention, then they would be pleased to hear from them.
- 16.2 If you require further information or assistance, please do not hesitate to contact Chloe Chan.

Philip Duffy
Joint Administrator

Enc.



The affairs, business and property of the Company are being managed by the Joint Administrators, Philip Duffy and Sarah Bell, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1

Statutory Information

Statutory Information

Date of Incorporation	6 October 2015	
Registered Number	09810827	
Company Director	Gavin Lee Woodhouse	
Former Company Director	Charlotte Hannah Woodhouse	
Shareholder	Gavin Lee Woodhouse	100 Ordinary Shares
Trading Address	Northern Powerhouse Developments, Unit D2 Elland Riorges Link Lowfields Business Park Elland England HX5 9DG	
Registered Office	Current: c/o Duff and Phelps Ltd. The Chancery 58 Spring Gardens Manchester M2 1EW Former: Northern Powerhouse Developments, Unit D2 Elland Riorges Link Lowfields Business Park Elland England HX5 9DG	

Financial Information

Balance Sheet

	As at 31 Mar 2019 (Management Accounts)		As at 31 Mar 2018 (Unaudited Filed Accounts)	
Fixed Assets	£	1,769,064	£	1,749,481
Current Assets				
Debtors	£	210,000	£	1,106,133
Cash at bank and in hand	£	57,637	£	12,484
	£	267,637	£	1,118,617
Current Liabilities				
Trade Creditors	£	(84,177)	£	(7,165)
Other Creditors and Accruals	£	(35,520)	£	(35,520)
Loans Less Than One Year	£	(868,805)	£	(1,025,799)
Intercompany Accounts	£	(2,665,245)	£	(2,150,789)
Net Current Liabilities	£	(3,653,747)	£	(2,100,656)
Total Assets less Total Liabilities	£	(818,082)	£	(351,175)
Capital and Reserves				
Shares and Reserves	£	(351,175)	£	100
Profit and Loss Account	£	(466,857)	£	(351,275)
	£	(818,032)	£	(351,175)

* It is noted that the management accounts for the year ending 31 March 2019 do not balance. For the purpose of the Report, it is not cost effective to investigate this further.

Appendix 2

Receipts and Payments Account

Woodhouse Family Limited
(In Administration)
Administrators' Trading Account

Statement of Affairs £	From 29/07/2019 To 13/09/2019 £	From 29/07/2019 To 13/09/2019 £
TRADING RECEIPTS		
47 Evergreen Road, Camberley	925.00	925.00
Rent: Flat 1, 79 Bouverie Road West	69.00	69.00
Rent: Flat 2, 79 Bouverie Road West	385.86	385.86
Rent: Flat 4, 79 Bouverie Road West	645.00	645.00
	<u>2,024.86</u>	<u>2,024.86</u>
TRADING EXPENSES		
Coast & Country Lets Commission	330.09	330.09
Property Maintenance costs	114.95	114.95
	<u>(445.04)</u>	<u>(445.04)</u>
TRADING SURPLUS/(DEFICIT)	<u>1,579.82</u>	<u>1,579.82</u>

Woodhouse Family Limited
(In Administration)
Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 29/07/2019 To 13/09/2019 £	From 29/07/2019 To 13/09/2019 £
ASSET REALISATIONS		
Bank Interest Gross	0.81	0.81
Pre-appointment Rent	2,595.00	2,595.00
Trading Surplus/(Deficit)	1,579.82	1,579.82
	4,175.63	4,175.63
COST OF REALISATIONS		
Irrecoverable VAT	17.50	17.50
Re-Direction of Mail	211.00	211.00
Statutory Advertising	87.48	87.48
	(315.98)	(315.98)
	3,859.65	3,859.65
REPRESENTED BY		
Floating/main current account		3,859.65
		3,859.65

Note:

Appendix 3

Schedule of Creditors and Estimated Statement of Assets and Liabilities

Woodhouse Family Limited
Estimated Statement Of Assets & Liabilities as at 29 July 2019

