

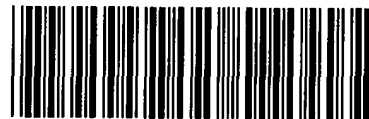
# AM10

## Notice of administrator's progress report



Companies House

WEDNESDAY



\*A9BR34SI\*

A14

19/08/2020

#201

COMPANIES HOUSE

### 1 Company details

Company number 0 9 9 8 9 4 7 9

Company name in full Brocket Hall (UK) Limited

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

### 2 Administrator's name

Full forename(s) Michael

Surname Wellard

### 3 Administrator's address

Building name/number 40a

Street Station Road

Post town Upminster

County/Region Essex

Postcode R M 1 4 2 T R

Country

### 4 Administrator's name

Full forename(s) Darren

Surname Edwards

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

### 5 Administrator's address

Building name/number 40a

Street Station Road

Post town Upminster

County/Region Essex

Postcode R M 1 4 2 T R

Country

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	1	7	0	1	2	0	2	0
To date	1	6	0	7	2	0	2	0

**7**

### Progress report

☒ I attach a copy of the progress report

**8**

### Sign and date

Administrator's  
signature

Signature

X  X

Signature date

<sup>d</sup> 1 <sup>d</sup> 7 <sup>m</sup> 0 <sup>m</sup> 8 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 0

# AM10

## Notice of administrator's progress report



### Presenter information

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

Michael James Wellard

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R M 1 4 2 T R

DX

01708 300170



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

HIGH COURT OF JUSTICE

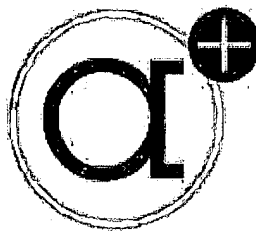
NO. 77 of 2020

**BROCKET HALL (UK) LIMITED  
IN ADMINISTRATION**

**THE JOINT ADMINISTRATORS' SIX MONTH PROGRESS REPORT  
PERIOD FROM 17 JANUARY 2020 TO 16 JULY 2020**

**Michael Wellard and  
Darren Edwards**

**Aspect Plus Limited  
40a Station Road  
Upminster  
Essex  
RM14 2TR  
Tel: 01708 300170**



This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Michael James Wellard and Darren Edwards were appointed Joint Administrators of Brocket Hall (UK) Limited on 17 January 2020. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.



## **Contents**

1. Introduction
2. Joint Administrators' Progress of the Administration
3. Details of extensions
4. Creditors' claims and distributions
5. Investigations
6. The Joint Administrators' fees and expenses
7. Details of any assets that remain to be realised and further actions to be taken
8. Creditors' rights to request information and their right to challenge the Joint Administrators' fees and expenses
9. Any other relevant information
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## **Appendices**

1. Statutory Information
2. The Administrators' Receipts and Payments Account from 17 January 2020 to 16 July 2020
3. The Joint Administrators' Time Costs from 17 January 2020 to 16 July 2020
4. Charge-out Rates and Disbursement policy
5. Details of Work Undertaken
6. Proof of Debt form

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



## **1. INTRODUCTION**

The purpose of this report is to detail the acts and dealings of the Joint Administrators' and summarises the progress of the Administration during the period 17 January 2020 to 16 July 2020 ("the Review Period").

This report should be read in conjunction with Joint Administrators' Proposals which were approved by creditors on 2 March 2020.

Statutory information can be found at Appendix 1.

## **2. THE JOINT ADMINISTRATORS' PROGRESS OF THE ADMINISTRATION**

The purpose of an administration is set out in Schedule B1, Paragraph 3(1) of the Insolvency Act 1986 (as amended) ("the Act"). In short, this provides that an administrator of a company must perform his functions with the objective of:

- i. Rescuing the company as a going concern; or
- ii. Achieving a better result for the creditors as a whole than would be likely to be achieved if the company were wound up (without first being in administration), or
- iii. Realising property in order to make a distribution to one or more secured or preferential creditors.

As outlined in our Proposals, the objective of the Administration of the Company was to achieve the second purpose, by way of a sale of the business and assets of the Company. This objective remains unchanged.

### **2.1 Progress of the Administration**

As outlined in our Proposals, it was determined that the best return to creditors would be if a pre-packaged sale of the business and assets via an Administration could be achieved. However, due to a) the restrictions in the head lease as to who can occupy Brocket Hall and b) that the licence that the Company operated under could not be assigned, and in fact could be terminated with short notice, it was considered that the number of potential interested parties would be limited. Any purchaser would also require the consent of Brocket Hall (Jersey) Limited, the head-lease holder.

