

# AM03

## Notice of administrator's proposals



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	1	0	4	8	5	5	3	1
Company name in full	Qualia Care Holdings Limited							

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

### 2 Administrator's name

Full forename(s)	Stephen
Surname	Hunt

### 3 Administrator's address

Building name/number	Tavistock House North
Street	Tavistock Square
Post town	London
County/Region	
Postcode	W C 1 H 9 H R
Country	

### 4 Administrator's name ①

Full forename(s)	
Surname	

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

### 5 Administrator's address ②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

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

# AM03

## Notice of Administrator's Proposals

**6**

### Statement of proposals



I attach a copy of the statement of proposals

**7**

### Qualifying report and administrator's statement <sup>①</sup>



I attach a copy of the qualifying report



I attach a statement of disposal

<sup>①</sup> As required by regulation 9(5) of The Administration (Restrictions on Disposal etc. to Connected Persons) Regulations 2021)

**8**

### Sign and date

Administrator's  
Signature

Signature

**X**

Signature date

<sup>d</sup>

1

<sup>d</sup>

2

<sup>m</sup>

0

<sup>m</sup>

2

<sup>y</sup>

2

<sup>y</sup>

0

<sup>y</sup>

2

<sup>y</sup>

4

# 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 **Eva Ogunro**

Company name **Griffins**

Address **Tavistock House North**  
**Tavistock Square**

Post town **London**

County/Region

Postcode **W C 1 H 9 H R**

Country

DX

Telephone **020 7554 9600**



### 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](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)**



Qualia Care Holdings Limited  
In Administration

In the High Court of Justice  
No. 001107 of 2023

Administrator's Report and Statement of Proposals pursuant to  
Paragraph 49 of Schedule B1 to the Insolvency Act 1986 and under Rule  
3.35 of the Insolvency (England and Wales) Rules 2016

13 February 2024



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### Important Notice

The content and language used in this proposal are solely for the purposes of complying with my statutory duties. The statements contained herein are not to be taken as a full and complete record of these events and decisions which will have been summarised for the purposes of brevity and confidentiality. Legal advice has not been taken in connection with the drafting of this proposal and it is not intended as a statement of fact.



## APPENDICES

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- 1 Introduction
  - 1.1 Stephen Hunt of Griffins was appointed Administrator of Qualia Care Holdings Limited ("the Company") on 22 December 2023.
- 2 Statutory Information
  - 2.1 Under the provisions of the Insolvency Act 1986 ("IA 1986"), the Administrator is required to send to creditors a Statement of Proposals for achieving the purpose of the administration. This document, together with its appendices, includes all matters which are required to be disclosed under Paragraph 49 of Schedule B1 to the IA 1986 and Rule 3.35 of the Insolvency (England and Wales) Rules 2016 ("IR 2016"), and together constitute the Administrator's Statement of Proposals to creditors.
  - 2.2 The deemed date of delivery of these proposals is 16 February 2024.
  - 2.3 In preparing the report, the Administrator has relied upon information provided by third parties. As investigations are continuing into the Company's affairs, it has not been possible to verify all such information and therefore the Administrator takes no responsibility for the completeness or accuracy of this information.
  - 2.4 Statutory Information relating to the Company is attached at Appendix B4.
- 3 Estimated Return to Creditors
  - 3.1 From the information currently available to me, I estimate that funds to the value of £100,000 will be available to the estate, after costs. In the absence of secured or preferential creditors, this equates to a dividend of 20p in the £ for non-preferential creditors, based on current projected creditor claims as detailed in Section 13.
- 4 Company History
  - 4.1 The Company was incorporated on 18 November 2016 and according to Companies House carried on the business of operating and providing residential nursing facilities.
  - 4.2 I had previously been appointed on a number of connected companies, Qualia Care Developments Ltd ("QCD"), Qualia Care Properties Ltd ("QCP"), Property Alternative Holdings Limited ("PAH"), and Qualia Care Ltd ("QCL").
  - 4.3 QCD and QCP's business model was to use investor monies to acquire the freeholds of care homes. Investors would be given long (usually 125 year) leases of a room in a care home which had either already been acquired or would be acquired with investor funds. The investors would then lease it back to the freehold owner on a shorter lease at an annual rent of between 8-12% of the amount invested. QCD/ QCP then entered into an operating agreement with QCL, which was and remains an operator of care homes. The model is sometimes known as a fractional ownership scheme or a room investment scheme.
  - 4.4 On 11 September 2020 Robert William Sadler "Mr Sadler") and John Paul Sugden ("Mr Sugden") were appointed Joint Administrators of QCD and QCP. On 12 October 2020 the Joint Administrators sold the 'businesses' of QCD and QCP



(namely the freehold properties and associated leasing and contractual arrangements) to PAH and each of the 13 freehold properties were sold to newly incorporated subsidiaries of PAH. QCL, as care home operator, guaranteed all of the obligations of PAH to QCD and QCP.

- 4.5 On 15 October 2020 Mr Sugden was removed from office as Joint Administrator by Court order due to his retirement. I was appointed as the replacement Joint Administrator of QCP on 22 April 2021 and QCD on 22 April 2022. On 29 June 2022 the administration of QCP concluded and QCP entered creditors' voluntary liquidation. I was appointed sole Liquidator. The administration of QCD also concluded and I was appointed sole Liquidator on 1 July 2022.
- 4.6 PAH ceased making the payments that it had agreed to under the 12 October 2020 agreement and on 17 August 2022 I was appointed Joint Administrator along with my partner at Griffins Kevin Goldfarb.
- 4.7 At the same time QCD and QCP issued an application for the appointment of Administrators to QCL pursuant to para 12(1)(c) of Schedule B1 to the Act. As set out above QCL was the guarantor of PAH's obligations under the 12 October 2020 sale agreement. The day before the application was due to be heard the two directors Robin Scott Forster ("Mr Forster") and Valerie Ann Norton resigned in favour of QCD's and QCP's nominees, Andrew Merricks and PAH (in administration) as a corporate director. The application did not therefore need to be heard.
- 4.8 In the meantime, the FCA had issued a claim in the High Court of Justice, Business and Property Courts, with claim number BL-2020-001819, against Mr Forster and associated entities (the FCA Claim). The FCA claim alleged that Mr Forster and others been operating Qualia as an unauthorised collective investment scheme. AT the hearing the Judge upheld the FCA claim that Mr Forster had indeed been operating an unauthorised collective investment scheme.
- 4.9 Since my appointments on QCD, QCP and PAH, I have been seeking to resolve its affairs. This includes pursuing legal claims against former advisors, dealing with the complex property interests arising from the scheme structure, and continuing to trade QCL in order to keep as many of the homes as possible operational and generate profits. QCL also operates two other homes that were previously (but are no longer) controlled by Mr Forster.
- 4.10 In the course of carrying out my duties as Liquidator of (QCD and QCP) and Administrator (QCL), I identified various payments made from the QCD, QCP and QCL to the Company, which, in my professional opinion, do not appear to have been for any benefit to the QCD, QCP and QCL.
- 4.11 On 11 April 2023, after analysing the books and records, I wrote to the Directors of the Company setting out certain sums that I believed to be due to them from the Company.



- 4.12 According to my information, QCD is a creditor of the Company for at least £261,601, QCP is a creditor for at least £50,000 and QCL is a creditor for at least £161,920.

#### Overview of Financial Information

- 4.13 Extracts from the Company's unaudited accounts for the 12 months periods ending 30 November 2018, 30 November 2019 and 30 November 2020 are shown below.
- 4.14 The Directors have not yet provided a signed Statement of Affairs.
- 4.15 Please note that this information has not been verified by the Administrator or by the Company.