<u>ASSETS</u>	<i>Book Value</i> £ 000's	<i>Estimated to Realise</i> £ 000's
Assets Subject to Legal Charge		
Freehold Property/Leasehold	1,680	Uncertain
Less: Mysing Capital Limited	-	(1,880)
Surplus / (Shortfall) c/d	<u>1,680</u>	<u>-</u>
Assets Subject to Floating Charge		
Surplus / (Shortfall) from Legal Charge	-	Uncertain
Fixtures, Fittings & Leasehold Improvements	29	1
Director's Loan Account	798	Uncertain
Pre-appointment Rent (held by agents)	-	3
Cash at bank and in transit	3	3
Prepayments and Other Debtors	210	Uncertain
Funds Available to Preferential Creditors	<u>1,040</u>	<u>7</u>
 <u>LIABILITIES</u>		
Preferential Creditors	Nil	Nil
Net Property	<u>1,040</u>	<u>7</u>
Estimated Prescribed Part of net property where applicable (to carry forward)	0	0
Funds Available to Floating Charge Creditors	<u>1,040</u>	<u>7</u>
Floating Charge Creditors	Nil	1,880
Surplus / (Shortfall) c/d	<u>1,040</u>	<u>(1,873)</u>
Estimated Prescribed Part of net property where applicable (brought down)	0	0
Non-preferential claims (excluding any shortfall to floating charge holders):		
Trade & Expense Creditors		(84)
HM Revenue & Customs		0
Other Connected Parties		(2,665)
Other Loans		(36)
Short Term Liabilities		(869)
		<u>(3,654)</u>
Estimated surplus / deficiency as regards non-preferential creditors		<u>(5,527)</u>
TOTAL DEFICIENCY		<u><u>(5,527)</u></u>

NB: This statement does not take into account the costs of the Administration. Creditor balances may differ from those shown but does not affect creditors' rights to claim the debt due to them.

Duff & Phelps Ltd.
Woodhouse Family Limited
B - Company Creditors

Key	Name	Address	£
CA02	Afan Valley Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	52,097.00
CA03	Atlantic Bay Hotel (Woolacombe) Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	1,040.20
CB01	Belmont Hotel Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	(7,400.00)
CB02	Bracken Country House Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	60,000.00
CB00	Brierstone Limited	Brindley House, Suite 2 Unit H, Lowfields Business Park Elland, West Yorkshire, HX5 9HF	19,632.76
CC02	Caer Rhun Hall Hotel Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	198,000.00
CC03	Carmarthen Bay Hotel Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	151,000.00
CC00	Clive Mishon		45,566.76
CC01	Clive Mishon		500,000.00
CE01	Estates & Management	Berkeley House, 304 Regents Park Road, London, N3 2JY	199.35
CG01	Giant Hospitality Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	(50,000.00)
CI05	Ideal Rooms (Bradford) Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	(50,000.00)
CM00	Metis Law	84 Albion Street, Leeds, LS1 6AD	11,782.19
CN00	North West Asset Finance	Deanroyd Road, Todmorden, OL14 6TX	367,282.86
CN01	Northern Powerhouse Developments Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	2,305,808.82
CO00	Other Loans		35,519.81
CR02	Raj Kumanan		696.00
CS01	St Brides Court Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	1,522.40
CT00	The Harland Hotel Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	1,038.75
CT01	The Old Golf House Hotel Limited	Unit D2 Elland Riorges Link, Lowfields Business Park, Elland, HX5 9DG	3,660.00
CW02	Williamson & Croft	Barnett House, 53 Fountain Street, Manchester, M2 2AN	6,300.00
21 Entries Totalling			3,653,746.90

Appendix 4

Analysis of Time Charged

107144 Woodhouse Family Limited

ANALYSIS OF TIME COSTS FOR THE PERIOD 08/07/2019 to 28/07/2019

ADP-Admin. - Pre Appt.

Classification of Work Function	Hours					Total Hours	Time Cost	Avg. Hourly Rate
	Partner	Manager	Senior	Assistant	Support			
Administration & Planning								
Dealing with Notice of Intention to Appointment	0.00	1.00	0.00	0.00	0.00	1.00	480.00	480.00
Dealings with Directors and Management	0.00	1.00	0.00	0.00	0.00	1.00	480.00	480.00
Statutory matters (Meetings, Reports and Notices)	0.00	1.00	0.00	0.00	0.00	1.00	480.00	480.00
Strategy planning & control	0.00	3.00	0.00	0.00	0.00	3.00	1,440.00	480.00
Creditors								
Secured Creditors	3.50	0.00	0.00	0.00	0.00	3.50	2,100.00	600.00
Total Hours:	3.50	6.00	0.00	0.00	0.00	9.50		
Total Fees Claimed: £	2,100.00	2,880.00	0.00	0.00	0.00		4,980.00	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 29/07/2019 to 13/09/2019

ADM-Admin. - Post Appt.

