In accordance with Rule 18.6 of the Insolvency (England & Wales) Rules 2016.

# **AM10**

# Notice of administrator's progress report



16/06/2023

**COMPANIES HOUSE** 

www.gov.uk/companica...a..

|                      |                           | 1.7  |  |  |  |
|----------------------|---------------------------|--|--|--|--|
| 1                    | Company details           |  |  |  |  |
| Company number       | 0 9 9 9 4 8 9 9           | → Filling in this form Please complete in typescript or in |  |  |  |
| Company name in full | AMPOWERUK LIMITED         | bold black capitals.                                       |  |  |  |
| •                    |                           |  |  |  |  |
| 2                    | Administrator's name      |  |  |  |  |
| Full forename(s)     | RINA                      |  |  |  |  |
| Surname              | ROHILLA                   |  |  |  |  |
| 3                    | Administrator's address   |  |  |  |  |
| Building name/number | 82-86                     |  |  |  |  |
| Street               | SHEEN ROAD                |  |  |  |  |
|                      |                           |  |  |  |  |
| Post town            | RICHMOND                  |  |  |  |  |
| County/Region        | SURREY                    |  |  |  |  |
| Postcode             | T W 9 1 U F               |  |  |  |  |
| Country .            |                           | 1  |  |  |  |
| 4                    | Administrator's name ●    | ,  |  |  |  |
| Full forename(s)     |                           | Other administrator Use this section to tell us about      |  |  |  |
| Surname              |                           | another administrator.                                     |  |  |  |
| 5                    | Administrator's address ® |  |  |  |  |
| Building name/number |                           | <b>②</b> Other administrator                               |  |  |  |
| Street               |                           | Use this section to tell us about another administrator.   |  |  |  |
|                      |                           |  |  |  |  |
| Post town            |                           |  |  |  |  |
| County/Region        |                           |  |  |  |  |
| Postcode             |                           |  |  |  |  |
| Country              |                           |  |  |  |  |
|                      |                           |  |  |  |  |

# AM10 Notice of administrator's progress report

| 6                         | Period of progress report   |
|---------------------------|---|
| From date                 | $\begin{bmatrix} d & 1 & \end{bmatrix} \begin{bmatrix} d & 1 & \end{bmatrix} \begin{bmatrix} m & 1 & \end{bmatrix} \begin{bmatrix} y & 2 & y & 0 \end{bmatrix} \begin{bmatrix} y & 2 & y & 2 \end{bmatrix}$ |
| To date                   | $ \begin{array}{c ccccccccccccccccccccccccccccccccccc$  |
| 7                         | Progress report   |
|                           | ■ I attach a copy of the progress report  |
|                           |   |
|                           |   |
| 8                         | Sign and date   |
| Administrator's signature | Signature X   |
| Signature date            | $ \begin{array}{c ccccccccccccccccccccccccccccccccccc$  |

## **AM10**

Notice of administrator's progress report

# **Presenter information** You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record. Contact name Ms Rina Rohilla The Richmond Partnership 82-86 Sheen Road Post town Richmond County/Region Postcode T Country Telephone Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

## Important information

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

## ■ Where to send

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

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

## Further information

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

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

# **The Richmond Partnership**

#### TO ALL CREDITORS AND MEMBERS

07.06.2023

**Dear Sirs** 

#### AMPOWERUK LTD (In Administration) ("the Company")

I refer to my appointment as Administrator of the Company on 11.11.2021 and I now provide my progress report to creditors for the period 11.11.2022 to 10.05.2023.

**Rights of Creditors** 

An unsecured creditor may, with the permission of the Court or with concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Administrator remuneration and expenses, within 21 days of receipt of this report.

An unsecured creditor may, with the permission of the court or with the concurrence of ten per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the administrator's fees and the amount of any proposed expenses already incurred, within eight weeks of receipt of this report.

Should you have any queries in relation to this matter please do not hesitate to contact me.

Yours faithfully For and on behalf of AmpowerUk Ltd

Rina Rohilla Administrator

Enc.