	Unaudited Statutory Accounts for the year ended 30 November 2020 £	Unaudited Statutory Accounts for the year ended 30 November 2019 £	Unaudited Statutory Accounts for the year ended 30 November 2018 £
<b>Profit and Loss Account</b>			
Administrative expenses	(5,773)	(1,148)	-
Amounts written off investments	-	150,000	-
(Loss)/Profit before taxation	(5,773)	148,852	-
Tax on (loss)/profit	-	(28,500)	-
(Loss)/Profit for the financial year	<u>(5,773)</u>	<u>120,352</u>	<u>-</u>
 <b>Balance Sheet</b>			
<b>Fixed assets</b>			
Investment properties	200,000	200,000	-
Investments	<u>240,000</u>	<u>240,000</u>	<u>240,000</u>
	440,000	440,000	240,000
<b>Current Assets</b>			
Debtors	1	1	1
Creditors: amounts falling due within one year	(296,961)	(291,188)	(240,040)
Total assets less current liabilities	<u>143,040</u>	<u>148,813</u>	<u>(39)</u>
Provision for liabilities	(28,500)	(28,500)	-
Net assets	<u>114,540</u>	<u>120,313</u>	<u>(39)</u>
 <b>Capital and reserves</b>			
Called up share capital	1	1	1
Revaluation reserve	121,500	121,500	-
Profit and loss reserves	(6,961)	(1,188)	(40)
Total Equity	<u>114,540</u>	<u>120,313</u>	<u>(39)</u>



## Management and Employees

4.16 It is not clear whether the Company had any employees and further enquiries are being made.

### 5 Circumstances Leading to the Appointment of the Administrator

5.1 According to my information the Company is insolvent because it is unable to pay its debts as and when they fall due and the financial information, I have demonstrated that the Company is also balance sheet insolvent.

5.2 Despite Mr Sadler requesting the repayment of monies due to QCD and QCP and my demand letter on behalf of QCD, QCP and QCL, no payment was made.

5.3 I therefore considered the options and believed it was unlikely that Mr Forster would agree to commence a creditors voluntary liquidation in respect of the Company. Mr Forster ceased communication with me in September 2022. I also believed that, given the complex nature of the group, it would be in the Company's creditors' interests (QCD, QCP and QCL are believed to be the Company's only or only significant creditors) for the Company to be under the control of the same Insolvency Practitioner. The quickest and most efficient way to achieve this was by an administration order rather than issuing a winding up petition and then seeking a Secretary of State appointment as Liquidator.

5.4 In addition, the appointment of an Administrator has allowed me quickly to take control of the Company's assets and in particular to ensure that rent is collected under the lease of the assets 1-6 The Willows, Badsley Street, Rotherham (the Willows).

5.5 I therefore made an application to place the Company into administration and for my appointment as Administrator of the Company.

5.6 The Company's centre of main interests (COMI) is in the UK and accordingly the proceedings are defined as COMI proceedings as defined in the IR 2016.

### 6 Objectives of the Administration and the Administrator's Strategy for Achieving Them

6.1 The Administrator must perform their duties in the interests of the creditors as a whole in order to achieve the statutory purpose of the administration, which is to achieve one of the three objectives, which form a hierarchy, set out in the insolvency legislation, namely to:

- a) rescue the Company as a going concern, or
- b) achieve 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
- c) realise property in order to make a distribution to one or more secured or preferential creditors.



- 6.2 The Administrator does not believe that objective a) is achievable. The main source of income derives from any rental income from the properties owned by the Company and there is no evidence to suggest that this would be sufficient to enable the Company to repay its' liabilities, even over a period of time through an insolvency procedure, therefore hindering its ability to trade long term. A Company Voluntary Arrangement was also deemed inappropriate for this reason.
- 6.3 The Administrator is therefore pursuing objective b), i.e. to achieve 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). It is believed this will be achieved by taking possession of the Company's assets, including the Willows, and eventually selling those assets while collecting rental income in the meantime. I will also investigate, through access to the Company's records and bank statements, whether any of the £161,920 transferred to the Company in November 2020 can be recovered from QCL, which is currently continuing to trade.
- 6.4 The Administrator would also seek to pursue objective c) (if b) is not possible), being to realise property in order to make a distribution to one or more secured creditors or preferential creditors. According to the land registry a Unilateral Notice has been registered of which the beneficiary is QCP. Enquiries will be made regarding this potential charge over the property and whether there will be any direct benefit to QCP Limited from a sale of the property. If it transpires that QCP Limited has a valid charge and directly benefits from the sale of the property, objective c) will be achieved.
- 7 Financial Position of the Company
- 7.1 The Company's Directors have been requested to submit a Statement of Affairs, being a summary of the Company's estimated financial position as at the date of administration, as per the requirements of the IA 1986.
- 7.2 The Directors have not, to date, submitted a signed Statement of Affairs. An Estimated Financial Statement of the Company, together with a list of the creditors, is attached at Appendices A1 and A2 for creditors' information. These details have been extracted from the Company's records and therefore no warranty can be given to the accuracy of the details given.
- 7.3 The value of the property is currently based upon the Company accounts for the year ended 30 November 2020. The accounts contain the following statement as to the value of the investment property, the Willows "Investment property comprises £200,000. The fair value of the investment property has been arrived at on the basis of a valuation carried out at 30<sup>th</sup> November 2020 by the Director. The valuation was made on an open market value basis by reference to market evidence of transaction prices for similar properties."
- 7.4 The value of the investments (shares in group undertakings and participating interests) has been based upon the Company accounts for the year ended 30 November 2020.



7.5 The only known creditors at the present time are QCD, QCP, QCL and Rotherham Metropolitan Borough Council. The sums shown for QCD, QCP and QCL have been taken from the records of each of these companies. QCD is a creditor of the Company for at least £261,601, QCP is a creditor for at least £50,000 and QCL is a creditor for at least £161,920.

7.6 A list of the Company's creditors is attached at Appendix A1.

## 8 **Management of the Company's Affairs since the Administrator's Appointment**

8.1 Immediately upon appointment, I undertook a review of the Company's affairs.

8.2 I have instructed agents, Peter Fenwick & Co, to carry out a valuation of the Willows and will report on this again in the next report, when the valuation will have been received.

8.3 Insurance has been arranged covering the Willows.

8.4 I have contacted the Council to make enquiries regarding the occupants of the Willows and agents have been tasked with inspecting the Willows and possibly making contact with the occupants. I am also writing to all occupants to establish on what basis they occupy the property and to whom the rent is being paid.

8.5 I have obtained information from the Company accountant and will take steps to locate the Company records and attempt to recover these.

8.6 There have been no sales of any of the Company's assets to connected parties since the appointment.

8.7 I will investigate the investments in connected companies listed in the accounts and will report further on this in due course.

## 9 Realisation of Assets

Leasehold property – The Willows, Badsley Street, Rotherham, S65 2PQ

9.1 The property comprises of 6 maisonettes.

9.2 The leasehold is owned by the Company and was purchased on 11 October 2019 for £50,000. The lease is dated 23 August 2019 and is for 999 years from that date.

9.3 The Director valued the property at £200,000 in the accounts filed at Companies House for the year ended 30 November 2020.

9.4 As stated above, steps are being taken to identify the occupants of the 6 units and determine the basis on which they occupy the units.

9.5 Agents, Peter Fenwick & Co, have also been instructed to carry out a valuation of the units.

9.6 Once the above information is received, I will decide upon a strategy to realise this asset.

9.7 I am also determining the position in relation to the Unilateral Notice registered on the property for the benefit of QCP, registered on 11 October 2019.



- 9.8 At present it is expected that this work will provide a net financial benefit to creditors.

#### Investments

- 9.9 The accounts for the year ended 30 November 2020 show investments with a value of £240,000.
- 9.10 This appears to be the value placed on the shares held in QCD.
- 9.11 QCD is in administration, and it is unlikely that there will be any return to shareholders. Also, the Company is indebted to QCD in the sum of £261,601.
- 9.12 I will report my conclusion on this asset in my first 6 month progress report but based on current information it is unlikely that this work will result in a net financial benefit to creditors.

#### Professional Agents, Advisors and Subcontractors

I have instructed the professional agents listed below. I have also set out the basis of the fee arrangement upon which they have been instructed, which is subject to review on a regular basis.

Name of Agent	Basis of fee arrangement
Andrew Merricks	Time Costs basis only if realisations
Peter Fenwick & Co	To be determined once valuation has been carried out

The choice of agents was made on the basis of their experience, ability, the nature and complexity of the assignment, and the basis of the fee arrangement with them.

#### 10 Initial Investigations

- 10.1 The Administrator is required to undertake investigations into the Company's affairs, as part of his duties, to establish what the Company's assets are and to consider the way in which the business has been conducted. The Administrator is also required, under the provision of the Company Directors Disqualification Act 1986, to report to the Secretary of State for Business, Energy, and Industrial Strategy on the conduct of those who have acted as directors of the Company in the period of three years prior to the date of administration.
- 10.2 If you have any information or concerns regarding the way in which the Company's business has been conducted or have any information regarding potential recoveries for the Administration estate, please contact this office as soon as possible.
- 10.3 The Administrator will carry out an initial investigation, based on the information available to me, to assess whether there is a case for further, more detailed, investigation into any aspect of the Company's financial affairs.



- 10.4 This exercise is in the process of being conducted, taking into account the level of assets available to fund any identified further investigations or actions, and the materiality of any matters that have arisen.
- 10.5 Upon my appointment I undertook the following initial investigations:
- Communicated with the Company's accountant to obtain the information in their possession;
  - Made initial contact with the Company's directors & former directors, including the issue of a directors' questionnaire and request for the Statement of Affairs'.
- 10.6 I will be undertaking the following additional investigations to establish what if any further investigations may be required:
- Identifying, securing, and obtaining the Company's banking information and documents, and undertaking initial enquiries with the Company's bankers;
  - Communication with the Company's solicitors in respect of any recent or ongoing legal issues and obtaining the relevant documents;
  - Establishing the location of, and securing, the Company's books and records and obtaining further records where available;
  - Liaising with agents and/or third parties who may have information and records relating to the trading and financial history of the Company;
  - Identifying assets and property currently owned and/or previously disposed of by the Company.
- 10.7 This work does not provide a direct financial benefit to the estate but is essential to:
- Establish the trading history of the Company;
  - Establish the financial history of the Company;
  - Determine the reasons for insolvency;
  - Establish whether any potential claims against third parties and whether any further investigations are required in respect of such claims.
- 11 Statutory and Professional Compliance
- 11.1 The Administrator is required to meet a considerable number of statutory and regulatory obligations. This work does not provide a direct financial benefit to creditors but is a necessary requirement of the administration process.
- 11.2 Whilst these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration. This ensures that my staff and I carry out our work to high professional standards.
- 11.3 In order that creditors can have an informed understanding of these matters, they are listed at Appendix B4.



## 12 **Creditors' Communication and Claims**

12.1 The Administrator is required to undertake certain tasks in relation to creditors' claims. This work does not provide a direct financial benefit to the estate but is essential to the administration of the case.

12.2 In order that creditors can have an informed understanding of these matters, they are listed at Appendix B4.

### Claims

12.3 The current position as regards creditors' claims is detailed below.

### Secured Creditors

12.4 An examination of the Company's mortgage register held by the Registrar of Companies shows that the Company has no outstanding charges over its assets.

### Preferential Creditors

12.5 No preferential claims have been received to date, and it is not believed that there are any such claims.

12.6 The Finance Act 2020 amended the IA 1986 such that HM Revenue and Customs ("HMRC") now have secondary preferential status for certain taxes including VAT from 1 December 2020.

12.7 At this stage it is not known whether there are any amounts due to HMRC. I am writing to them for further information.

12.8 If preferential creditors are identified, it is expected that there would be a distribution to them.

### Non-Preferential Creditors

12.9 The summary of the Company's financial position enclosed at Appendices A1 and A2 shows creditors with a total estimated value of £485,716.01.

12.10 One claim in the sum of £800 has been received but to date has not been adjudicated on. Further creditors have not yet submitted their claims. Their total estimated debts are a further £485,716.01.

12.11 It is likely that there will be a dividend to non-preferential creditors.

## 13 **Fees and Expenses**

### Pre-Administration Costs

13.1 The pre-administration costs are the fees charged and expenses incurred by the Administrator before the Company entered administration, but with a view to its doing so.

13.2 The Administrator's pre-administration time costs amount to £3,957.08. This represents 8.75 hours at an average rate of £452.23 per hour. Attached at Appendix



B1 is a time analysis which provides details of the costs incurred by the Administrator and his staff prior to appointment.

13.3 The above costs represent a fair and reasonable reflection of the work undertaken prior to the appointment of the Administrator, which is set out below:

- Demand letters;
- Preparation, with my solicitor, of the application to Court for administration;
- Production of information in relation to the application.

13.4 Gateley Legal provided legal advice to Griffins and the creditors who applied to place the Company into administration. Their costs in this respect total £17,151.50 plus VAT and disbursements.

13.5 All the above costs and expenses are currently unpaid. The payment of these unpaid costs as an expense of the administration is subject to approval in accordance with the IR 2016 and is not part of the Administrator's Proposals subject to approval in accordance with paragraph 53 of Schedule B1 of the IA86.

#### Post-Appointment Fees

13.6 Insolvency law currently allows fees to be calculated in three ways:

- As a percentage of the value of the property which I realise and/or distribute (often referred to as a "percentage basis");
- By reference to the time properly given by me and my staff attending to the matters arising ("time costs basis"); or
- A set amount (a fixed fee).

The basis of our fees can be a combination of the above and different basis can be used for different parts of the work undertaken.

13.7 In this case the Administrator is proposing that the remuneration be approved by reference to time incurred and on estimated future time costs as set out in Appendices B2 & B3.

13.8 The Administrator is satisfied that the fee basis proposed represents the most appropriate mechanism in the circumstances of the case, for the following reasons:

- It ensures that creditors are only charged for work that is performed;
- The Administrator is required to perform a number of tasks which do not relate to recoveries for the benefit of the estate (e.g. communication with creditors; statutory and administration tasks – see Appendix B1); and
- The Administrator is unable to estimate with certainty the total amount of my fees necessary to complete all tasks required in the administration.

#### Time Costs Incurred to Date



- 13.9 The table at Appendix B2 details the time costs for the period 22 December 2023 to 9 February 2024, incurred by the Administrator and their staff, by grade, together with details of the average hourly rates.
- 13.10 Since my appointment, my staff and I have recorded time costs of £18,281.25 representing 47.33 hours at an average hourly rate of £386.22.
- 13.11 It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

#### Future Time Costs and Fee Estimate

- 13.12 Attached at Appendix B3 is an up-to-date estimate of future of time costs in the amount of £52,260.21. This represents 127 hours at an average rate of £411.50 per hour. Adding this estimate to the total of the time costs to date as set out in 13.10 above results in estimated total time costs of £70,541.46 representing 174.33 hours at an average hourly rate of £404.64. Subject to receiving creditor approval to the basis of the Administrator's remuneration being calculated on the basis of time costs, this fee estimate will act as a cap and Griffins will not be able to draw remuneration in excess of this estimate without first seeking approval from creditors.
- 13.13 At present, subject to receiving creditor approval to the remuneration request it is anticipated that there should be sufficient realisations to allow the Administrator to draw the estimated remuneration in full.

#### Expenses

- 13.14 Expenses are any payments from the insolvency estate which are neither an office holder's remuneration, nor a distribution to a creditor or a member.

Expenses fall into two categories:

Category 1 expenses: These are payments to persons providing the service to which the expense relates, who are not an associate of the office holder.

Category 2 expenses: These are payments to associates, or which have an element of shared costs.

Griffins do not utilise any service providers who are associates of the firm. Additionally, it is not Griffins' policy to charge, or re-charge, expenses that are not directly referable to the appointment in question.

- 13.15 The table below details the actual expenses (including disbursements) incurred to date and the projected future expenses and disbursements. This table should be read in conjunction with the Receipts and Payments Account at Appendix C1.



Nature of expense incurred	Notes	Expenses incurred in period of report	Estimated Future Expenses	Total Estimated Expenses
		£	£	£
Statutory Advertising		110.80	110.80	221.60
Specific Bond		90.00	0.00	90.00
Land Registry searches		0.00	12.00	12.00
Agent's fees	1	TBC	TBC	TBC
Legal fees	2	17,151.50	7,500.00	24,651.50
Irrecoverable VAT		22.16	0.00	22.16
TOTAL		17,374.46	7,622.80	24,997.26

Note 1: Agent's fees will be agreed once the current value has been determined.

Note 2: Solicitors costs will be determined once a strategy has been agreed regarding the realisation of the property and initial investigations are complete.

#### 14 Duration

14.1 The appointment of Administrator shall cease to have effect at the end of the period of one year beginning with the date of the appointment. However, pursuant to paragraph 76 of Schedule B1 of the IA86 this may be extended by either:

- An application to Court for a specified period, or
- By consent of the creditors for a specified period not exceeding one year.

14.2 It is unclear at present if an extension of the administration is likely to be sought in this case, but creditors will be kept advised of developments.

#### 15 Exit Routes

15.1 If the Administrator thinks the Company has no property which might permit a distribution to its non-preferential creditors, or if they consider that an exit into liquidation is not appropriate, they will send a notice to the Registrar of Companies in accordance with Paragraph 84 of Schedule B1 of the IA86 to bring the Administration to an end and three months after the filing of the notice, the Company will be deemed to be dissolved.

15.2 If the Administrator is of the opinion that a dividend will become available to the non-preferential creditors (other than by virtue of the prescribed part) it will be appropriate for the Company to move from administration into creditors voluntary liquidation ("CVL") pursuant to Paragraph 83 of Schedule B1 of the IA86. If applicable the Administrator will take steps to place the Company into CVL.

15.3 Should a dividend to non-preferential creditors not become available, but it is still appropriate for the Company to enter liquidation, the Administrator will petition the



Court pursuant to Paragraph 79 of Schedule B1 of the IA86 for an order to bring the administration to an end and for the compulsory winding-up of the Company.

## 16 Administrator's Proposals

16.1 In order to achieve the purpose of the Administration, the Administrator formally proposes to creditors that:

- a) The Administrator will continue to manage the affairs, business, and property in order to achieve the purpose of the administration of the Company or protect and preserve the assets of the Company or maximise the realisations of those assets;
- b) The Administrator will investigate and, if appropriate, pursue any claims that the Company may have against any person, firm, or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company;
- c) The Administrator makes distributions to any secured or preferential creditors in accordance with Paragraph 65 of Schedule B1 of the IA 1986. Further, they may make a distribution to non-preferential creditors, having first sought the court's permission in accordance with Paragraph 65(3) of Schedule B1 of the Act where necessary;
- d) The Administrator ends the administration in one of the following ways, appropriate to the circumstances of the case at the time:
  - i. In the event that there is no remaining property that might permit a distribution to the Company's creditors, the Administrator shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the IA86; or
  - ii. In the event that the Administrator thinks that a distribution will be made to non-preferential creditors (and they have not sought the court's permission, and are otherwise unable, to pay the distribution whilst the Company is in Administration), he shall send to the Registrar of Companies notice to move the Company from administration to CVL. In such circumstances, Stephen Hunt will be appointed Liquidator. Creditors may nominate a different person or persons as the proposed Liquidator or Liquidators, but they must make the nomination or nominations at any time after they receive the Statement of Proposals, but before it is approved. Information about the process of approval of the Statement of Proposals is set out at Appendix D, or
  - iii. Alternatively, and should there be no likely funds to distribute to non-preferential creditors, and it is still appropriate for the Company to be placed into liquidation, the Administrator may petition the Court pursuant to Paragraph 79 of Schedule B1 of the IA86 for an order to bring the Administration to an end and for the compulsory winding-up of the Company.

## 17 Approval of Proposals

17.1 The Administrator is convening a virtual meeting of creditors to seek approval of the following decisions:



1. The establishing of a Creditors' Committee, if sufficient nominations are received by 29 February 2024 and those nominated are willing to be members of a Committee;
2. The approval of the Administrator's Statement of Proposals;
3. In the absence of a Committee to approve, that the Administrator's remuneration be calculated on the basis of time properly spent by the Administrator and their staff, subject to an agreed amount of £70,500 (net of VAT) without further recourse to creditors;
4. That the unpaid pre-administration costs set out in section 13 of the Administrator's Proposal totalling £3,957.08 plus VAT and legal fees of £17,151.50 plus VAT and disbursements be approved;
5. Approval that the Administrator be discharged from liability pursuant to paragraph 98 of Schedule B1 of the IA86, immediately upon their appointment as Administrator ceasing to have effect, unless the court specifies a different time.

17.2 Should the Administrator's remuneration not be approved by creditors in accordance with Rule 18.18 of the IR 2016 an application may be made to Court in accordance with Rule 18.23 of the IR 2016 for an Order for it to be fixed.

17.3 The firm's charge-out rates are based upon individual experience, expertise, qualification, and grade. A hard copy of the Griffins' charge-out rates is available for download on the Griffins' website. Also available is further information regarding remuneration in a document entitled "A Creditors' Guide to Administrator's Fees". Both are available for download at the following address: <http://www.griffins.net/technical/>.

## 18 Meeting of Creditors

18.1 As identified above I am convening a virtual meeting of creditors on 1 March 2024 at 2:30pm, the purpose of which is to approve the Administrator's Proposals, to establish a Committee or, in the absence of a Committee, to agree the basis of the Administrator's remuneration.

18.2 The function and purpose of a Committee is to:

- Assist the office holder in discharging their functions, and act in relation to them in such manner as may be agreed from time to time. The Committee may also require the office holder to attend before it at any reasonable time and furnish it with information relating to the exercise of their functions.
- Represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, it may also serve to assist the office holder generally and act as a sounding board for them to obtain views on matters pertaining to the administration.

For further information on the rights, duties and the functions of the Committee, please go to the following website:



<https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf>

- 18.3 The notice convening the virtual meeting is attached at Appendix D1.
- 18.4 Also provided at Appendix D2 is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder if they wish to attend or be represented at the meeting). A Proof of Debt Form is provided at Appendix D3.
- 18.5 All proofs of debt must be delivered by: 4:00pm on 29 February 2024
- 18.6 All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 2:30pm on 1 March 2024
- 18.7 Please note that completed proof of debt and proxy forms should be marked for the attention of Eva Ogunro and lodged with the Administrator at:
- Griffins  
Tavistock House North  
Tavistock Square  
London  
WC1H 9HR  
Email: [eva.ogunro@griffins.net](mailto:eva.ogunro@griffins.net)
- 18.8 If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.
- 18.9 Whilst a virtual meeting has been summoned, creditors who meet a statutory threshold as set out in the Notice attached at Appendix D1, can require that a physical meeting of creditors be convened. Such a request must be made to the Administrator within 5 business days of the date on which this Proposal was delivered. If you wish to request a physical meeting, please set out in writing which of the decisions above you wish the meeting to consider.
- 18.10 Further information is provided in the covering letter and the notice at Appendix D1, including instructions how to access the virtual meeting.
- 19 Receipts and payments account
- 19.1 An account of the receipts and payments for the period of this report is at Appendix C1, together with a comparison with the amounts shown in the estimate of the Company's position.
- 19.2 The receipts and payments account reflects actual payments made to date rather than accrued unpaid expenses.



## 20 Other Matters to Assist Creditors

### Privacy

- 20.1 Griffin's Privacy Policy explains the measures I take to protect your data and the legal basis for doing so. Please review the Privacy Policy on the Griffins website: <http://www.griffins.net/data-privacy-notice/>.

### Code of Ethics

- 20.2 The Administrator is bound by Code of Ethics for Insolvency Practitioners when carrying out all professional work relating to insolvency appointments. Please refer to the Institute of Chartered Accountants in England and Wales website for further details: <https://www.icaew.com/regulation/insolvency/sips-regulations-and-guidance/insolvency-code-of-ethics>

### My/Our Relationships

- 20.3 The Administrator is also Administrator of QCL and liquidator of QCD and QCP.
- 20.4 In the absence of fee approval and approval of the proposals by the one known independent creditor, the creditors' committees on QCD, QCP and QCL will be tasked with the approval of fees and proposals. I can confirm there is no prior professional relationship with any of those Committee members.
- 20.5 I undertake period reviews of any prospective conflict which may arise on these appointments.
- 20.6 In the event of conflict arising during the course of the case, I will approach an independent Insolvency Practitioner to review and advise on conflict matters.

### Contact Us

- 20.7 If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact Joanne Wilson in the first instance at [joanne.wilson@griffins.net](mailto:joanne.wilson@griffins.net).
- 20.8 A copy of Griffins complaints procedure and details of the firm's professional indemnity insurance can be found at: <https://www.griffins.net/legal-information/>
- 20.9 Creditors Insolvency guides
- 20.10 Creditors can find more information on the insolvency process at: <http://www.creditorinsolvencyguide.co.uk/>.
- 20.11 Creditors' Rights
- 20.12 Any secured, or non-preferential creditor with the support of at least 10% in value of the non-preferential creditors or with the permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which I am entitled to charge or otherwise challenging some or all of the expenses incurred.
- 20.13 A copy of the Rule can be found at:



20.14 <http://www.legislation.gov.uk/ukxi/2016/1024/article/18.34/made>.

21 Conclusion

21.1 The Administrator will provide a progress report following the six-month anniversary of my appointment or sooner if the administration of the estate is complete.

For and on behalf of Qualia Care Holdings Limited

  
Stephen Hunt  
Administrator

Dated: 12 February 2024



## Financial Information

### Contents

#### Appendices

A1. Company Creditors

A2. Summary of the Company's estimated financial position as at the date of administration



Company Creditors

Key	Name	Address	£
CQ00	Qualia Care Developments Limited (in Liquidatio	c/o Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR	261,601.00
CQ01	Qualia Care Properties Limited (In Liquidation)	c/o Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR	50,000.00
CQ02	Qualia Care Limited (In Administration)	c/o Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR	161,920.00
CR00	Rotherham Metropolitan Borough Council	Financial Services Income Team, Finance and Customer Services, Riverside House, Main Street, Rotherham, S60 1AE	12,195.01
4 Entries Totalling			485,716.01

Signature SL



**Summary of the Company's estimated financial position as at the date of administration**

Company Registered Number: 10485531

Estimated Statement Of Affairs as at 22 December 2023

	Book Value £	Estimated to Realise £
ASSETS		
Leasehold Property	200,000.00	200,000.00
Shares & Investments	240,000.00	Uncertain 200,000.00
LIABILITIES		
PREFERENTIAL CREDITORS: -		NIL 200,000.00
2nd PREFERENTIAL CREDITORS: -		NIL 200,000.00
DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003 OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS		NIL 200,000.00
Estimated prescribed part of net property where applicable (to carry forward)		NIL 200,000.00
DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003		NIL 200,000.00
Estimated prescribed part of net property where applicable (brought down)		NIL 200,000.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)		
Trade & Expense Creditors	12,195.01	
Amounts owed to connected companies	473,521.00	485,716.01
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)		(285,716.01) (285,716.01)
Issued and called up capital Ordinary Shareholders		1.00 1.00
TOTAL SURPLUS/(DEFICIENCY)		(285,717.01)



Fee Information Pack

Contents

Appendices

- B1. Griffins' Time Analysis for the firms' Pre-Appointment Costs
- B2. Griffins' Time Analysis for the period 22 December 2023 to 9 February 2024 provided in accordance with the Statement of Insolvency Practice 9
- B3. Griffins' Time Analysis of Estimated Future Time Costs
- B4. Statutory and Creditor Compliance Tasks



Griffins’ Time Analysis for the firm’s Pre-Appointment Costs

To: 22/12/2023  
Project Code: PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
PRE-APPT: Pre-appointment Work	0.08	6.17	2.50	0.00	0.00	8.75	3,957.08	452.24
Statutory & Compliance	0.08	6.17	2.50	0.00	0.00	8.75	3,957.08	452.24
Total Hours	0.08	6.17	2.50	0.00	0.00	8.75	3,957.08	452.24
Total Fees Claimed							0.00	



## Time Costs for the period 23-Dec-23 to 09-Feb-24

	Time costs incurred in period							
	Partner	Manager	Other Senior Professional	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Blended Rate Per Hour
							£	£
<b>Realisations of Assets</b>	<b>0.25</b>	<b>3.92</b>	<b>6.42</b>	<b>-</b>	<b>-</b>	<b>10.58</b>	<b>4,164.99</b>	<b>393.54</b>
<b>Properties - 1-6 The Willows</b>	<b>0.25</b>	<b>3.92</b>	<b>6.42</b>	<b>-</b>	<b>-</b>	<b>10.58</b>	<b>4,164.99</b>	<b>393.54</b>
Agent Communication	-	1.00	1.83	-	-	2.83	1,060.42	374.27
Other communication with third parties	-	0.42	0.67	-	-	1.08	404.16	373.07
Director Communication	-	-	-	-	-	-	-	-
Insurance	-	1.75	1.17	-	-	2.92	1,112.49	381.43
Land Registry searches	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-
Dealing with secured creditor	-	-	-	-	-	-	-	-
Strategy meetings and reviews	0.25	0.75	2.42	-	-	3.42	1,437.92	420.85
Solicitor communication	-	-	0.33	-	-	0.33	150.00	450.00
<b>Investments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other communication with third parties	-	-	-	-	-	-	-	-
Director Communication	-	-	-	-	-	-	-	-
Books and Records Examination	-	-	-	-	-	-	-	-
Strategy meetings and reviews	-	-	-	-	-	-	-	-
<b>Investigations</b>	<b>0.17</b>	<b>0.75</b>	<b>1.75</b>	<b>-</b>	<b>-</b>	<b>2.67</b>	<b>1,079.59</b>	<b>404.85</b>
<b>Initial Investigations</b>	<b>0.17</b>	<b>0.75</b>	<b>1.75</b>	<b>-</b>	<b>-</b>	<b>2.67</b>	<b>1,079.59</b>	<b>404.85</b>
Accountant Communication	-	-	0.50	-	-	0.50	175.00	350.00
Bank Communication	-	0.17	0.25	-	-	0.42	156.25	375.00
Disqualification checklist	-	-	-	-	-	-	-	-
Director Communication	-	-	0.17	-	-	0.17	58.33	349.98
Other enquiries with 3rd Parties	-	0.25	0.50	-	-	0.75	275.00	366.67
Financial Records Examination	-	-	-	-	-	-	-	-
Interviews	-	-	-	-	-	-	-	-
Books & Records examination	-	-	-	-	-	-	-	-
Solicitor Communication	0.17	-	-	-	-	0.17	130.84	785.04
Strategy Meeting & Reviews	-	0.33	0.33	-	-	0.67	284.17	426.26
<b>Statutory &amp; Compliance</b>	<b>0.83</b>	<b>12.58</b>	<b>14.50</b>	<b>2.33</b>	<b>0.42</b>	<b>30.67</b>	<b>11,757.51</b>	<b>383.40</b>
Tax	-	-	0.92	-	-	0.92	325.00	354.55
Initial case reviews	-	-	-	-	-	-	-	-
Advertising	-	0.25	0.67	-	-	0.92	333.34	363.64
Specific bond	-	0.25	0.67	0.17	0.17	1.25	416.24	332.99
Cashiering functions	-	-	-	-	0.25	0.25	30.00	120.00
Report on Directors Conduct	-	-	-	-	-	-	-	-
Case diary / Case set up	-	0.75	3.25	-	-	4.00	1,434.59	358.65
Director communication	-	0.08	3.08	-	-	3.17	1,137.50	359.21
Data Protection Act	-	-	0.92	-	-	0.92	322.92	352.28
Ethical checks	0.08	-	-	-	-	0.08	65.42	785.04
Statutory filing	0.08	0.25	0.92	-	-	1.25	488.35	390.68
Initial Strategy Meetings	0.67	0.75	1.33	-	-	2.75	1,304.58	474.39
Initial Report	-	8.33	1.25	2.17	-	11.75	4,509.57	383.79
Money laundering reports	-	-	-	-	-	-	-	-
Pension schemes	-	-	0.58	-	-	0.58	206.25	353.57
Progress Reports	-	1.75	0.25	-	-	2.00	877.50	438.75
Complying with requests for information	-	0.17	0.67	-	-	0.83	306.25	367.50
6 month case reviews	-	-	-	-	-	-	-	-
<b>Creditors</b>	<b>-</b>	<b>1.25</b>	<b>2.17</b>	<b>-</b>	<b>-</b>	<b>3.42</b>	<b>1,279.16</b>	<b>374.39</b>
Creditor claims	-	-	-	-	-	-	-	-
Communication	-	1.25	2.17	-	-	3.42	1,279.16	374.39
Committees	-	-	-	-	-	-	-	-
Dividends	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1.25</b>	<b>18.50</b>	<b>24.83</b>	<b>2.33</b>	<b>0.42</b>	<b>47.33</b>	<b>18,281.25</b>	<b>386.22</b>