On 30 January 2020, a sale of the Company's business and assets to Brocket Hall (Holding) Limited ("Holding") was completed for £100,000. As part of the sale, the jobs of 160 of the Company's employees were preserved. In addition, Holding agreed to honour the golf memberships and to carry out any events or weddings that had previously been booked and to deduct the deposit paid to the Company from the final bill.

The payment of £100,000 was to be paid over the following deferred period:

- On completion: £19,500
- 5<sup>th</sup> February 2020: £2,000

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



- 5<sup>th</sup> March 2020: £2,000
- 5<sup>th</sup> April 2020: £2,000
- 5<sup>th</sup> May 2020: £2,000
- 5<sup>th</sup> June 2020: £2,000
- 5<sup>th</sup> July 2020: £2,000
- 5<sup>th</sup> August 2020: £15,000
- 5<sup>th</sup> September 2020: £30,000
- 5<sup>th</sup> October 2020: £23,500

The initial payment of £19,500 was to be paid to the parties that funded the application in accordance with the Court order making the appointment.

During the Review Period, we have received £12,000 in respect of the deferred consideration for the periods February to July. The Company has security over Holding until such time as the deferred consideration has been paid.

The sale did not include:

- the book debts of the Company with a value of approximately £33,992;
- cash at bank of £13,000; and
- a potential claim against the former Administrators of Brocket Hall (International) Limited of £98,461.

In the Director's Statement of Affairs, the book debts were estimated to realise £14,000. A debtor paid £5,750 into Holding bank account and in accordance with the Sale and Purchase Agreement, these funds have been transferred to us. The Joint Administrators have agreed with Holding that they will initially pursue the remaining debts on our behalf as they know the debtors and are best placed to deal with any queries that may be raised. We have agreed that Holding will be paid a commission of 10% of debts collected.

The Joint Administrators have received £12,355 representing the funds held in the Company's bank account. An amount of £281 relates to Holding and we are in the process of transferring these funds to them.

The Joint Administrators have reviewed the correspondence between the Company and the former Administrators of Brocket Hall (International) Limited and are currently awaiting further information from the Company's former Director in order to continue our investigation about the recoverability of this claim.

## **2.2 The Joint Administrators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the period from 17 January 2020 to 16 July 2020.

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



The main asset realisations during the Review Period have been covered in section 2.1 above. For a detailed list of work undertaken by the Joint Administrators as a whole, see Appendix 5.

## **Payments**

### Petitioners Costs

In accordance with the Court order, the costs of the petitioning creditor were to be met from the Company assets. These have now been paid in the sum of £902.

### Pre-Appointment costs

As detailed in sections 6.1 and 6.2 below, various pre appointment costs have been settled as follows:

- Costs of £6,080 in relation to the work undertaken by Aspect Plus Limited;
- SIA Group's fees to prepare a valuation of the Company's assets of £1,798; and
- Rabbow and Co's fee of £5,000 to provide a valuation of the Company's assets to the directors have been part paid at £2,500, and the balance will be settled once the deferred proceeds have been received.

### Insurance of Assets

This is the cost of insuring the Company's assets between the time the Joint Administrators were appointed and when the assets were sold.

### Postal and Internet Costs

This payment relates to the costs associated with posting the Joint Administrators' statutory reports on the internet and circulating associated correspondence to the creditors.

## **2.3 Work undertaken during the review period**

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and the Court and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;

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





- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;
- Realising the deferred consideration from Holding;
- Reviewing the book debts and agreeing a collection fee with Holding;
- Reviewing the paperwork relating to the potential claim against the former Administrators of Bocket Hall (International) Limited and making further enquiries;
- Dealing with employee claims;
- Dealing with unsecured creditor queries; and
- Submitting a confidential report on the conduct of the Directors to the Department for Business, Energy & Industrial Strategy. This obligation arises under the Company Directors' Disqualification Act 1986. Creditors should note that the content of any submission is strictly confidential and under no circumstances will it be discussed.

### **3. DETAILS OF EXTENSIONS**

The Administration of the Company has not been extended beyond its statutory period and no extensions have been sought. It is not anticipated that an extension will be required.

### **4. CREDITORS' CLAIMS AND DISTRIBUTIONS**

#### **4.1 Secured creditors**

The Company did not provide any security, so there are no secured creditors.

#### **4.2 Preferential creditors**

As noted above, all employee contracts existing at the date of Administration were transferred to the purchaser.

Four members of staff were given notice prior to the Administration and will have preferential claims for unpaid wages (limited to £800) and outstanding holiday pay. We have calculated these claims at £3,386 and anticipate that these will be paid in full.