## **AMPOWERUK LTD -In Administration**

In the High Court of Justice, Business and Property Courts, Chancery Division, London

Court no: CR-2021-002091

# THE ADMINISTRATOR'S PROGRESS REPORT TO CREDITORS

For the six-month period 11.11.2022 to 10.05.2023

Ms Rina Rohilla Administrator

The Richmond Partnership 82-86 Sheen Road Richmond Surrey TW9 1UF

07597 368328

Ampoweruk@therichmondpartnership.com

#### **CONTENTS**

- 1. Introduction
- 2. Administrators' actions since the last report
- 3. Receipts and Payments
- 4. Assets
- 5. Dividend prospects
- 6. Investigation into the Affairs of the Company
- 7. Administrators' remuneration
- 8. Administrators' Expenses
- 9. Further Information and complaints
- 10. Summary

## **APPENDICES**

- I. Definitions
- II. Statutory Information
- III. Receipts and Payments Account
- IV. Administrators' time costs summary
- V. Administrators' charge out rates, expense policy and narrative.

#### 1. INTRODUCTION

As you are aware I was appointed as Administrator of the Company on 11.11.2021. This report is my third report on the progress of the Administration from 11.11.2022 to 10.05.2023, the reporting period.

#### 2. AMINISTRATOR'S ACTIONS SINCE LAST REPORT

As set out in my proposals, my primary objective was to achieve a better result for the Company's creditors as a whole than would be likely if it were wound up.

A summary of matters dealt with since the Administrator's last report are outlined below:

- Liaised with HCR Sprecher Grier to prepare for the court hearing held on 09.11.2022 for the application to extend the administration period.
- Attended the court hearing via zoom call to answer the questions for the Judge in Court.
- Carried out further investigations into the affairs of the Company.
- Review the Company's debtor book periodically.
- Liaised with the debt collecting agencies.
- Responded to various queries that were raised by the company's debtors and creditors.
- Responded to queries raised by HMRC.
- Agreed and paid HMRC for the preferential claim.
- Addressed statutory duties associated with the Administration.
- Deal with Company's key assets on appointment were its cash at bank, cash in transit, and its customer debtor book.
- Drafted the report to creditors.

#### 3. RECEIPTS AND PAYMENTS

My receipts and payments account for the Reporting period is attached at Appendix III.

Summary of receipts:

- £3,421.42 has been collected in respect of book debts in this period.
- £20,201.20 accrued interest on funds held in the estate.

Summary of payments:

- £13,119.00 paid to HCR Sprecher Grier for legal fees.
- £1,342.74 for bank charges
- £11,509.24 to HMRC preferential claim.
- £50,000 plus Vat for Administrator's fees on account.

#### 4. ASSETS

#### **Book Debts**

Book debts detailed within the directors' statement of Affairs comprise the customer debtor book (book value £6.3M, estimated to realise value £4.4M)

The existing direct debit mandates were left in place to maximise realisations against the customer debtor book. In this period, we have collected another £3,421.42 in relation to the customer debtor book, making it a total of £5,326,772.13 to date.

As detailed before I have instructed Credit Style to assist in collecting some of the residual customer debts owed to the Company by its former customers.

Credit Style initially issued a letter to debtors requesting payment of outstanding amounts and this led to various debtors making contact to either make a payment, obtain further information or in some instances, disputing the amount owed.

Credit Style are now instructed to take legal action on all outstanding debts.

A further update will be provided in the next report.

#### **Bank Interest Gross**

During the Reporting Period, a total of £20,201.20 bank interest has been accrued on the funds held in the estate bank account. In total £25,690.58 has accrued on funds held in the estate bank account since appointment.

#### **Expenses**

#### **Payments**

Payments made in this period are set out in the attached receipts and payments account.

#### 5. DIVIDEND PROSPECTS

Secured creditors.

I am not aware of any secured claims against the Company.

#### Preferential creditors

Based on current estimates, I anticipate that the ordinary preferential creditors should receive a dividend of approximately IOOp in the £.

I have requested RPS to submit their claim but to date I have not received any.

In addition, certain HMRC claims rank as secondary preferential claims, including debts relating to PAYE, NIC & VAT. Based on current estimates, I anticipate that the secondary preferential creditors should receive a dividend of 100p in the £.

To date I have not received their claim.

#### Unsecured creditors

Based on current estimates, I anticipate that the unsecured creditors should receive a dividend. I have yet to determine the amount and timing of this, but I will do so when I have completed the realisation of assets, the payment of associated costs and the adjudication of claims.