Classification of Work Function	Managing Director	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost £	Avg Hourly Rate £
Administration and Planning								
Case review & Case Diary management	2.20	2.50	0.00	0.30	0.00	5.00	2,038.00	407.60
Cashiering & accounting	0.00	0.50	0.20	6.20	0.00	6.90	1,564.00	226.67
Dealings with Directors and Management	0.00	0.00	0.00	1.40	0.00	1.40	264.00	188.57
IPS set up & maintenance	0.00	0.00	0.00	0.10	0.00	0.10	11.50	115.00
Insurance	0.00	0.00	0.00	0.80	0.00	0.80	168.00	210.00
Statutory matters (Meetings & Reports & Notices)	0.00	6.00	0.00	65.35	0.00	71.35	13,514.75	189.41
Strategy planning & control	0.00	9.75	5.20	4.20	0.00	19.15	5,936.25	309.99
Creditors								
Communications with Creditors / Employees	0.00	0.00	0.00	0.50	0.00	0.50	57.50	115.00
Investigations								
Financial review and investigations (S238/239 etc)	0.00	0.75	0.00	0.30	0.00	1.05	520.50	495.71
Realisation of Assets								
Freehold and Leasehold Property	0.00	40.00	0.00	6.70	0.00	46.70	16,407.00	351.33
Total Hours:	2.20	59.50	5.40	85.85	0.00	152.95		264.67
Total Fees Claimed: £	1,166.00	22,126.25	1,550.00	15,639.25	0.00		40,481.50	

Category 2 Disbursements:

Appendix 5

Fee Estimate

Fees Estimate

Project: (254062) Woodhouse Family Limited

From Jul 29, 2019 To Jul 29, 2020

Comments

Administration - Post Appointment (New)								
Classification of Work Function	Hours					Total Hours	Time Cost	Avg. Hourly
	Partner	Manager	Senior	Assistant	Support			
Admin & Planning								
Case review and Case Diary management	2.00	10.00	0.00	5.00	0.00	17.00	5,710.00	335.88
Cashiering & accounting	0.00	3.00	1.50	12.50	0.00	17.00	3,802.50	223.68
Closing Matters	0.00	1.50	1.00	4.00	0.00	6.50	1,567.50	241.15
Dealings with Directors and Management	1.00	7.50	0.00	2.00	0.00	10.50	3,702.50	352.62
Insurance	0.00	0.50	2.50	1.00	0.00	4.00	1,080.00	270.00
IPS set up & maintenance	0.00	3.00	1.00	6.00	1.00	11.00	2,530.00	230.00
Statutory matters (Meetings, Reports and Notices)	4.00	17.00	6.00	45.00	0.00	72.00	18,305.00	254.24
Strategy planning & control	2.00	15.00	0.00	8.50	0.00	25.50	8,215.00	322.16
Tax Compliance/Planning	0.00	0.50	2.00	0.00	1.00	3.50	797.50	227.86
Creditors								
Communications with Creditors/Employees	0.00	3.00	0.00	7.00	2.00	12.00	2,465.00	205.42
Non Pref Creditors/Employee claims handling	0.00	0.50	0.00	15.00	0.00	15.50	2,887.50	186.29
Prescribed Part	0.00	3.00	0.50	4.00	0.00	7.50	1,987.50	265.00
Secured Creditors	0.50	9.50	0.00	4.00	0.00	14.00	4,547.50	324.82
Investigations								
CDDA, reports & Communication	2.00	10.00	0.00	35.00	0.00	47.00	11,110.00	236.38
Financial review and investigations (S238/239 etc)	1.00	8.50	0.00	27.00	0.00	36.50	8,577.50	235.00
Realisation of assets								
Book debts	0.00	11.00	1.00	5.00	0.00	17.00	5,310.00	312.35
Freehold & Leasehold Property	8.00	59.00	5.00	11.00	0.00	83.00	29,770.00	358.67
Other Tangible Assets	0.50	5.00	0.00	1.00	0.00	6.50	2,320.00	356.92
Total Hours	21.00	167.50	20.50	193.00	4.00	406.00		282.48
Total Estimated Fees	11,130.00	62,812.50	5,842.50	34,740.00	160.00		114,685.00	

Appendix 6

Fees Narrative

Woodhouse Family Limited - in Administration ("the Company") Fee Estimate for the whole period of the Administration

Philip Duffy and Sarah Bell appointed on 29 July 2019
Administration commenced on 29 July 2019

Introduction

The following information is provided to creditors to enable them to consider and agree the Joint Administrators' remuneration. It is a summary of key issues, to assist creditors in understanding the strategy of the Administrators, the associated costs and expenses of the related activities and the financial benefit to creditors.