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#### **4.3 Prescribed Part**

Section 176A of the Act requires administrators to make a prescribed part of the company's net property, which is the balance remaining after discharging the preferential claims but before paying the floating charge-holder, available for the satisfaction of unsecured debts.

In this case, the prescribed part provision does not apply as no floating charge was granted.

#### **4.4 Unsecured creditors**

The Director has estimated unsecured creditors' claims at approximately £8,581,406. To date, we have received claims totalling £6,165,530. It is anticipated that there will be sufficient asset realisations to enable a small distribution to unsecured creditors. However, at this stage, the quantum of the dividend is not known as we are not yet able to conclude the level of realisations from the former administrator, as detailed in section 2.1 above.

A proof of debt form is attached at Appendix 6, which should be completed and returned by any creditors who have yet to submit their claim in the Administration.

### **5. INVESTIGATIONS**

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service.

#### **5.1 Initial assessment of potential recoveries**

Shortly after appointment we reviewed all the information available to us and conducted an initial assessment of whether there were any matters which may have led to any recoveries for the benefit of creditors, in addition to the potential claim against the former Administrators of Brocket Hall (International) Limited.

We confirm that we did not identify any other assets or actions which would lead to a recovery for creditors, other than a potential recovery from the former administrator, as previously detailed.

### **6. THE JOINT ADMINISTRATORS' FEES AND EXPENSES**

#### **6.1 Pre-Administration costs**

Pre-appointment fees and expenses are defined as fees charged and expenses incurred by the Joint Administrators before the Company entered administration (but with a view to it doing so).

Our total time costs in assisting the Company prior to our appointment as Joint Administrators were £6,080, a breakdown of which was included in the Joint Administrators' Proposals. No amounts were paid by the Company in respect of these time costs. No expenses were incurred prior to appointment.

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



As detailed above, the Court ordered that these costs be paid as an expense of the Administration and these have now been paid.

## **6.2 Other professionals' pre-appointment fees and expenses**

TSPMH, SIA and Rabbow and Co undertook work in preparing for the Administration of the Company. Their fees incurred prior to appointment were:

<b>Professional advisor</b>	<b>Pre-appointment fees</b>	<b>Pre-appointment expenses</b>	<b>Amount drawn</b>
TSPMH	£15,000	£0	£15,000
SIA	£1,700	£98	£1,798
Rabbow and Co	£5,000	£0	£2,500

All amounts shown are exclusive of VAT.

The costs of TSPMH were paid by a third party. These costs have been refunded as an expense of the Administration, in accordance with the Court Order.

## **6.3 The Joint Administrators' fees**

The creditors approved that the Joint Administrators' fees be based on time costs, as detailed in the Proposals. The total costs for the duration of the Administration were estimated at £30,304.

During the period under review the Joint Administrators and their staff have incurred time costs of £35,904 which equates to 167.0 hours at an average charge out rate of £214.99. A breakdown of these time costs are provided at Appendix 3 together with a comparison to the proposed fee estimate. No fees have been drawn during the review period.

Whilst the current time costs have exceeded the previous estimated costs, the Joint Administrators are not requesting an increase to their fees at this stage as any increase will be subject to further realisations.

Our initial fee estimate has been exceeded primarily due to the number of creditor queries and members of the public that have contacted our office regarding future bookings.

Further information regarding the charge-out rates of the Joint Administrators and their staff is provided at Appendix 4.

"A Creditors' Guide to Administrators' Remuneration" is available for download at

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost.

## **6.3 The Joint Administrators' expenses**

The expenses incurred to date are compared with the original expenses estimate at Appendix 3. As can be seen, our estimated expenses have not been exceeded.

We can advise that no Category 2 disbursements will be drawn.

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



## **7. DETAILS OF ANY ASSETS THAT REMAIN TO BE REALISED AND FURTHER ACTIONS TO BE TAKEN**

As reported above, the assets left to realise are:

- the remaining deferred consideration of £68,500;
- book debts of £28,242; and
- a potential claim against the former Joint Administrators of Brocket Hall (International) Limited recorded in the Company's books at £98,461.

We consider it likely that a dividend will be paid to preferential and unsecured creditors.

Once the outstanding matters have been concluded or earlier if the Joint Administrators consider it appropriate and cost-effective, the claims of unsecured creditors will be agreed. This may be in the Administration or a subsequent Liquidation.

The Joint Administrators will also comply with their statutory obligations including reporting to creditors.