#### 6. INVESTIGATIONS

I continue to review the affairs of the Company to find out if there are any actions which can be taken against third parties to increase recoveries for creditors.

#### 7. ADMINISTRATOR'S REMUNERATION

During this period, creditors provided approval on 21.12.2022 that:

- That the Administrator's fees be fixed by reference to the time given by her and her staff in attending to matters arising in the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.
- That the Administrator be authorised to discharge all Category 2 expenses calculated on the bases detailed in the Summary.
- That the unpaid pre-Administration costs set out in the Administrator's Proposal be approved.

#### **Time Costs**

My total time costs during this period amount to £58,095, representing 151.85 hours of work at an average charge out rate of £382.58 per hour. To date I have drawn £50,000 plus Vat in respect of my fees. The remainder of my time costs remain unbilled.

A detailed schedule is attached.

#### 8. ADMINIRATOR'S EXPENSES

Detailed below are the expenses that the Administrator's expects to incur in the Administration.

A schedule of Category 1 and 2 expenses incurred, amounts paid to date and the future expected amounts to be incurred is shown below:

| Post-        | Category 1 | Category 2 | Total | Paid to date | Estimate future |
|--------------|------------|------------|-------|--------------|-----------------|
| appointment  |            |            |       |              |                 |
|              | £          | £          | £     | £            | £               |
| Bonding      | 5,510      |            | 5,510 | 5,510        | -               |
| Advertising  | 110        |            | 110   |              |                 |
| Storage      | 900        |            | 900   |              |                 |
| Postage      | 34         |            | 34    | -            | 45              |
| Mileage      |            | 1,050      | 1,050 | _            | 50              |
| Subsidence   | 482        |            | 482   |              |                 |
| Photocopying | 400        |            | 400   | -            | 400             |
| Total        | 6,336      | 1,050      | 7,386 |              | 495             |

#### 9. FURTHER INFORMATION AND COMPLAINTS

An unsecured creditor may, with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Administrator's remuneration and expenses, within 21 days of receipt of this report.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question). Apply to Court to challenge the amount and/or basis of the Administrator's fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report.

fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report.

- for payment of the dividend to unsecured creditors;
- discharging any outstanding costs and expenses of the administration;
- preparing and submitting any necessary VAT and tax returns;
- once outstanding matters have been dealt with, concluding all closure related formalities, in order to bring the administration to a close.

#### 10. SUMMARY

I will provide a further progress report after 10.11.2023 or earlier if the administration has been completed prior to that time.

If any creditor has any queries in relation to the above, please do not hesitate to contact Administrator, on 07957 368328 or by email to ampoweruk@therichmondpartnership.com.

Rina Rohilla Administrator

#### **Appendix I: Definitions**

The Act The Insolvency Act 1986

The Rules The Insolvency (England & Wales) Rules 2016

pursuant to Paragraph 49(1) of Schedule B1 of the Act

The Administrator Ms Rina Rohilla

The Company Ampoweruk Ltd (in Administration)

The Court

EBIT Earnings before interest and tax

SPA Sale & Purchase Agreement

RPO The Redundancy Payments Office

HMRC HM Revenue & Customs

ROT Retention of Title

EOS Estimated Outcome Statement

176A of the Act

QFCH Qualifying Floating Charge Holder

SIP Statement of Insolvency Practice (England & Wales)

TUPE Transfer of Undertakings (Protection of Employment) Regulations

#### **Appendix II: Statutory and Financial Information**

Company name

**AMPOWERUK LTD** 

Previous name(s)

**INVERNO LTD** 

Trading name(s)

**AMPOWERUK** 

Company Number

09994899

**Proceedings** 

In Administration

Court

High Court of Justice, Business and Property

Courts of England and Wales

Court reference

CR - 2021 - 002091

Date of appointment

11.11.2021

Appointed by

Sandip Sali

Administrator

Rina Rohilla

The Richmond Partnership

82-86 Sheen Road Richmond TW9 1UF

Statement required by Paragraph 100(2)

of Schedule B1 of the Act

The Administrator are authorised to carry out all functions, duties and powers by either one or by

both of them.

Registered office

The Richmond Partnership

82-86 Sheen Road Richmond TW9 1UF

Company number

09994899

Incorporation date

9 February 2016

Company Secretary at date of

appointment

Sri Konala

Directors at date of

appointment

Sandip Sali

Trupta Sali Bindu Chitoor

**Shareholdings Ordinary 100** 

A shareholding

Ampower Group Ltd

150,000

# Appendix III: Receipts and Payments Account For the period 11.11.2021 – 10.05.2023

|                                 | From 11.11.2021   | 11.05-2022   | m 11.11.2022  | m 11.11.2021  |
|---------------------------------|-------------------|--------------|---------------|---------------|
| ASSET REALISATIONS              | To 10.05.2022     | o 10.11.2022 | To 10.05.2023 | Fo 10.05.2023 |
|                                 | £                 | £            | £             | £             |
| Opening Cash at Bank            | 503,932.19        | 5,026,772.11 | 5,349,423.03  | 503,932.19    |
| Money Collected from Debtors    | 4,941,531.35      | 381,819.36   | 3,421.42      | 5,326,772.13  |
| Bank Interest Received          | 35.36             | 5,454.02     | 20,201.20     | 25,690.58     |
| Total                           | 5,445,498.90      | 5,414,045.49 | 5,373,045.65  | 5,856,394.90  |
| COST OF REALISATIONS            |                   |              |               |               |
| Bank Charges                    | 1,049.33          | 750.80       | 1,342.74      | 3,142.87      |
| Debt Collection Fees            | 6,9 <b>99.1</b> 7 | 18,733.63    | 0.00          | 25,732.80     |
| Legal Fees                      | 5,280.00          | 22,260.00    | 13,119.00     | 41,659.00     |
| Duress Payments                 | 49,800.00         | 0.00         | 0.00          | 49,800.00     |
| Telephone/telex/fax/stationery  | 2,031.47          | . 0.00       | 93.000        | 2.031.47      |
| Property Costs                  | 1,303.74          | 0.00         | 0.00          | 1,303.74      |
| Directors Sallanies             | 24,164.78         | 5,000.00     | 0.00          | 29,164.78     |
| Wages & Salaries                | 42,824.79         | 0.00         | 0.00          | 42,024.79     |
| Pension Costs                   | 3,022.15          | 0.00         | 0.00          | 3,022.15      |
| IT Expenses                     | 21,550.22         | 12,368.03    | 0.00          | 33,918.25     |
| Sub - Contractors               | 42,518.46         | 0.00         | 0.00          | 42,518.46     |
| Agents Fees                     | 900.00            | 0.00         | 0.00          | 900.00        |
| HMRC - VAT                      | 213,794.20        | 0.00         | 0.00          | 213,794.20    |
| HIMRC - Preferential Claim      | 0.00              | 0.00         | 11,509.24     | 11,509.24     |
| Loan Repayment                  | 887.37            | 0.00         | 0.00          | 887.37        |
| Insurance                       | 782.20            | 5,510.00     | 0.00          | 6,292.20      |
| Suppliers                       | 1,618.91          | 0.00         | 0.00          | 1,618.91      |
| Administrator's Fees and Disbur | sements           |              | 60,000.00     | 60,000.00     |
| Tota!                           | 418,726.79        | 64,622.46    | 85,970.98     | 569,320.23    |
| Balance at Bank                 | 5,026,772.11      | 5,349,423.03 | 5,287,074.67  | 5,287,074.67  |

Appendix IV: Breakdown of the Administrator's Time Costs from 11.11.2022 to 10.05.2023

| 15          | 9.75<br>2.5      | 2.5  |   |   |   |  |   |
|-------------|------------------|--|---|---|---|--|---|
| 15          |                  | ም Æ  |   |   |   | I  |   |
|             | <b>ಌ</b> ಸ.      | 9.20   | 25  | 3:.35:  |   | 1,343,35   | 392.16  |
|             | 2.20             |  |   | 2.5   |   | 587.53   | 395.93  |
|             |                  |  |   | 3   |   | 8.33   |   |
|             |                  |  |   | 3   |   | 8.33   |   |
|             |                  |  |   |   |   |  |   |
|             |                  |  |   | <u> </u>  | 5,55                                    | \$.33  |   |
|             |                  |  |   |   |   |  |   |
| 75.75       | 117, 295         |  | 35,25   | . 43025   |   | 18E S 177.50   | 384.13  |
|             |                  |  |   | <b>E</b>  | 49.25                                   | 9.99   |   |
|             |                  |  |   |   |   |  |   |
|             |                  |  |   | 30  |   | 930  |   |
|             |                  |  |   |   |   |  |   |
| 12:5        | 714              |  | 2:1   | 50-5  |   | 17,717,500   | 350) 92   |
|             |                  |  |   | 30.   |   | 9.33   |   |
|             |                  |  |   |   | 500.5                                   |  |   |
|             |                  |  |   |   |   |  |   |
| 5.5.        | 1122,335         |  | 15  | 20.35   |   | 9:529:35:  | 45.51   |
| 3           | 30               | 15:  |   | 2.5   |   | 97D.TO   |   |
| £.75.       | 17.25            |  |   | 233   |   | 9.56B.KO   | <b>-2</b> 3.99  |
|             |                  |  |   |   | \$5.25                                  |  |   |
|             |                  | •  |   | 30  |   | 9.93   |   |
|             |                  |  |   |   | 3                                       | <u> </u>   |   |
| <b>.</b> 21 | <b>5.4</b> 5.    | 2  | 4135  | 15.1 85.  |   | 58985.333  | 382.58  |
|             |                  |  |   |   |   | †  |   |
| 4-00        | 4330             | 4230   | 2230  |   |   | 1  |   |
|             | 12:5<br>5:5<br>1 | 12:5 14<br>\$.5: 12:35<br>1 9<br>5:35: 17:25<br>44 \$4.5 | 12:5 14<br>\$:5: 12:35<br>1 9 15:<br>5:35: 17:25: | 12.5 14 24  \$.5 12.35 15  \$ 1 9 15  \$.75 17.25 | \$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | \$ 5.55<br>15.75 17.25 15.25 49.25<br>\$ 45.25<br>12.5 14 24 58.5<br>\$ 58.5<br>\$ 58.5<br>\$ 15. 20.35<br>\$ 25. 25<br>\$ 45.25<br>\$ 45.25<br>\$ 3 15. 20.35<br>\$ 45.25<br>\$ 45.25 | \$ 5.55 \$35<br>\$ 5.55 \$35<br>\$ 5.55 \$35<br>\$ 5.55 \$35<br>\$ 20.25 \$35<br>\$ 20.25 \$35<br>\$ 3.00<br>\$ 3. |

## Cumulative time costs for the period from 11.11.2021 to 30.05.2023

| Description                         | Pantnen | Manageriali<br>Leveli | Support<br>Staff | Cashler       | Hours to | Tiotali | Total Time<br>Cost | "Avg<br>RPH |
|-------------------------------------|---------|-----------------------|------------------|---------------|----------|---------|--------------------|-------------|
| Administration and Planning to      | tali    |                       |                  |               |          |         |                    |             |
| Case Planning                       | 9       | 4.25                  | 1.95             | 11.2          | 18.4     |         | 8,921.25           | 422.03      |
| Administrative set up               | 2.5     | 5                     |                  |               | ₹.5:     |         | 3.212.50           | 426.33      |
| Appointment notification            | f f     |                       |                  |               | Ť.       |         | 495.00             | 495:00      |
| Cashiering                          | 3.8     | 1.3                   |                  | 8.5           | 13.8     |         | 4,598.50           | 333.22      |
| General Admin                       | fi.\$3  | ħ                     | 22               | 15.8          | 4013     |         | 10,738.00          | 284.43      |
| Statutory Reporting                 | 18.1    | 22.25                 | <u>15.8</u>      |               | 54.15    | 133     | 20,708.25          | 382.42      |
| Investigations                      |         |                       |                  |               |          |         | 1                  |             |
| General investigations              | 55.75   | 74.25                 | 12               | 37.75         | 179.75   |         | 89.362.50          | 385.88      |
| CDDA Reporting                      | 1:5     |                       | 38)              |               | 54       | 234     | 17,175.00          |             |
| Assets realisation                  |         |                       |                  |               |          | _       |                    |             |
| indentifying, securing and insuring | 7.2     |                       | 1:5:             | 1.25          | 23,45    |         | 7.228.50           | 325.22      |
| Retention of title                  | 1       |                       |                  |               | 24       |         |                    |             |
| Debtors                             | 74.9    | £7.75                 | 25.8             | 36 <b>3</b> 5 | 225,95   |         | 64.381.35          | 3748        |
| Sale of Assets                      | 11.11   |                       | 27/              | 2             | 400      |         | 112.395.00         | 317.38      |
| ·                                   |         | <del></del>           |                  |               |          | 289     | <u> </u>           | <u> </u>    |
| Creditors                           |         |                       |                  |               |          |         | -                  |             |
| Creditors communication             | 180     | 25                    |                  | 3             | 480      |         | 191,555,000        | 424.63      |
| Employees:                          | \$31.2  | 262                   | 26.5             | 7.2           | 931.1    |         | 35 20G DI          |             |
| Unsecured .                         | 20125   | 33:5                  |                  |               | 53.75    |         | 23,253,25          | 432.67      |
|                                     |         |                       |                  |               |          | 11865   | <u> </u>           |             |
| Trading                             | 53.4    | 52.5                  | 70               | 50            | 225.9    |         | 77,170.50          | 341.81      |
|                                     |         |                       |                  |               |          | 228     |                    |             |
| Grand Total                         | 322.9   | 313.2                 | 258.05           | 163.2         | 1075.35  |         | 393,382,00         | 365.80      |
|                                     |         |                       |                  |               | 1093339  |         | 353,382.00         | 303.00      |
| Rate per hour                       | £495    | 1395                  | £250             | £250          |          |         |                    |             |
| "Average Rate Per Hour              | ļ       |                       |                  |               |          |         | <del> </del>       |             |
|                                     | I       |                       |                  |               |          |         | I.                 |             |

#### **Appendix V: Charge-out Rates and Expenses Policy**

The Administrator is remunerated on a time cost basis. Charge out rates used are appropriate to the skills and experience of a member of staff and work carried out. Time is recorded in six-minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. The hourly charge out rates to be used on this case are as follows:

| Staff                                    | Charge out rates £ per hour |  |  |  |
|--|-----------------------------|--|--|--|
| Insolvency Practitioner/Partners         | 450 - 525                   |  |  |  |
| Manager                                  | 325 - 425                   |  |  |  |
| Administrator                            | 200 - 295                   |  |  |  |
| Secretarial/Administration support staff | 200 - 250                   |  |  |  |

#### **Expenses Policy**

In accordance with Statement of Insolvency Practice 9, the basis of expense allocation must be fully disclosed to creditors. Expenses are categorised as either Category 1 or Category 2 expenses:

#### Category 1

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without creditor approval. Examples of Category 1 expenses are statutory advertising, external meeting room hire, external storage, specific bond insurance, external information hosting charges, and company searches fees.

#### Category 2

These are payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement. Category 2 expenses that are likely to be incurred, and require specific approval include:

Mileage 45pense per mile paid to staff working

on insolvency appointment

Photocopying 20pence per sheet of paper for

reporting purposes

Category 1 and Category 2 expenses are subject to the rights of creditors to seek further information about them or challenge them.

#### Appendix VI:

#### Administration and Planning (including Statutory Reporting)

The Administrator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration, which ensures that the Administrator and her staff carry out their work to high professional standards.

#### Case planning

- Review and storage of Company records
- Liaising with directors throughout the appointment process.
- Case planning and administration

#### Cashiering

- Dealing with the day-to-day management of the internal cash book.
- Reconciling the Company's bank account.

#### **General Administration**

- Case bordereau reviews.
- Preparing the documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details.
- Liaising with Company's directors regarding provision of information.

#### **Creditors**

Work involved in dealing with all classes of creditors.

The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the RPS. That work will include dealing with queries received from both the ex-employees and the RPS to facilitate the processing of the claims. The office holders are required to undertake this work as part of their statutory functions.

The office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from the creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory obligations.

#### Unsecured

- Dealing with creditor correspondence, emails, and telephone conversations.
- Maintaining up to date creditor information on the case management system.
- Assessed the Company's pre-appointment pension claim.

#### **Employees**

- Corresponding with employees regarding their claims.
- Liaising with RPS regarding employees claims.
- In the process of issuing a notice of intention to declare a dividend to the preferential creditors.

#### Investigations

Continuing with further investigations.

#### **Realisation of Assets**

This is the work that needs to be undertaken to protect and the realise the known assets, which should directly benefit creditors.

#### **Book Debts**

Liaising with Credit Style and Ranvijay to collect the outstanding book debts.

#### Statutory

These activities involve complying with legislation including but not limited to; The IA1986, The IR16, The Companies Act 2006, The Bribery Act 2010, the Money Laundering Regulations 2017, Statements of Insolvency Practice, and Pension Regulations. These activities do not add any direct benefit to creditors and they form part of the statutory obligations of the Administration.

- Preparation and delivery of all statutory documentation.
- Internal discussions regarding progress of case.
- Dealing with statutory issues required under IA86, IR2016 and Statement of Insolvency Practice.

#### Cashiering

This work will involve maintaining the administration bank account including regular bank reconciliations and processing the large volume of transactions anticipated during the course of the Administration and the SoLR transition process.

# Appendix VI: Receipts & Payments Account For the Period 11.11.21 - 10.05.23

| ASSET REALISATIONS             | From 11.11.21<br>To 10.05.22 | From 11.05-22<br>To 10.11.22 | From 11/11/22<br>To 10/05/23 | From 11.11.21,<br>To 10.05.23 |
|--------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|
|                                |                              |                              | ,,                           |                               |
| Cash at Bank 10/11/22          | 503,932.19                   | 5,026,772.11                 | 5,349,423.03                 | 503,932.19                    |
| Money Collected from Debtors   | 4,941,531.35                 | 381,819.36                   | 3,421.42                     | 5,326,772.13                  |
| Bank Interest Received         | 35.36                        | 5,454.02                     | 20,201.20                    | 25,690.58                     |
| Total                          | 5,445,498.90                 | 5,414,045.49                 | 5,373,045.65                 | 5,856,394.90                  |
| COST OF REALISATIONS           |                              |                              |                              |                               |
| Bank Charges                   | 1,049.33                     | 750.80                       | 1,342.74                     | 3,142.87                      |
| Debt Collection Fees           | 6,999.17                     | 18,733.63                    | 0.00                         | 25,732.80                     |
| Legal Fees                     | 6,280.00                     | 22,260.00                    | 13,119.00                    | 41,659.00                     |
| Duress Payments                | 49,800.00                    | 0.00                         | 0.00                         | 49,800.00                     |
| Telephone/telex/fax/stationery | 2,031.47                     | 0.00                         | 0.00                         | 2,031.47                      |
| Property Costs                 | 1,303.74                     | 0.00                         | 0.00                         | 1,303.74                      |
| Directors Salaries             | 24,164.78                    | 5,000.00                     | 0.00                         | 29,164.78                     |
| Wages & Salaries               | 42,024.79                    | 0.00                         | 0.00                         | 42,024.79                     |
| Pension Costs                  | 3,022.15                     | 0.00                         | 0.00                         | 3,022.15                      |
| IT Expenses                    | 21,550.22                    | 12,368.03                    | 0.00                         | 33,918.25                     |
| Sub - Contractors              | 42,518.46                    | 0.00                         | 0.00                         | 42,518.46                     |
| Agents Fees                    | 900.00                       | 0.00                         | 0.00                         | 900.00                        |
| HMRC - VAT                     | 213,794.20                   | 0.00                         | 0.00                         | 213,794.20                    |
| HMRC - Preferential Claim      | 0.00                         | 0.00                         | 11,509.24                    | 11,509.24                     |
| Loan Repayment                 | 887.37                       | 0.00                         | 0.00                         | 887.37                        |
| Insurance                      | 782.20                       | 5,510.00                     | 0.00                         | 6,292.20                      |
| Suppliers                      | 1,618.91                     | 0.00                         | 0.00                         | 1,618.91                      |
| Total                          | 418,726.79                   | 64,622.46                    | 25,970.98                    | 509,320.23                    |
| Cash at bank 10/05/23          | 5,026,772.11                 | 5,349,423.03                 | 5,347,074.67                 | 5,347,074.67                  |