This document should be read in conjunction with the Joint Administrators' Proposals Report which provides further details of the assets, liabilities and estimated return to creditors, if any. Particular reference is made to the Appendices 5 and 7 entitled, 'Fee Estimate' and 'Estimated Expenses of the Administration'.

Estimated Fees and Expenses

The amount expected to be drawn in fees over the life of the case by the Administrators is shown in Appendix 5 Fee Estimate, which totals £114,685 being 406 hours at an average hourly rate of £282.

The Administrators estimate the expenses of the Administration to total about £37,643 (as shown in Appendix 7 Estimated Expense Schedule). This Schedule illustrates the estimated expenses for the whole of the Administration and is for information purposes (not for approval by creditors). This Estimate may change over the course of the Administration but creditors will be informed of any variations with associated reasons in the six monthly Progress Reports.

As detailed in Section 10 of the main report, the ability for the Joint Administrators to draw fees is dependent on asset realisations and the authority of the Secured Creditor. The Secured Creditor is asked to approve the fee basis (percentage of realisations and time costs) and also the Fee Estimate in the total sum of £114,685.

Estimated Return to Creditors

Secured Creditor

Mysing Capital

In consideration of the monies advanced under the loan facility, the Company granted the Secured Creditor a debenture on 16 May 2018, which contains a fixed and floating charge over all of the assets of the Company.

As at the Appointment Date, the Company's indebtedness to the Secured Creditor was approximately £1,880,000.

At this stage it is anticipated that there will be sufficient asset realisations to repay the Secured Creditor from the proceeds of a sale of the Properties. However, the quantum and timing of any dividend will be dependent on the realisations achieved from any sale of the Properties.

Non-preferential Creditors

Based on the current information, it is anticipated that there will be insufficient asset realisations to enable a distribution to be made to non-preferential creditors of the Company other than by way of the Prescribed Part, if any.

Strategy

Asset Realisations

Sale of the Properties

As detailed in the Proposals, the Joint Administrators instructed Agents to provide a valuation of the assets and marketing advice in respect of the Properties. The marketing of the Properties is being progressed with a view to completing a sale as soon as a suitable offer is received.

An independent valuation of the Company's assets, including the Properties, is being completed and contact has been made with the tenants to secure future rental income.

The Joint Administrators and/or their staff may be required to have on-site presence when interested parties come to view the Properties. Follow up discussions and considerations will be required from all parties to ensure that the best value is obtained for the assets in order to maximise realisations for creditors.

It is anticipated that the sum of £29,770 will be incurred in relation to Freehold Land and Property of which £16,407 has already been incurred.

Rent Deposits

As detailed in the report, the Flats were being managed by CCL, who were responsible for collecting the rent prior to the Appointment Date.

CCL have provided the Joint Administrators with copies of the tenancy agreements for each of the Flats and a breakdown of the rental payment dates in order to ascertain the dates that any future income is to be received.

Rental income totalling £2,664 for the month of July was transferred to us by CCL in respect of the Flats and is reflected in the Receipts & Payments Account. CCL deducted their commission of £260 for this period however, The Joint Administrators have been advised that as no undertaking is provided, they are not in a position to deduct any further commission should rental income be received in the future.

The quantum of the rent deposits is yet to be established and will be detailed in future reports.

Time costs in relation to this work is included in the Freehold and Leasehold Property section noted above.

Director's Loan

As shown in the Company's books and records, there is an overdrawn director's loan account of £798,963.

Time costs totalling £3,703 are anticipated to be incurred in relation to Dealings with Directors and Management. This refers to any correspondence with the Director and the requirement to collect the outstanding balance.

Book Debts

According to the Company's books and records, the outstanding debts of the Company totalled £307,400 as at the Appointment Date. The outstanding balances are currently in the process of being realised by the Joint Administrators.

Time costs of £5,310 are anticipated in respect of book debts. Such time will be incurred in reviewing the debtor ledger and liaising with debtors to collect the outstanding balances.

Other Assets

Costs of £3,805 are estimated to be incurred in respect of Other Tangible Assets. It is anticipated that a sale of the Properties will be completed, however these costs relate to dealing with the other assets of the Company and negotiating what assets will be included in any sale (including furniture, fittings and equipment etc).

Should such a sale not be achieved these assets will be sold on a break up basis.

If any other assets come to light, the Joint Administrators will deal with them accordingly and provide an update in the next report to creditors.

Investigation

It is a statutory requirement that the Administrators provide a report to the Secretary of State on the conduct of the Directors in their management of the Company to determine their unfitness to act in such a role. This will entail a broad level of investigation to ensure that best practice standards are met and the Fee Estimate reflects this standard. If the Secretary of State then instigates Directors Disqualification proceedings, further time may be expended in providing supporting documents, witness statements etc. Such investigation may or may not lead to further asset recovery so creditors should not assume that this activity will provide a monetary benefit to the Administration estate.

Full details of the investigations to be conducted cannot be disclosed at this stage in order to avoid prejudicing any potential recovery or action in this regard. It is expected that time costs of £19,688 will be incurred over the course of the Administration as per the Fee Estimate.

Investigations into the Company will also form part of the detailed investigations being carried out by the Administrators of the Group.

Admin and Planning

Time will be spent by the Joint Administrators and their staff conducting regular reviews of the progress of the Administration, recording realisations achieved & payments made during the Administration on their internal system and dealing with general planning matters surrounding the progress of the Administration. This will ensure that the information reported to creditors is accurate and up to date as well as ensuring that the case is progressed in a timely, efficient and cost-effective manner for the benefit of the creditors.

It is anticipated that time costs totalling £27,405 will be incurred in dealing with these matters over the life of the Administration.

Statutory Compliance

An Administrator is highly regulated, being required to conform to insolvency legislation, industry Best Practice policies (Statements of Insolvency Practice) and relevant case law. Consequently, Administrators are obliged to undertake many activities that do not provide a financial benefit to creditors. Such matters will include, but are not restricted to: Anti Money Laundering, Bribery Act and Ethical considerations and checks, statutory advertising, regular reporting to creditors including fee agreement procedures, obtaining and securing company books and records, pension review and liaison with the Pension Protection Fund, Companies House filing, completion and release of insolvency bond and various Treasury functions and dealing with the ongoing strategy for the Administration.

It is anticipated that time costs totalling £18,305 will be incurred in dealing with these matters over the course of the Administration as per the Fee Estimate.

Creditors

It is anticipated that total time costs of £4,548 will be incurred in respect of dealings with Secured Creditors. This includes confirming the amounts due in respect of the fixed and floating charges held following the application of any relevant interest and charges and arranging for these balances to be repaid. However, the quantum and timing of any distribution is subject to future realisations.

Time costs totalling £2,465 is anticipated to be incurred in dealing with Communication with Creditors/Employees. This refers to time spend dealing with any creditor queries. In addition, time costs of £2,888 are anticipated to be incurred in respect of Non-preferential Creditor/Employee Claims Handling. This refers to recording all claims received in the Administration.

Appendix 7

Estimated Expenses of the Administration and Expenses Incurred

Woodhouse Family Limited (In Administration)
Joint Administrators' Estimated Expenses for the Administration

Notes	Company	Activity	Fee Basis	Amount Paid (exc. VAT) £	Expected Future Costs	Anticipated Total Cost (exc. VAT) £
1	Professional Advisors/Services					
2	Hewlett Swanson	Assisting with the Joint Administrators' appointment, advice on the sale of business and other ad hoc legal matters	Time Costs	0.00	15,000.00	15,000.00
3	Sanderson Weatherall	Valuation and marketing advice in respect of the Properties	Time Costs	0.00	14,000.00	14,000.00
4	Disbursements - Category 1					
5	Total Data Management Limited	Storage of the Company's and Liquidators' records		0.00	180.00	180.00
6	Courts Advertising Limited	Statutory Advertising		67.50	67.50	175.00
7	Bond Premium			0.00	225.00	225.00
8	Insolvency Risk Service	Insurance of assets		0.00	8,000.00	8,000.00
9	Disbursements - Category 2					
10	Mileage rate			0.00	63.00	63.00
	Total Category 2 Disbursements			0.00	63.00	63.00
11	Total Estimated Expenses			67.50	37,555.50	37,643.00

Notes to Estimated Expenses Schedule

The Joint Administrators' choice of professional advisers/service firms will be based on their perception of the experience and ability of the respective firms/individuals to perform the work, the complexity and nature of the assignment and the basis of their fees.

The Joint Administrators engaged Hewlett Swanson to assist with the Joint Administrators' Appointment, advice on the sale of business and other ad hoc legal matters.

The Joint Administrators engaged Sanderson Weatherall to assist with the valuation and marketing of the Properties.

Category 1 Disbursements are payments to independent third parties where there is specific expenditure directly referable to the Administration.

Books and records of the Company will be stored off site with an external provider for at least the duration of the Administration plus one year. In addition, it is a statutory requirement that books and records of the Administrators must be kept for six years after the conclusion of the Administration.

Statutory advertising of the Joint Administrators' appointment in the London Gazette is required under insolvency legislation.

It is a statutory requirement for Insolvency Practitioners to have a bond on each basis on which they are appointed. The cost is based on the value of the assets.

It is a requirement of any administration to have insurance in place in respect of the Company's assets. The Assets taken into consideration were the property, furniture, fittings and equipment in this instance.

Category 2 Disbursements are costs that are directly referable to the Administration but are not to a payment to an independent third party.

Mileage is the reimbursement of staff expenses at a specified rate, travelling by car to attend meetings. A nominal figure is shown.

The total anticipated expenses is an estimate based on information available at the commencement of the appointment. The estimate should therefore be treated with caution as matters are likely to change over the life of the Administration.

Appendix 8

Statement of Creditors Rights

STATEMENT OF CREDITORS' RIGHTS

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact Chloe Chan of this office.

This notice is accompanied by the Joint Administrators' Statement of Proposals

Information for creditors on remuneration and disbursements of Administrators

Information regarding the fees and disbursements of administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Administrators' Fees". This can be viewed and downloaded from the Joint Administrators' website at:

<https://www.duffandphelps.co.uk/services/restructuring/corporate-restructuring-and-debt-advisory/creditor-guides-and-employee-fact-sheets>

(click on the document 'Administration (appointment from 1 October 2015)'. Should you require a copy, please contact this office.

Creditors may requisition a decision to be made by all of the creditors for approval of the Joint Administrators' Proposals under para 52(2) Schedule B1 Insolvency Act 1986

The Joint Administrators shall seek a decision from the Company's creditors as to whether they approve the proposals if requested by creditors of the Company, whose debts amount to at least 10% of the total debts of the Company. Such a request must be received by the Joint Administrators within 8 business days of the date on which the Joint Administrators' statement of proposals is delivered.

The request for a requisitioned decision must include a statement of the purpose of the proposed decision and either—

(a) a statement of the requesting creditor's claim together with—

- a list of the creditors or contributories concurring with the request and of the amounts of their respective claims or values, and
- confirmation of concurrence from each creditor; or

(b) a statement of the requesting creditor's debt and that that alone is sufficient without the concurrence of other creditors

Creditor/s may be requested to meet the costs of a requisitioned decision and a deposit will be required for this purpose. These costs may be ordered to be paid as an expense of the Administration if the creditors so resolve.

A requisitioned decision must be made within 28 days of receiving the deposit or the expiry of 14 days without the Administrator informing the requesting creditor of the deposit sum.

Appendix 9

Proof of Debt Form

PROOF OF DEBT - GENERAL FORM

Woodhouse Family Limited - in Administration	
Company No. 09810827	
Date of Administration: 29 July 2019	
1.	Name of Creditor (If a company please also give company registration number and if non-UK, country of registration)
2.	Address of Creditor for correspondence
	Contact telephone number of creditor
	Email address of creditor
	REF
3.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25
4.	Details of any documents by reference to which the debt can be substantiated (please attach)
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount
	£
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	DATE
	Are you the sole member of the creditor?
	YES / NO
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for £	
Admitted for dividend for £	
Date	
Date	
Administrator	
Administrator	