## **8. CREDITORS' RIGHTS TO REQUEST INFORMATION AND THEIR RIGHT TO CHALLENGE THE JOINT ADMINISTRATORS FEES AND EXPENSES**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

## **9. ANY OTHER RELEVANT INFORMATION**

It is anticipated that there will be sufficient asset realisations to enable the preferential creditors to be paid in full and a small distribution to unsecured creditors. However, at this stage, the exact quantum of the dividend is not known.



### 9.1 Complaints procedure

If you have any comments or concerns in connection with the conduct of any of the Insolvency Practitioners at Aspect Plus, please contact Tony Bayliss in the first instance. If the matter is not resolved to your satisfaction you and you wish to take the matter further you may contact the Insolvency Services directly via the Insolvency Complaints Gateway at [www.gov.uk/complain-about-insolvency-practitioner](http://www.gov.uk/complain-about-insolvency-practitioner). They can also be contacted in the following ways:

Telephone +44 (0) 300 678 0015

Write to IP Complaints, Insolvency Service, 3rd Floor, 1 City Walk, Leeds LS11 9DA

### 10. EC REGULATIONS

The Company's centre of main interest was at Brocket Hall Estate, Brocket Hall, Lemsford, Welwyn Garden City, Hertfordshire AL8 7XG and we therefore consider that the EC Regulations will apply. These proceedings will be main proceedings as defined in Article 3 of the EC Regulation.

### 11. NEXT REPORT

The Joint Administrators have an obligation to produce progress reports six monthly, or earlier if the Administration has been finalised. Therefore, the next report will be issued to creditors as part of their statutory obligations.

If you require any further information please contact Richard Ring on 01708 300170.

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Michael James Wellard

Dated: 13 August 2020

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Darren Edwards

Dated: 13 August 2020

## APPENDIX 1

### STATUTORY INFORMATION

Company Name	Brocket Hall (UK) Limited - In Administration
Previous Name(s)	N/A
Trading Name(s)	Brocket Hall
Proceedings	In Administration
Court	High Court of Justice, Business and Property Courts of England and Wales Insolvency and Companies List (ChD)
Court Reference	77 of 2020
Date of Appointment	17 January 2020
Joint Administrators	Michael Wellard and Darren Edwards Aspect Plus Limited 40a Station Road Upminster Essex RM14 2TR
Registered office Address	c/o Aspect Plus Limited, 40a Station Road Upminster Essex RM14 2TR  Changed from: 9-13 St Andrew Street London EC4A 3AE
Company Number	09989479
Incorporation Date	5 February 2016
Company Secretary	N/A
Appointment by	The Court following an Application by the Directors
Directors at date of Appointment	Michael William Longshaw (appt 16 June 2016) Hui Sen Yan (appt 30 March 2017) Min Hao Yu (appt 16 June 2016) Feng Zhou (appt 16 June 2016)
Directors in previous three years	David Grant Mortimer (appt 16 June 2016 resigned 1 March 2017) Jin Long Zhang (appt 14 March 2016 resigned 1 September 2018)
Shareholder	1,000 ordinary shares held by Good Sunny International Investment Limited

## APPENDIX 2

### Brocket Hall (UK) Limited - In Administration Joint Administrators' Abstract of Receipts & Payments

From 17 January 2020 To 16 July 2020

S of A £		From 17/01/20	From 17/01/20
		To 16/07/20	To 16/07/20
<b>ASSET REALISATIONS</b>			
1.00	Goodwill	1.00	1.00
14,000.00	Book Debts	5,750.00	5,750.00
12,156.00	Cash at Bank	12,355.21	12,355.21
-	Bank Interest Gross	0.66	0.66
-	Vehicle Registration Refund	747.49	747.49
99,999.00	Chattel Assets and Plant and Equipment	31,499.00	31,499.00
<u>126,156.00</u>		<u>50,353.36</u>	<u>50,353.36</u>
<b>COST OF REALISATIONS</b>			
	Costs of the Court Application*	(19,500.00)	(19,500.00)
()	Petitioners Costs	(902.40)	(902.40)
()	Specific Bond	NIL	NIL
()	Pre-appointment Fee	(6,080.00)	(6,080.00)
()	Agents/Valuers Fees	(4,298.00)	(4,298.00)
()	Insurance of Assets	(280.00)	(280.00)
()	Bank Charges	(24.20)	(24.20)
()	Postal and Internet Costs	(262.12)	(262.12)
<u>()</u>		<u>(31,346.72)</u>	<u>(31,346.72)</u>
<b>UNSECURED CREDITORS</b>			
(433,620.44)	Consumer Advance	NIL	NIL
(369,943.01)	Personal Loan	NIL	NIL
(7,767,472.54)	Trade Creditor	NIL	NIL
<u>(8,571,035.99)</u>		<u>NIL</u>	<u>NIL</u>
<u>(8,571,055.99)</u>		<u>19,006.64</u>	<u>19,006.64</u>
<b>REPRESENTED BY</b>			
	Vat Receivable		2,123.02
	Brocket Hall (UK) Limited		<u>16,883.62</u>
			<u>19,006.64</u>



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**Michael James Wellard**  
Joint Administrator

\* In accordance with the SPA, the payment on completion of £19,500 was paid to the funders of the Court Application (£19,500). The payment of these costs were covered in the Court Order.