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

## Appendix B3

## Projected Time Costs

		Projected future time costs							Total Cost £	Blended Rate Per Hour £
		Sub-Analysis Codes	Partner	Manager	Other Senior Professionals	Administrators	Assistants & Support Staff	Total Hours		
Realisations of Assets			3.00	5.25	4.25	9.00	3.00	24.50	9,655.31	394.09
Properties - 1-6 The Willows			2.25	5.00	3.00	6.75	2.50	19.50	7,671.67	393.42
Agent Communication	AGENT		0.25	2.00	1.00	-	2.00	5.25	1,644.17	313.17
Other communication with third parties	COMM		-	-	-	-	-	-	-	-
Director Communication	DIRECTOR		-	-	-	0.50	-	0.50	170.00	340.00
Insurance	INSURANCE		-	-	-	1.00	-	1.00	340.00	340.00
Land Registry searches	LANDREG		-	-	-	0.25	-	0.25	85.00	340.00
Marketing	MARKET		0.50	1.00	1.00	2.00	0.50	5.00	1,947.08	389.42
Dealing with secured creditor	SECURED		-	1.00	-	1.00	-	2.00	793.33	396.67
Strategy meetings and reviews	STRATEGY		1.00	0.50	0.50	1.00	-	3.00	1,542.29	514.10
Solicitor communication	SOLICITOR		0.50	0.50	0.50	1.00	-	2.50	1,149.79	459.92
Investments			0.75	0.25	1.25	2.25	0.50	5.00	1,983.65	396.73
Other communication with third parties	COMM		0.25	0.25	0.25	0.75	-	1.50	659.90	439.93
Director Communication	DIRECTOR		-	-	-	-	0.50	0.50	40.00	80.00
Books and Records Examination	RECORDS		-	-	1.00	1.00	-	2.00	721.25	360.63
Strategy meetings and reviews	STRATEGY		0.50	-	-	0.50	-	1.00	562.50	562.50
Investigations			7.00	7.00	6.75	14.00	-	34.75	16,001.77	460.48
Initial Investigations			7.00	7.00	6.75	14.00	-	34.75	16,001.77	460.48
Accountant Communication	ACCOUNTS		-	0.25	0.50	1.00	-	1.75	643.96	367.98
Bank Communication	BANK		-	-	-	-	-	-	-	-
Disqualification checklist	CDDA		0.75	0.75	0.50	2.00	-	4.00	1,799.37	449.84
Director Communication	DIRECTOR		0.25	0.50	0.25	2.00	-	3.00	1,198.23	399.41
Other enquiries with 3rd Parties	ENQUIRY		2.00	2.00	2.00	3.00	-	9.00	4,259.17	473.24
Financial Records Examination	FINANCIAL		0.50	0.50	1.00	1.00	-	3.00	1,340.42	446.81
Interviews	INTERVIEWS		-	1.00	-	1.00	-	2.00	793.33	396.67
Books & Records examination	RECORDS		0.50	0.50	1.00	1.00	-	3.00	1,340.42	446.81
Solicitor Communication	SOLICITOR		1.00	0.50	0.50	1.00	-	3.00	1,542.29	514.10
Strategy Meeting & Reviews	STRATEGY		2.00	1.00	1.00	2.00	-	6.00	3,084.58	514.10
Statutory & Compliance			9.50	11.75	7.50	24.50	9.50	59.75	23,321.04	390.31
Tax	TAX		0.50	0.50	0.50	0.50	1.50	3.50	1,099.79	314.23
Initial case reviews	IMREVIEW		-	1.00	-	-	2.00	3.00	613.33	204.44
Advertising	ADVERT		-	-	-	-	0.50	0.50	40.00	80.00
Specific bond	BORDEREAU		-	-	-	-	0.50	0.50	40.00	80.00
Cashiering functions	CASHIER		-	-	-	-	1.00	1.00	80.00	80.00
Report on Directors Conduct	CDCA		2.00	2.00	2.00	2.00	-	8.00	3,919.17	489.90
Case diary / Case set up	DIARY		-	-	-	-	0.50	0.50	40.00	80.00
Director communication	DIRECTOR		0.50	0.50	0.50	2.00	-	3.50	1,489.79	425.65
Data Protection Act	DPA		-	-	0.50	0.50	-	1.00	360.63	360.63
Ethical checks	ETHICS		-	-	-	-	-	-	-	-
Statutory filing	FILING		-	-	-	-	-	-	-	-
Initial Strategy Meetings	INITIALMET		1.00	1.00	1.00	2.00	-	4.00	1,959.58	489.90
Initial Report	INITIALREPORT		2.00	3.00	-	10.00	-	14.00	5,876.67	419.76
Money laundering reports	MONEYL		0.50	0.50	0.50	0.50	-	2.00	979.79	489.90
Pension schemes	PENSION		-	-	-	0.50	-	0.50	170.00	340.00
Progress Reports	REPORTS		2.00	2.00	1.50	4.00	2.00	11.00	4,341.87	394.72
Complying with requests for information	REQUESTS		-	-	-	-	-	-	-	-
6 month case reviews	REVIEWS		1.00	0.50	1.00	2.00	-	4.00	1,680.42	420.10
Creditors			1.50	1.00	1.00	3.50	1.00	8.00	3,282.08	410.26
Creditor claims	CLAIMS		0.50	-	0.50	1.00	-	2.00	923.13	461.56
Communication	COMM		-	-	-	1.00	-	1.00	340.00	340.00
Committees	COMMITTEE		0.50	0.50	0.50	0.50	-	2.00	979.79	489.90
Dividends	DIVIDEND		0.50	0.50	-	1.00	1.00	3.00	1,039.17	346.39
Total			21.00	25.00	19.50	51.00	13.50	127.00	52,260.21	411.50

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffiths' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

## Combined Hours / Costs Table as at 09-Feb-24

	Time costs incurred in period			Projected future time costs			Combined Hrs / Costs		
	Total Hours	Total Cost	Blended Rate Per Hour	Total Hours	Total Cost	Blended Rate Per Hour	Combined Total Hours	Combined Total Cost	Blended Rate Per Hour
		£	£		£	£		£	£
<b>Realisations of Assets</b>	<b>10.58</b>	<b>4,164.99</b>	<b>393.54</b>	<b>24.50</b>	<b>9,655.31</b>	<b>394.09</b>	<b>35.08</b>	<b>13,820.30</b>	<b>393.93</b>
<b>Properties - 1-6 The Willows</b>	<b>10.58</b>	<b>4,164.99</b>	<b>393.54</b>	<b>19.50</b>	<b>7,671.67</b>	<b>393.42</b>	<b>30.08</b>	<b>11,836.66</b>	<b>393.46</b>
Agent Communication	2.83	1,060.42	374.27	5.25	1,644.17	313.17	8.08	2,704.59	334.59
Other communication with third parties	1.08	404.16	373.07	-	-	-	1.08	404.16	373.07
Director Communication	-	-	-	0.50	170.00	340.00	0.50	170.00	340.00
Insurance	2.92	1,112.49	381.43	1.00	340.00	340.00	3.92	1,452.49	370.85
Land Registry searches	-	-	-	0.25	85.00	340.00	0.25	85.00	340.00
Marketing	-	-	-	5.00	1,947.08	389.42	5.00	1,947.08	389.42
Dealing with secured creditor	-	-	-	2.00	793.33	396.67	2.00	793.33	396.67
Strategy meetings and reviews	3.42	1,437.92	420.85	3.00	1,542.29	514.10	6.42	2,980.21	464.45
Solicitor communication	0.33	150.00	450.00	2.50	1,149.79	459.92	2.83	1,299.79	458.75
<b>Investments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.00</b>	<b>1,983.65</b>	<b>396.73</b>	<b>5.00</b>	<b>1,983.65</b>	<b>396.73</b>
Other communication with third parties	-	-	-	1.50	659.90	439.93	1.50	659.90	439.93
Director Communication	-	-	-	0.50	40.00	80.00	0.50	40.00	80.00
Books and Records Examination	-	-	-	2.00	721.25	360.63	2.00	721.25	360.63
Strategy meetings and reviews	-	-	-	1.00	562.50	562.50	1.00	562.50	562.50
<b>Investigations</b>	<b>2.67</b>	<b>1,079.59</b>	<b>404.85</b>	<b>34.75</b>	<b>16,001.77</b>	<b>460.48</b>	<b>37.42</b>	<b>17,081.36</b>	<b>456.52</b>
<b>Initial Investigations</b>	<b>2.67</b>	<b>1,079.59</b>	<b>404.85</b>	<b>34.75</b>	<b>16,001.77</b>	<b>460.48</b>	<b>37.42</b>	<b>17,081.36</b>	<b>456.52</b>
Accountant Communication	0.50	175.00	350.00	1.75	643.96	367.98	2.25	818.96	363.98
Bank Communication	0.42	156.25	375.00	-	-	-	0.42	156.25	375.00
Disqualification checklist	-	-	-	4.00	1,799.37	449.84	4.00	1,799.37	449.84
Director Communication	0.17	58.33	349.98	3.00	1,198.23	399.41	3.17	1,256.56	396.81
Other enquiries with 3rd Parties	0.75	275.00	366.67	9.00	4,259.17	473.24	9.75	4,534.17	465.04
Financial Records Examination	-	-	-	3.00	1,340.42	446.81	3.00	1,340.42	446.81
Interviews	-	-	-	2.00	793.33	396.67	2.00	793.33	396.67
Books & Records examination	-	-	-	3.00	1,340.42	446.81	3.00	1,340.42	446.81
Solicitor Communication	0.17	130.84	785.04	3.00	1,542.29	514.10	3.17	1,673.13	528.36
Strategy Meeting & Reviews	0.67	284.17	426.26	6.00	3,084.58	514.10	6.67	3,368.75	505.31
<b>Statutory &amp; Compliance</b>	<b>30.67</b>	<b>11,757.51</b>	<b>383.40</b>	<b>59.75</b>	<b>23,321.04</b>	<b>390.31</b>	<b>90.42</b>	<b>35,078.55</b>	<b>387.97</b>
Tax	0.92	325.00	354.55	3.50	1,099.79	314.23	4.42	1,424.79	322.59
Initial case reviews	-	-	-	3.00	613.33	204.44	3.00	613.33	204.44
Advertising	0.92	333.34	363.64	0.50	40.00	80.00	1.42	373.34	263.53
Specific bond	1.25	416.24	332.99	0.50	40.00	80.00	1.75	456.24	260.71
Cashiering functions	0.25	30.00	120.00	1.00	80.00	80.00	1.25	110.00	88.00
Report on Directors Conduct	-	-	-	8.00	3,919.17	489.90	8.00	3,919.17	489.90
Case diary / Case set up	4.00	1,434.59	358.65	0.50	40.00	80.00	4.50	1,474.59	327.69
Director communication	3.17	1,137.50	359.21	3.50	1,489.79	425.65	6.67	2,627.29	394.09
Data Protection Act	0.92	322.92	352.28	1.00	360.63	360.63	1.92	683.55	356.63
Ethical checks	0.08	65.42	785.04	-	-	-	0.08	65.42	785.04
Statutory filing	1.25	488.35	390.68	-	-	-	1.25	488.35	390.68
Initial Strategy Meetings	2.75	1,304.58	474.39	4.00	1,959.58	489.90	6.75	3,264.16	483.58
Initial Report	11.75	4,509.57	383.79	14.00	5,876.67	419.76	25.75	10,386.24	403.35
Money laundering reports	-	-	-	2.00	979.79	489.90	2.00	979.79	489.90
Pension schemes	0.58	206.25	353.57	0.50	170.00	340.00	1.08	376.25	347.31
Progress Reports	2.00	877.50	438.75	11.00	4,341.87	394.72	13.00	5,219.37	401.49
Complying with requests for information	0.83	306.25	367.50	-	-	-	0.83	306.25	367.50
6 month case reviews	-	-	-	4.00	1,680.42	420.10	4.00	1,680.42	420.10
<b>Creditors</b>	<b>3.42</b>	<b>1,279.16</b>	<b>374.39</b>	<b>8.00</b>	<b>3,282.08</b>	<b>410.26</b>	<b>11.42</b>	<b>4,561.24</b>	<b>399.52</b>
Creditor claims	-	-	-	2.00	923.13	461.56	2.00	923.13	461.56
Communication	3.42	1,279.16	374.39	1.00	340.00	340.00	4.42	1,619.16	366.60
Committees	-	-	-	2.00	979.79	489.90	2.00	979.79	489.90
Dividends	-	-	-	3.00	1,039.17	346.39	3.00	1,039.17	346.39
<b>Total</b>	<b>47.33</b>	<b>18,281.25</b>	<b>386.22</b>	<b>127.00</b>	<b>52,260.21</b>	<b>411.50</b>	<b>174.33</b>	<b>70,541.46</b>	<b>404.64</b>

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

## Statutory and Compliance Tasks

Post-Appointment Statutory and Professional Compliance

I undertake the following tasks:

## Statutory

- Notify creditors of the appointment and advertise the appointment in the Gazette;
- Obtain a Specific Penalty bond for a sum equal to the Company's assets subject to the statutory provisions;
- To prepare and issue the Administrator's Proposals, to seek relevant creditors' approvals, and issuing notice of the outcome;
- To provide creditors with the opportunity to establish a Committee when a decision procedure is required;
- Submit a report on the conduct of the directors to the Department for Business, Energy & Industrial Strategy;
- Establish whether the Company has an occupational pension scheme and, if so, comply with Section 120 Pensions Act 2004 and submit a Section 120 Notice to the Pension Protection Fund, The Pension Regulator and to the Trustees of the Pension Fund if applicable.

## Professional Compliance

- Undertake a one-month case review to ensure that all initial statutory matters have been completed, asset realisation and initial investigations commenced;
- Obtain and request the Company's books and records.

Bi-Annual/Annual Statutory and Professional Compliance

In addition to the tasks identified above, each year I undertake the following tasks:

## Statutory

- Prepare and issue a Progress Report to creditors every six months;
- Submit annual tax returns to HM Revenue and Customs.

## Professional Compliance

- Undertake bi-annual case reviews to ensure that the case is being progressed efficiently and in a timely manner; statutory duties have been undertaken; consider any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensure that any identified matters are addressed;
- Maintain the case cash book, by undertaking monthly Bank reconciliations.



## Statutory and Compliance Tasks

Closing Statutory and Professional Compliance

After concluding all case related matters:

## Statutory

- Consider which exit route from administration is appropriate and filing the necessary documents to effect the exit;
- Prepare and issue a final progress report to creditors;
- Retain and store the estate records for a minimum of 6 years after the granting of my release or discharge as officer holder or 6 years after the date on which any security or caution maintained in the case expires or otherwise cases to have effect, whichever is the latter.

## Professional Compliance

- Reconcile the cash book ready for closure.

Tasks in relation to creditors' claims

The Administrator undertakes the following tasks:

- Ensure that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Company's records.
- Enter proof of debt forms/claims as and when they are received;
- Before paying a dividend, review the level of funds available and ensure that all costs and expenses have been paid in accordance with the rules of priority;
- Assignment of the right to dividend, where notice is given to the office holder by a person entitled to a dividend that he wishes the dividend to be paid to another person;
- Deal with enquires from creditors;
- Adjudicate on claims;
- Declare and pay a dividend if sufficient funds are available.



Administrator's Receipts and Payments Account and Company and Office Holder  
Information

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- C1 Administrator's Receipts and Payments Account for the period 22 December 2023 to 9 February 2024
- C2 Company and Office Holder Information



Administrator's Receipts and Payments Account for the period 22 December 2023 to 9 February 2024

S of A £		£	£
	ASSET REALISATIONS		
200,000.00	Leasehold Property	NIL	
Uncertain	Shares & Investments	NIL	
			NIL
	COST OF REALISATIONS		
	VAT	22.16	
	Statutory Advertising	110.80	
			(132.96)
	UNSECURED CREDITORS		
(12,195.01)	Trade & Expense Creditors	NIL	
(473,521.00)	Amounts owed to connected companies	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
(285,717.01)			(132.96)
	REPRESENTED BY		
	Disbursement account		(132.96)
			(132.96)

## Note:

The negative balance on the Disbursement Account represents sums paid by Griffin's which are yet to be recovered from the estate.



Stephen Hunt  
Administrator



## Company and Office Holder Information

## Company information

Company Name: Qualia Care Holdings Limited

Company number: 10485531

Trading name: Qualia Care Holdings Limited

Nature of business: Residential nursing care facilities

Trading address: 28 Park Place, Second Floor, St James House, Leeds, LS1 2SP

Registered office: Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR

Former registered office: 28 Park Place, Second Floor, St James House, Leeds, LS1 2SP

Date of Incorporation: 18 November 2016

## Administrator's details

Name: Stephen Hunt

IP number: 9183

Name of firm: Griffins

Firm's address: Tavistock House North, Tavistock Square, London, WC1H 9HR

Date of Appointment: 22 December 2023

Appointed by: Creditors

Court name and reference: High Court of Justice, No. 001107 of 2023

Officers of the Company

Directors	Appointed	Resigned
Robin Scott Forster	16 December 2016	-
Valerie Ann Norton	1 June 2020	-
Daniel John McCormack	18 November 2016	21 December 2016
Company Secretary	Appointed	Resigned
Andrew Lindsay	3 March 2017	-
Shareholders	Share Capital	
Robin Forster	1 Ordinary Share of £1	



Creditor Documentation

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Appendices

- D1 Notice of Decision Procedure by Virtual Meeting
- D2 Proxy Form
- D3 Proof of Debt Form
- D4 Notice of Invitation to Form a Creditors' Committee



## Notice of Decision Procedure by Virtual Meeting

Company Name: Qualia Care Holdings Limited (In Administration) (“the Company”)

Company Number: 10485531

In the High Court of Justice No. 001107 of 2023

This Notice is given under Rule 15.8 of the Insolvency (England and Wales) Rules 2016 (“IR 2016”). It is delivered on 16 February 2024 by the Administrator of the Company, Stephen Hunt, of Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR (telephone number 0207 554 9600), who was appointed by creditors of the Company.

Creditors are invited to attend a virtual meeting for the purposes of considering the following:

1. The establishing of a Creditors’ Committee, if sufficient nominations are received by 29 February 2024 and those nominated are willing to be members of a Committee;
2. The approval of the Administrator’s Statement of Proposals;
3. In the absence of a Committee to approve, that the Administrator’s remuneration be calculated on the basis of time properly spent by the Administrator and their staff, subject to an agreed amount of £70,500 (net of VAT) without further recourse to creditors;
4. That the unpaid pre-administration costs set out in section 13 of the Administrator’s Proposal totalling £3,957.08 plus VAT and legal fees of £17,151.50 plus VAT and disbursements be approved;
5. Approval that the Administrator be discharged from liability pursuant to paragraph 98 of Schedule B1 of the IA86, immediately upon their appointment as Administrator ceasing to have effect, unless the court specifies a different time.

The virtual meeting, which will be conducted via the Skype online conferencing facility, to be held as follows:

Date: 1 March 2024

Time: 2:30pm

To access the virtual meeting, please visit the following website:

<https://www.griffins.net/creditors/>

The virtual meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

Also provided is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder if they wish to attend or be represented at the meeting).

All proxy forms, together with a proof of debt if one has not already been submitted, must be completed, and returned by one of the methods set out below:

By post to: Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR



## Notice of Decision Procedure by Virtual Meeting

By email to: [eva.ogunro@griffins.net](mailto:eva.ogunro@griffins.net)

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below.

All proofs of debt must be delivered by: 4:00pm on 29 February 2024

All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 2.30pm on 1 March 2024

If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the IR 2016 must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:

- 10% in value of the creditors
- 10% in number of the creditors
- 10 creditors

Creditors who have taken all steps necessary to attend the virtual meeting under the arrangements made by the convener, but are not able to attend the whole or part of the meeting, may complain under Rule 15.38 of the IR 2016. The complaint must be made as soon as reasonably practicable and in any event no later than 4pm on the business day following the day on which the person was, or appeared to be, excluded; or where an indication is sought under Rule 15.37, the day on which the complainant received the indication.

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the IR 2016. Any such appeal must be made not later than 21 days after the Decision Date.

Dated 12 February 2024

Signed

  
\_\_\_\_\_  
Stephen Hunt  
Administrator

For and on behalf of Qualia Care Holdings Limited



Proxy Form

Please give full name and address for communication

Name of creditor

Address of creditor

Please insert name of person (who must be 18 or over) or "chair of the meeting" (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of proxy holder

1

2

3

Please delete words in brackets if the proxy holder is only to vote as directed i.e. they has no discretion

I appoint the above person to be my/the creditor's proxy holder at the virtual meeting of creditors to be held on 1 March 2024 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any decision(s) for which no specific instruction is given, may vote or abstain at his/her discretion).

1. For the appointment of

(Name) representing

(Name of Creditor) as a member of the Committee

Any other decisions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space opposite.

2. That the Administrator's Statement of Proposals be approved.  
PLEASE INDICATE AS APPLICABLE [For/Against]
3. In the absence of a Committee to approve that the Administrator's remuneration be calculated on the basis of time properly spent by the Administrator and their staff subject to an authorised maximum of £70,500, (net of VAT) without further recourse to creditors.  
PLEASE INDICATE AS APPLICABLE [For/Against]
4. That the unpaid pre-administration costs set out in section 13 of the Administrator's Proposal totalling £3,957.08 plus VAT and legal fees of £17,151.50 plus VAT and disbursements be approved.  
PLEASE INDICATE AS APPLICABLE [For/Against]
5. Approval that the Administrator be discharged from liability pursuant to paragraph 98 of Schedule B1 of the IA86, immediately upon their appointment as Administrator ceasing to have effect, unless the court specifies a different time.  
PLEASE INDICATE AS APPLICABLE [For/Against]
6. Insert further resolutions as applicable

This form must be signed

Signature:

Date:



Proxy Form

Only to be completed if the creditor/member has not signed in person

Name in CAPITAL LETTERS – \_\_\_\_\_  
Position with creditor or relationship to creditor or other authority for signature

Are you are the sole member/shareholder of the creditor? ☐ Yes / ☐ No



## Proof of Debt Form

Date of Insolvency – 22 December 2023		
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. [Note 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 £
11.	If you wish for any dividend payment that may be made to be paid via electronic means please provide bank details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account: Account name: Sort code: IBAN: SWIFT/BIC: Bank Address:
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



Company Name: Qualia Care Holdings Limited (**In Administration**) (“the Company”)

Company Number: 10485531

In the High Court of Justice no. 001107 of 2023

This Notice is given under Rule 3.39 of the Insolvency (England and Wales) Rules 2016 (“the Rules”). It is delivered by Stephen Hunt, the Administrator who was appointed by creditors of the Company.

Creditors are invited to nominate a representative as a member to the committee (which may include themselves) by completing the proxy form and returning this to the Administrator by one of the following methods:

By email to: [eva.ogunro@griffins.net](mailto:eva.ogunro@griffins.net)

By post to: Griffins, Tavistock House North, Tavistock Square, London, WC1H 9HR

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for your nomination to be delivered to the address above by the time set out below.

All nominations must be delivered by: 4:00pm on 29 February 2024

Nominations can only be accepted if the Administrator is satisfied as to the nominated creditor’s eligibility under Rule 17.4 of the Rules.

For further information on the role of Committees, go to:

[https://www.r3.org.uk/liquidation /creditors committees and commissioners a guide f or creditors](https://www.r3.org.uk/liquidation /creditors_committees_and_commissioners_a_guide_f or_creditors)

Signed:  Dated: 12 February 2024

Stephen Hunt

Administrator

For and on behalf of Qualia Care Holdings Limited



On behalf of (name of Creditor) \_\_\_\_\_

at (address of Creditor) \_\_\_\_\_

I nominate the following creditor(s) to be member(s) of a Creditors' Committee (provide name(s) and address(es)):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name in Capitals: \_\_\_\_\_

Position with, or relationship to, Creditor or other authority for signature: \_\_\_\_\_

Are you the sole member/shareholder of the Creditor (where it is a company)? Yes / No

