

AM03

Notice of administrator's proposals



Companies House

SATURDAY



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A20 20/10/2018 #370

COMPANIES HOUSE

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

1 Company details

Company number 1 0 9 0 1 6 8 2
Company name in full Campfire Holdings London Limited

2 Administrator's name

Full forename(s) Lloyd Edward
Surname Hinton

3 Administrator's address

Building name/number Allan House
Street 10 John Princes Street
Post town London
County/Region
Postcode W 1 G 0 A H
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 ①

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



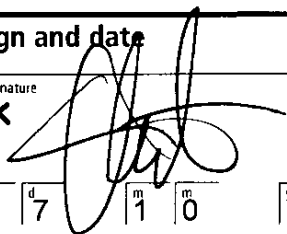
I attach a copy of the statement of proposals

7 Sign and date

Administrator's
Signature

Signature

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Signature date

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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	Kelly Levelle
Company name	Insolve Plus Ltd
Address	Allan House 10 John Princes Street
Post town	London
County/Region	
Postcode	W 1 G 0 A H
Country	
DX	
Telephone	020 7495 2348

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

Important information

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

Where to send

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

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

Further information

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

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

**Administrator's Proposals relating to
Campfire Holdings London Limited ("the Company") – In Administration
Issued on: 17 October 2018**

I am the Administrator of the Company and these are my statutory proposals relating to the Company.

I. STATUTORY INFORMATION

Company Information

Company name:	Campfire Holdings London Limited
Previous name:	N/A
Company number:	10901682
Date of incorporation:	7 August 2017
Trading address:	79-81 Paul Street, London EC2A 4NQ
Current registered office:	4th Floor Allan House, 10 John Princes Street, London W1G 0AH
Former registered office:	Mercer & Hole, Fleet Place House, 2 Fleet Place, London EC4M 7RF
Principal trading activity:	Office Space

Administrator	Lloyd Edward Hinton
Administrator's address	Insolve Plus Ltd, 4th Floor Allan House, 10 John Princes Street, London W1G 0AH
Date of appointment	4 October 2018
Court name and reference	008382 of 2018 In the High Court of Justice
Appointment Details made by:	The company

Officers of the Company:

<i>Directors:</i>	<i>Name:</i>	<i>Shareholding</i>
	David Malcolm Kaye	0
<i>Company secretary:</i>	<i>Name:</i>	<i>Shareholding</i>
	CR Secretaries Limited	0

Share capital

<i>Authorised</i>	<i>Allotted, called up and fully paid</i>
100 ordinary shares £1 each	Campfire XI Company Limited - 100 ordinary shares of £1 each

Charges

There are no registered charges.

2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR

The Company was incorporated in August 2017, however, it only commenced trading in August 2018.

The business trades as a workspace and a co-working solution, providing private and open workspace zones with an onsite barrister and IT Services.

The Company has one Director and four employees.

It trades from leasehold premises at 79-81 Paul Street, London EC2A 4NQ having signed a ten-year lease commencing in September 2017 with a principle rent of £540,000 per annum. The Landlord holds a rent deposit of £400,000.

The Company has only been trading for a couple of months and therefore there are no formal accounts or trading figures. The Company does not own any IPR relating to the Campfire Brand, all of which is owned and controlled by the Parent company, Campfire Collaborative Spaces in Hong Kong.

Sales to date total £52,815 and the forecast to December 2018 is £154,552.

Currently, 65% of the workspace is being occupied.

The forecasts for years ending December 2019 to December 2021 are as follows.

	Forecast Year Ended 31 December 2019 £	Forecast Year Ended 31 December 2020 £	Forecast Year Ended 31 December 2021 £
Turnover	597,936	737,204	960,230
Gross Profit	86,071	223,638	444,821
Operating Profit/Loss	(295,896)	(184,649)	20,918

It should be noted that the management accounts have not been verified for accuracy and therefore may not reflect the Company's true trading position.

The events leading to the appointment being made was due to a dispute with a contractor for building works carried out to the premises. The contractor issued a Statutory Demand which was due to elapse following which a Winding Up Petition would have been issued.

Prior to the commencement of the Administration Insolve Plus Ltd acted as advisors to the Board as a whole acting on behalf of the Company. No advice was given to the individual directors regarding the impact of the insolvency of the company on their personal financial affairs. Whilst not formally in office at that time, Insolve Plus Ltd was still required to act in its dealings with the Company in accordance with the Insolvency Code of Ethics.

As required by the Insolvency Code of Ethics, I considered the various threats to my objectivity arising from this prior involvement. I concluded that those threats were at an acceptable level such that I could still act objectively and hence could be appointed Administrator of the Company.

On 4 October, 2018, I was appointed by the Company as Administrator of the Company and took over from the Board responsibility for the management of the affairs, business and property of the Company.

3. OBJECTIVES OF THE ADMINISTRATION AND THE ADMINISTRATOR'S STRATEGY FOR ACHIEVING THEM

As Administrator of the Company, I am an officer of the Court, and must perform my duties in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives 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.

I intend to pursue objective (a) because I anticipate that after a short period of trading, funded by the Parent company, it should be possible to propose a Company Voluntary Arrangement, thereby securing the rescue of the Company.

The insolvency legislation has set a 12 month maximum duration for Administrations, unless the duration is extended by the Court or the creditors. If I am unable to complete the Administration of the Company within 12 months then I will either apply to the Court, or hold a meeting of creditors, in order to seek approval to extending the duration of the Administration.

4. ACTIONS OF THE ADMINISTRATOR FOLLOWING APPOINTMENT

Since I was appointed Administrator, my staff have attended the premises, gathered information and arranged for open cover insurance to be taken out.

In addition, I have undertaken routine statutory and compliance work, such as filed notice of my appointment at Companies House and advertised in the London Gazette. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

I have instructed Solicitors, Womble Bond Dickinson (UK) LLP of 4 More London Riverside, London SE1 2AU to act on my behalf.

The Company is continuing to trade with the financial support of its parent company. This is with the intention of preserving the business so that it can be marketed with a view to be sold as a going concern.

Discussions have been held with the contractor, in respect of the disputed debt, who is cooperating with me, and progress is being made with their solicitors to reach an agreement in relation to proposing a Company Voluntary Arrangement.

Valuation of the business and assets

SIA Group (UK) London Ltd ("SIA") of 107 Cheapside, London EC2V 6DN, members of the National Association of Valuers and Auctioneers were instructed to attend the premises to inspect and value the assets.

SIA have confirmed their independence and also carry adequate PII.

Asset category	Valuation basis & amount (£)	
	e.g. In-situ	e.g. Ex-situ
<u>Floating charge assets</u>		
Furniture & Computer Equipment	13,574	2,670
Total	13,574	2,670

Marketing of the business and assets

Whilst the business was initially marketed by SIA and was listed on various websites, marketing activities were ceased when it became apparent that the Company could potentially be saved as a going concern by way of proposing a Company Voluntary Arrangement.

5. FINANCIAL POSITION OF THE COMPANY

I have asked the director to prepare a summary of the Company's estimated financial position as at 4 October 2018, which is known as a Statement of Affairs, but he has not yet prepared it. I expect to receive this shortly.

In the absence of a Statement of Affairs I have prepared an estimate of the financial position of the Company as at 4 October 2018 from the records of the Company. I attach a copy of the estimate at Appendix 1, together with a list of names and addresses of all known creditors and the amounts of their debts.

5.1. Rent Deposit

The Landlord is holding a rent deposit of £400,000. There is doubt over whether this amount is actually realisable and therefore for the purpose of this report the realisable value is uncertain.

5.2. Furniture and Computer Equipment

SIA have indicated that the assets are likely to realise £2,670 ex-situ.

5.3. Book Debts

There are two invoices for the month of October 2018 which remain unpaid totalling £5,394. After allowing for a 50% provision for bad debts the estimated to realise value is £2,697.

5.4. Preferential creditors

I am not aware of any preferential creditors as the employees have been paid.

5.5. Prescribed part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the

“prescribed part of the net property.” A Company’s net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property;

up to a maximum of £600,000.

The Company has not created any floating charges, so the prescribed part provisions will not apply.

5.6. Unsecured creditors

A list of the unsecured creditors are listed on the attached list.

6. ADMINISTRATOR’S RECEIPTS AND PAYMENTS ACCOUNT

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, 4 October, 2018, to the date of these proposals, at Appendix 2. You will note that there have not been any receipts of payments since my appointment.

The Company is registered for VAT. The Administration account is operated through Metro Bank Plc.

7. PROPOSED FUTURE ACTIONS OF THE ADMINISTRATOR TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration of the Company, proposals will be prepared to propose a Company Voluntary Arrangement, thereby securing the rescue of the Company.

8. ADMINISTRATOR’S REMUNERATION AND EXPENSES

I attach at Appendix 3 a copy of my practice fee recovery policy. In this case I am seeking to fix the basis of my remuneration on a time cost basis as detailed below:

Time costs:

I propose to seek approval on a time cost basis. i.e. by reference to time properly spent by me and members of staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach a “Fees estimate summary” at Appendix 5 that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or “blended” rate for all of the work being carried out within the estimate.

As indicated in the fees estimate the following areas of work will be charged on a time cost basis administration; investigations; realisation of assets; trading; and creditors. The following explains about the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 4.

Administration: This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and his managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency

legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Trading: The office holder initially decided to trade the business of the Company in order to achieve a sale of the business as a going concern. However, proposals are currently being prepared to seek a Company Voluntary Arrangement.

Creditors:

Claims of creditors - the office holder needs 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 creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

More details of the tasks included in these categories are included in the fees estimate. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £17,365 at a "blended" rate of £356 per hour.

This estimate has been provided to creditors at a relatively early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the

case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

I do not anticipate needing to seek approval to exceed the estimate.

To date a total of 7 hours have been spent working on the above tasks in the Administration, and total time costs to date are £3,442 charged at an average charge out rate of £485. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed at Appendix 3. I attach, in respect of the areas of work where I am seeking to charge fees on a time cost basis, an analysis of time costs incurred to date by reference to grade of staff and work done at Appendix 6.

I also propose that I am permitted to charge and recover what are known as category 2 expenses. Information about category 2 expenses is set out in my practice fee recovery policy at Appendix 3.

To date no category 2 disbursements have been incurred.

If a Creditors' Committee is appointed, it will be for the Committee to approve the basis of the Administrator's remuneration and category 2 expenses. If a Committee is not appointed, then I will be seeking a decision from the creditors at the same time I seek a decision from them on whether or not to approve these proposals.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.insolveplus.com/services/creditor-guides/.

I have incurred the following expenses totalling £4,814 since my appointment as Administrator:

Type of expense	Amount incurred/accrued since appointment	Amount still to be paid
Statutory Advertising	£84.18	£84.18
Specific Bond	£160.00	£160.00
SIA Group	£2,500.00	£2,500.00
Womble Bond Dickinson	£2,070.00	£2,070.00

I have used the following agents or professional advisors since my appointment as Administrator:

Professional Advisor	Nature of Work	Basis of Fees
SIA Group	Valuer	Fixed fee
Womble Bond Dickinson	Solicitors	Time costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money.

In addition to the expenses already incurred, I anticipate that expenses totalling £3,084 will arise in these proceedings, as detailed in the attached schedule of expenses.

Type of expense	Amount expected to be incurred
Statutory Advertising	£84.18
Womble Bond Dickinson	£3,000.00

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Administration the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

9. PRE-ADMINISTRATION COSTS

The Board of Directors and members of the Company instructed me to assist them in placing the Company in Administration on 1 October 2018. They agreed that I should be paid my pre-administration costs on a time cost basis. I attach at Appendix 7 a detailed time cost table showing the pre-appointment time costs of £1,620 incurred by category and staff grade at my firm.

In addition to my own time costs, the following expenses were incurred in respect of Solicitors costs:

Type of expense	Amount incurred	Amount still to be paid
Womble Bond Dickinson	£1,315.50	£1,315.50

The following work was undertaken by Womble Bond Dickinson was for preparing the appointment documentation and advising on the proposed Administration.

I also assisted the Board take the appropriate steps to place the Company into Administration. This task, together with some of the other tasks mentioned above are required by statute or regulatory guidance, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

The following statement sets out my pre-administration costs incurred. The statement also shows those fees and expenses that were paid prior to the Administration and those where approval is being sought to pay them from Administration funds.

Description	Paid pre-appointment £	To be paid £
Administrator's remuneration		£1,619.50
Legal fees		£1,315.50
Total		£2,935.00

If a Creditors' Committee is appointed, it will be for the Committee to approve payment of the pre-administration costs that have not yet been paid. If a Committee is not appointed, then since the pre-administration costs that have not yet been paid cannot be approved within these proposals, I will be seeking a decision from the creditors at the same time I seek a decision from them on whether or not to approve these proposals.

10. ADMINISTRATOR'S INVESTIGATIONS

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf. I should be pleased to receive from you any information you have that you consider will assist me in this duty. I would stress that this request for information forms part of my normal investigation procedure.

11. EC REGULATION ON INSOLVENCY PROCEEDINGS

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company. I also consider that they are "main" proceedings since the Company's registered office and its trading address is in the United Kingdom.

12. ADMINISTRATOR'S PROPOSALS

In order to achieve the objective set out at section 3 above, I formally propose to creditors that:

- (a) I continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that I:
 - (i) prepare proposals with a view to the Company entering a Voluntary Arrangement.
- (b) the Administration of the Company will end by entering a Company Voluntary Arrangement.

If the Voluntary Arrangement is not approved, then the following route will be used:

- (c) the Administration may end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Lloyd Edward Hinton am appointed the Liquidator of the Company.

Creditors may nominate a different person(s) as the proposed liquidator(s), but they must make the nomination(s) at any time after these proposals are delivered to them, but before they are approved. Information about the approval of the proposals is set out at section 13.

13. APPROVAL OF PROPOSALS

I am seeking decisions by correspondence from the creditors to approve my proposals, approve my pre-administration costs, fix the basis of my remuneration, and to approve my category 2 disbursements. If a creditor wishes to vote on the decisions, they must complete and return the enclosed voting form to me by no later than 23.59 on 2 November 2018, the decision date. If a creditor has not already submitted proof of their debt, they should complete the enclosed form and return it to me, together with the relevant supporting documentation. A vote on the decisions by a creditor will not count unless they have lodged proof of their debt by no later than 23.59 on 2 November 2018.

Creditors are also invited to determine whether to form a Creditors' Committee, and a notice of invitation to form a Creditors' Committee and further instructions are enclosed. To enable the creditors to make an informed decision as to whether they wish to either seek to form a Committee, or to nominate themselves to serve on a Committee, further information about the role of the Committee and what might be expected from its members has been prepared by R3 and can be found is available at the link <https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf>

Please note that I must receive at least one vote by the decision date or the decisions will not be made. I would therefore urge creditors to respond promptly.


Should any creditor or group of creditors wish to request a physical meeting of creditors, they must do so within 5 business days of the delivery of the notice that accompanies this letter. Such requests must be supported by proof of their debt, if not already lodged. I will convene a meeting if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

14. FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Insolve Plus Ltd, including about our complaints policy and Professional Indemnity Insurance, can be found at <http://www.insolveplus.com/about-us/>

If creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available on-line, they should contact Kelly Levelle by email at kellylevelle@insolveplus.com, or by phone on 020 7495 2348.

Yours faithfully


Lloyd Hinton FIPA
Administrator

The Administrator is an agent of the Company and acts without personal liability.

Appendix 4: Details of work to be undertaken in the Administration

A. Work for which the Liquidator is seeking to be remunerated on a time basis:

Administration:

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.

Setting up electronic case files.

Setting up the case on the practice's electronic case management system and entering data.

Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.

Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).

Preparing, reviewing and issuing proposals to the creditors and members.

Filing the proposals at Companies House.

Convening decision procedure to consider the proposals.

Reporting on the outcome of the meeting of creditors to the creditors, Companies House and the Court.

Dealing with all routine correspondence and emails relating to the case.

Preparing Company Voluntary Arrangement Proposals.

Opening, maintaining and managing the office holder's estate bank account.

Creating, maintaining and managing the office holder's cashbook.

Undertaking regular reconciliations of the bank account containing estate funds.

Reviewing the adequacy of the specific penalty bond on a quarterly basis.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing 6 month progress reports to creditors and members.

Filing progress reports at Companies House.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Seeking closure clearance from HMRC and other relevant parties.

Preparing, reviewing and issuing final reports to creditors and members.

Filing final reports at Companies House.

Realisation of assets:

Arranging suitable insurance over assets.

Regularly monitoring the suitability and appropriateness of the insurance cover in place.

Corresponding with debtors and attempting to collect outstanding book debts.

Liaising with the bank regarding the closure of the account.

Instructing agents to value known assets.

Liaising with agents to realise known assets.

Instructing solicitors to assist in the realisation of assets.

Creditors:

Corresponding with employees.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Investigations:

Recovering the books and records for the case.

Listing the books and records recovered.

Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.

Trading:

Obtaining appropriate information about the business and preparing a business plan and cash flow forecasts.

Arranging suitable insurance for the business.

Liaising with staff.

Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid

Monitoring and controlling the day to day trading of the business

Monitoring compliance with Health and Safety obligations in respect of the business

Insolvency Act 1986

Campfire Holdings London Limited
Estimated Statement Of Affairs as at 4 October 2018

	Book Value £	Estimated to Realise £
ASSETS		
Rent Deposit	400,000.00	Uncertain
Furniture & Computer Equipment	13,574.00	2,670.00
Book Debts	5,394.00	2,697.00
		<u>5,367.00</u>
LIABILITIES		
PREFERENTIAL CREDITORS:-		<u>NIL</u>
		5,367.00
DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003		
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS		<u>NIL</u>
		5,367.00
Estimated prescribed part of net property where applicable (to carry forward)		<u>NIL</u>
		5,367.00
DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003		
		<u>NIL</u>
		5,367.00
Estimated prescribed part of net property where applicable (brought down)		<u>NIL</u>
		5,367.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)		
Trade & Expense Creditors	474,757.25	
Campfire XI Limited	<u>1,133,560.82</u>	
		<u>1,608,318.07</u>
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)		<u>(1,602,951.07)</u>
		(1,602,951.07)
Issued and called up capital		
Ordinary Shareholders	100.00	<u>100.00</u>
TOTAL SURPLUS/(DEFICIENCY)		<u>(1,603,051.07)</u>

Campfire Holdings London Limited
B - Company Creditors

Key	Name	Address	£
CA00	Area Square Limited	The Old Post Office, 333 Station Road, Egham, Surrey, TW20 9LA	474,757.25
CC00	Campfire XI Limited	C/o Charles Russell Speechlys, 5 Fleet Place, London, EC4M 7RD	1,133,560.82
2 Entries Totalling			1,608,318.07

Campfire Holdings London Limited
(In Administration)
Administrator's Summary of Receipts & Payments

	From 04/10/2018 To 17/10/2018 £	From 04/10/2018 To 17/10/2018 £
ASSET REALISATIONS		
Rent Deposit	NIL	NIL
Furniture & Computer Equipment	NIL	NIL
Book Debts	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
REPRESENTED BY		<u>NIL</u>

Insolve Plus Insolvency Assignment Charging and Disbursement Recovery Policy

Fixed fee and percentages of realisations and distributions

Where the approved basis of remuneration is as a set amount and percentages of realisations and distributions, the charges are applied as follows, unless otherwise specified and approved;

Fixed fee basis

There are certain tasks that have to be carried out in nearly every insolvency assignment, namely Administrative duties and dealing with Creditors. Although they are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still have to be carried out.

Administration: This represents the work that is involved in the routine administrative functions of the case by the Office Holder and their staff, together with the control and supervision of the work done on the case by the Office Holder (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the Office Holder to meet their requirements under the Insolvency legislation and the Statements of Insolvency Practice, which set out required practice that Office Holders must follow.

Creditors: Employees - The Office Holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Service (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 Holder is required to undertake this work as part of his statutory functions. **Claims of creditors -** 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 creditors regarding their claims and dividend prospects as they are received. The Office Holder is required to undertake this work as part of his statutory functions.

This Firm's past time records have been reviewed and after taking into account the complexity of the insolvency assignment, concluded that a fixed fee of £15,000 plus VAT is necessary to cover that work. This fee is to be drawn from the asset realisations at the Office Holder's discretion, as and when funds are available. A fixed fee of £15,000 plus VAT for undertaking that work in the insolvency assignment is being sought. This demonstrates why the fixed fee is expected to produce a fair and reasonable reflection of the work that is anticipated to be necessarily and properly undertaken. Information about the work that will be undertaken for the fixed fee is listed below. Please note that the list includes generic tasks that may not be necessary every time, but arise in a typical case and are expected to be necessary in this case. If any one task is not required it would not make a material difference to the amount of work done for which approval of the fixed fee is being sought.

- Undertaking statutory notifications to Companies House and Creditors, including gazetting the Office Holders appointment
- Arranging the statutory advertising of the appointment
- Case planning and devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case
- Obtaining a specific penalty bond
- Reviewing adequacy of specific penalty bond on a regular basis
- Setting up and maintaining case files
- Setting up the case on the Office Holders electronic case management system ("IPS") and entering data
- Convening and holding meetings of members and creditors where applicable
- Dealing with all routine correspondence and emails relating to the case
- Opening, maintaining and managing Office Holders estate bank account
- Creating, maintaining and managing Office Holders cash book
- Undertaking regular reconciliations of the estate bank account(s)
- Undertaking regular reviews of the progress of the case
- Filing returns at Companies House
- Preparing and filing Corporation Tax return

- Preparing and filing VAT returns
- Case reviews at one month, three months, six months and then every six months
- Overseeing and reviewing the work on the case by the case administrators
- Attending to correspondence with creditors
- Attending to telephone calls with creditors
- Maintaining creditor information on IPS
- Attending to correspondence and telephone calls with directors and shareholders
- Attending to correspondence and telephone calls with other parties including HM Revenue & Customs
- Statutory investigations into the affairs of the Company and dealings of the directors
- Preparation and submission of statutory reports to the Secretary of State
- Preparing, reviewing and issuing statutory reports to creditors and members
- Obtaining information from the case records about employee claims
- Completing documentation for submission to the Redundancy Payment Office
- Corresponding with the Redundancy Payments Office regarding employee claims
- Dealing with all employee matters, including the Redundancy Payments Service and pension schemes
- Corresponding with employees in respect of their claims
- Investigating the existence of a pension scheme
- Submitting the relevant pension notification (if applicable)
- Arranging for the winding up of the pension scheme (if applicable)
- Recovering the books and records of the case
- Listing the books and records of the case
- Conducting an initial investigation with a view to identifying potential assets by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors, etc.
- Reviewing the books and records of the case to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- Obtaining closure clearance from government departments
- Preparing and issuing final report
- Holding final meetings and preparing minutes, where applicable
- Preparing and sending final returns to Companies House/the Court
- Archiving case records and books and records
- Filing final returns at Companies House (if applicable)

The above list is not exhaustive, but provides an overview of the work anticipated to be carried out in the insolvency assignment, which is either required by Statute or necessary to perform the basic duties of an Office Holder, but may not necessarily provide a direct financial benefit to creditors.

Percentage basis:

There are certain tasks that are carried out where there are assets to recover. They may produce a direct benefit for creditors, but are subject to the costs of the proceedings generally. The work is undertaken to protect and then realise the assets, initially at this Practice's own cost, suffering the loss if any asset is not recoverable. If assets are recovered, the Office Holder's costs are first recovered and then any balance is distributed. A percentage basis is being sought as it reflects the risk being taken, the nature of the assets involved, the complexity of the insolvency assignment and shares the anticipated benefit with the creditors.

The Office Holders will, therefore, be seeking fees based on the percentages of asset realisations listed below (net of any fixed charges or finance). Creditors should note that these charges will not be levied on the first £15,000 of realisations if the Office Holder has drawn a fixed fee as detailed above. I believe that this demonstrates why the percentage proposed is expected to produce a fair and reasonable reflection of the work that is anticipated will be necessarily and properly undertaken.

• Equity in Freehold / Leasehold Property	25%
• Plant & Machinery / Fixtures & Fittings / Stock	25%
• Goodwill / Intellectual Property Rights / Investments	25%
• Book Debts / Work in Progress / Rent Deposit	20%
• Equity in Motor Vehicles	20%
• Cash at Bank / Funds held by reporting accountant	15%
• HM Revenue & Custom Refunds	15%
• In relation to any other asset recovery arising from the Office Holders investigations (e.g. antecedent transaction recoveries)	50%

The Office Holders will be seeking remuneration as a percentage of the value of total distributions to creditors (excluding fixed charge creditors) (to be deducted from the total distribution including prescribed part payments), as listed below. This reflects the additional work on creditors claims to facilitate a distribution to creditors

• The first £20,000	15%
• The next £80,000	10%
• Over £100,000	5%

The work undertaken on a percentage basis includes, but is not limited to, the following:

- Arranging suitable insurance over assets
- Regularly monitoring the suitability and appropriateness of the insurance cover in place
- Corresponding with debtors and attempting to collect outstanding book debts
- Liaising with banks regarding the closure of accounts
- Instructing agents to value known assets
- Dealing with Retention of Title claims
- Liaising with agents with regard to the realisation of assets
- Instructing solicitors to assist with the realisation of assets
- Registering cautions in respect of properties
- Instructing solicitors to assist with the sale of leasehold/freehold properties
- Obtaining details from secured creditors in respect of debts secured over assets
- Liaising with secured creditors in respect of the realisation of charged assets
- Determining ownership of assets such as properties and vehicles
- Issuing notice of intended dividend and placing an appropriate notice
- Reviewing and adjudicating on proofs of debt received from creditors
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims
- Calculating and paying dividends
- Paying tax deducted from dividends paid to employees

Time cost basis

Where the approved basis of remuneration is on a time costs basis, work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 July 2016 are as follows:

Director	£495.00
Associate Director	£375.00
Managers	£350.00
Senior Administrators	£250.00
Administrators	£175.00
Cashiers	£125.00
Office Junior	£75.00

Disbursement recovery

Category 1 disbursements

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Insolve Plus and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Category 1 disbursements can be drawn without prior approval.

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

If an asset agent is required on a case it is anticipated that they would be paid approximately £1,000 plus VAT for providing a valuation report, but this may vary according to the size and complexity of the assets. If that agent is then required to assist with the sale of those assets it would be anticipated that the agent would receive approximately 10% of gross realisations. In the event at the office holder instructs a debt collection agent it is anticipated that the agent will be paid a percentage of debtor realisations. This percentage will vary from approximately 5% to 25% depending upon the age and complexity of the debt. If the Office Holder is required to instruct a solicitor it is anticipated that the solicitor will charge on a time cost basis which would be monitored by the office holder and disclosed to creditors in future progress reports.

Category 2 disbursements

Category 2 disbursements include elements of shared or allocated costs incurred by Insolve Plus and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. Category 2 disbursements may be drawn if they have been approved in the same manner as an Office Holder's remuneration. When seeking approval, an Office Holder should explain, for each category of expenses, the basis on which the charge is being made. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by Insolve Plus are as follows:-

Travelling by motor car	65p per mile
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All costs are subject to VAT, where applicable. The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

Appendix 4: Details of work to be undertaken in the Administration

A. Work for which the Liquidator is seeking to be remunerated on a time basis:

Administration:

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.

Setting up electronic case files.

Setting up the case on the practice's electronic case management system and entering data.

Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.

Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).

Preparing, reviewing and issuing proposals to the creditors and members.

Filing the proposals at Companies House.

Convening decision procedure to consider the proposals.

Reporting on the outcome of the meeting of creditors to the creditors, Companies House and the Court.

Dealing with all routine correspondence and emails relating to the case.

Preparing Company Voluntary Arrangement Proposals.

Opening, maintaining and managing the office holder's estate bank account.

Creating, maintaining and managing the office holder's cashbook.

Undertaking regular reconciliations of the bank account containing estate funds.

Reviewing the adequacy of the specific penalty bond on a quarterly basis.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing 6 month progress reports to creditors and members.

Filing progress reports at Companies House.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Seeking closure clearance from HMRC and other relevant parties.

Preparing, reviewing and issuing final reports to creditors and members.

Filing final reports at Companies House.

Realisation of assets:

Arranging suitable insurance over assets.

Regularly monitoring the suitability and appropriateness of the insurance cover in place.

Corresponding with debtors and attempting to collect outstanding book debts.

Liaising with the bank regarding the closure of the account.

Instructing agents to value known assets.

Liaising with agents to realise known assets.

Instructing solicitors to assist in the realisation of assets.

Creditors:

Corresponding with employees.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Investigations:

Recovering the books and records for the case.

Listing the books and records recovered.

Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.

Trading:

Obtaining appropriate information about the business and preparing a business plan and cash flow forecasts.

Arranging suitable insurance for the business.

Liaising with staff.

Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid

Monitoring and controlling the day to day trading of the business

Monitoring compliance with Health and Safety obligations in respect of the business

FEES ESTIMATE SUMMARY

Case name: Campfire Holdings London Limited - in Administration

The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The hourly charge out rates that will be used on this case are:			
	£		
Director – appointment taker	495.00		
Associate Director	375.00		
Manager	350.00		
Senior Administrator	250.00		
Case Administrator	175.00		
Cashier	125.00		
Office Junior	75.00		
Description of the tasks to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
ADMINISTRATION			
Administering the affairs of the company in accordance with the Insolvency Legislation and Statements of Insolvency Practice	26.80	£8,900.00	£332.09
INVESTIGATIONS			
Undertaking initial investigations into the affairs of the company with a view to identifying potential asset recoveries for the benefit of creditors	5.50	£1,560.00	£283.64
REALISATION OF ASSETS			
Protecting and realising the assets of the company.	10.50	£4,690.00	£446.67
TRADING			
Managing and controlling the business of the company.	2.50	£1,020.00	£408.00
CREDITORS			
Maintaining records of the claims of creditors and formally agreeing them and paying a dividend if sufficient realisations are made	3.50	£1,195.00	£341.43
CASE SPECIFIC MATTERS			
	0.00	£0.00	£0.00
GRAND TOTAL FOR ALL CATEGORIES OF WORK	48.80	£17,365.00	£355.84

Time Entry - SIP9 Time & Cost Summary

C089H - Campfire Holdings London Limited
Project Code: POST
From: 04/10/2018 To: 17/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	3.30	0.30	0.00	0.00	3.60	1,738.50	482.92
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	0.00	0.00	0.00	0.50	247.50	495.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	2.20	0.00	0.00	0.00	2.20	1,089.00	495.00
Trading	0.60	0.20	0.00	0.00	0.80	367.00	458.75
Total Hours	6.60	0.50	0.00	0.00	7.10	3,442.00	484.79
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

C089H - Campfire Holdings London Limited
Project Code: PRE
To: 03/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	2.10	0.10	0.00	0.40	2.60	1,124.50	432.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	1.00	0.00	0.00	0.00	1.00	495.00	495.00
Total Hours	3.10	0.10	0.00	0.40	3.60	1,619.50	449.86
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Notice of decisions by correspondence
CAMPFIRE HOLDINGS LONDON LIMITED - In Administration
(Company Number 10901682)

Notice is given by Lloyd Edward Hinton to the creditors of Campfire Holdings London Limited that set out below are decisions for your consideration under paragraph 51 of Schedule B1 of the Insolvency Act 1986. Please complete the voting section below indicating whether you are in favour or against the following decisions:

- i). That the Administrator's proposals be approved.
- ii). That the Administrator's pre-Administration costs, the details of which are set out in the Administrator's proposals and issued with the notice of the decision procedure, be approved.
- iii). That the Administrator's fees will be charged by reference to the time properly spent by him and his staff in dealing with the matters relating to the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the Administrator's proposals and issued with the notice of the decision procedure.
- iv). That the Administrator be permitted to recover category 2 disbursements.

The final date for votes is 2 November 2018, the decision date.

- 1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at Insolve Plus Ltd, 4th Floor Allan House, 10 John Princes Street, London W1G 0AH by no later than 23.59 hours on 2 November 2018. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
- 2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Lloyd Edward Hinton by no later than 23.59 on 2 November 2018, without which their vote will be invalid.
- 3. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
- 4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
- 5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s) above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
- 6. Creditors have the right to appeal the decision made by applying to Court under Rule 15.35 within 21 days of 2 November 2018, the decision date.

Creditors requiring further information regarding the above, should either contact me at 4th Floor Allan House, 10 John Princes Street, London W1G 0AH, or contact Kelly Levelle by email at kellylevelle@insolveplus.com, or by phone on 020 7495 2348.

DATED THIS 17TH DAY OF OCTOBER 2018


Lloyd Hinton FIPA
Administrator

CAMPFIRE HOLDINGS LONDON LIMITED - In Administration

(Company Number 10901682)

Voting on Decisions

- i). That the Administrator's proposals be approved.

For / Against

- ii). That the Administrator's pre-Administration costs, the details of which are set out in the Administrator's proposals and issued with the notice of the decision procedure, be approved.

For / Against

- iii). That the Administrator's fees will be charged by reference to the time properly spent by him and his staff in dealing with the matters relating to the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the Administrator's proposals and issued with the notice of the decision procedure.

For / Against

- iv). That the Administrator be permitted to recover category 2 disbursements.

For / Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of
creditor: _____

Signature of
creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which
signing
document: _____

Dated _____

Notice of invitation to form a Creditors' Committee

**CAMPFIRE HOLDINGS LONDON LIMITED - In Administration
In the High Court of Justice Number 8382 of 2018**

(Company Number 10901682)

NOTICE IS GIVEN by Lloyd Edward Hinton to the creditors of Campfire Holdings London Limited of an invitation to form a Creditors' Committee under rule 3.39 of The Insolvency (England and Wales) Rules 2016.

1. Creditors are invited to determine whether a Creditors' Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. Please complete the section below, and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to 4th Floor Allan House, 10 John Princes Street, London, W1G 0AH so that it is received by no later than 23.59 on 2 November 2018, the decision date.

The final date for the decision about the formation of a Committee and for nominations for members of the Committee is 2 November 2018, the decision date.

DATED THIS 17TH DAY OF OCTOBER 2018



**Lloyd Hinton F&A
ADMINISTRATOR**

CAMPFIRE HOLDINGS LONDON LIMITED - In Administration
In the High Court of Justice Number 8382 of 2018

Voting on Resolution

I. A Creditors' Committee should be established.

For/Against

I wish to nominate the following creditor to act as a member of the committee:

Name of nominated creditor _____

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: _____

Dated _____

PROOF OF DEBT
under rule 14.4 The Insolvency (England and Wales) Rules 2016

Campfire Holdings London Limited - In Administration
In the High Court of Justice Number 8382 of 2018

Date of Administration: 4 October 2018

1	Name of creditor:	
2	Address of creditor:	
3	<p>Claim, including VAT, as at date of Administration:</p> <p>Less: any payments made after that date in relation to the claim; any deduction for discounts (except a discount for immediate or early settlement) which would have been available but for the insolvency proceedings; and any adjustment as a result of set-off</p> <p>Total claim, including VAT</p>	<p>£</p> <p>£</p> <p>£</p>
4	The amount of any uncapitalised interest that is include in the claim, if any.	£
5	Particulars of how and when the debt was incurred	
6	<p>Please provide details of any documents by which debt can be substantiated:</p> <p><i>(Notes - copies need not be supplied unless specifically requested by the office holder)</i></p>	
7	Particulars and value of any security held and the date it was given:	
8	<p>Signature of creditor or authorised person:</p> <p>NAME, IN BLOCK LETTERS:</p> <p>Creditor's reference:</p>	
9	<p>Position or relationship with creditor:</p> <p><i>(eg, director, accountant, credit controller etc)</i></p>	