# APPENDIX 3

## Joint Administrators' Remuneration Schedule Brocket Hall (UK) Limited Between 17 January 2020 and 16 July 2020

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	5.40	28.70	6.60	21.00	61.70	14,512.00	235.20
Investigations	1.70	6.20	0.00	3.00	10.90	3,110.00	285.32
Realisation of Assets	0.60	29.80	0.00	0.40	30.80	9,256.00	300.52
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	6.40	0.70	56.20	63.60	9,026.00	141.92
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>8.00</b>	<b>71.10</b>	<b>7.30</b>	<b>80.60</b>	<b>167.00</b>		
<b>Time costs</b>	<b>3,200.00</b>	<b>21,330.00</b>	<b>1,442.00</b>	<b>9,932.00</b>		<b>35,904.00</b>	
<b>Average hourly rate</b>	<b>400.00</b>	<b>300.00</b>	<b>197.53</b>	<b>123.23</b>			<b>214.99</b>

Description	Total Incurred £	Total Recovered £
	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>

### Summary of Fees

Time spent in administering the Assignment	Hours	167.00
Total value of time spent to 16 July 2020	£	35,904.00
Total Joint Administrators' fees charged to 16 July 2020	£	0.00

### The Joint Administrators' original fee estimate for comparison

Classification of work function	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	48.5	13,989.00	288.43
Investigations	7.5	1,800.00	240.00
Realisation of Assets	30.6	8,870.00	289.87
Trading	0.0	0.00	0.00
Creditors	18.1	4,060.00	224.31
Case Specific Matters	5.5	1,585.00	288.18
	<b>110.0</b>	<b>£30,304.00</b>	<b>£274.99</b>

### The Joint Administrators' original expenses estimate for comparison

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £
Statutory Advertising	254	0
Bonding	400	0
Other Category 1 expenses	190	0
Category 2 expenses	-	-
<b>Total</b>	<b>844</b>	<b>0</b>

No fees or expenses have exceeded the original estimates.



**THE JOINT ADMINISTRATORS' CHARGEOUT AND DISBURSEMENT POLICY**

**Charge out rates**

The Joint Administrators have received approval from creditors to draw fees on a time cost basis.

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of hourly charge-out rates effective from 1 January 2019 are as follows:

Partners / Directors	£400
Managers	£300
Senior Administrators	£240
Administrators	£190
Junior Administrators	£100

**Disbursements**

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

## APPENDIX 5

### BROCKET HALL (UK) LIMITED - IN ADMINISTRATION

#### DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including receipts and payments accounts Dealing with requests for Corporation tax returns VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets Statutory filing of notices at the Court and Companies House
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices to notify TPR, PPF and the trustees of the pension schemes Instructing agents to review and confirm any pension schemes
Reports	Circulating initial proposals to creditors upon appointment Preparing statutory progress report to creditors
Decision procedures	Preparation of notices and voting forms Notice of decision procedure to all known members and creditors Collate and examine proofs and votes to decide on resolutions Preparation of decision process documents. Responding to queries and questions
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Review of specific transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<b>Realisation of Assets</b>	
Sale of Business as a Going Concern	Instructing and liaising with solicitors Dealing with post sale agreement matters
Book Debts	Review Company records and information Review Debtor schedule Dealing with collection and remittance of debts Liaising with Director regarding ledger Agreeing debt collection process with Director
Other assets:	Dealing with HP/leased assets Exchanges with government departments
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Dealing with members of the public that have paid deposits for future bookings – explaining their

## APPENDIX 5

General Description	Includes
	options with regard to the sale to Holding
Dealing with proofs of debt	Receipting and filing POD
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Request further information from claimants regarding POD

**PROOF OF DEBT**

Company Name: **BROCKET HALL (UK) LIMITED  
(IN ADMINISTRATION)**

Date of Administration: **17 JANUARY 2020**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	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	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. (The administrator may call for any document or evidence to substantiate the claim at his discretion.)	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO