

AM07

Notice of creditor's decision on administrator's proposals



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 1 1 8 9 9 9 6 4

Company name in full Prosperity St James House Development Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Andrew

Surname Watling

3 Administrator's address

Building name/number Office D

Street Beresford House

Town Quay

Post town Southampton

County/Region Hampshire

Postcode S O 1 4 2 A Q

Country England

4 Administrator's name ①

Full forename(s) Simon

Surname Campbell

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Office D

Street Beresford House

Town Quay

Post town Southampton

County/Region Hampshire

Postcode S O 1 4 2 A Q

Country England

② Other administrator

Use this section to tell us about
another administrator.

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6

Purpose of procedure or meeting

Consider decisions in respect of:

- 1) Approval of Joint Administrators' proposals
- 2) Forming a creditors' committee
- 3) Joint Administrators' discharge from liability

7

Description of procedure or meeting^③

Decision procedure by deemed consent

^③ Whether it was a virtual or physical meeting, some other decision procedure (please describe), or deemed consent.

8

Address of meeting

If a meeting was held at a physical location, give the address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

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9 Other platform for decision procedure or meeting^①

Decision procedure by correspondence

① If a meeting was not held at (or the decision procedure was not undertaken at) a physical location, tell us what means were used—for example email, videolink

10 Meeting

If a meeting was held was the required quorum met?

☐ Yes

☐ No

11 Details of creditors' decisions

Details of decisions including any modifications to the proposals approved by the creditors are as follows:

1. That the Joint Administrators' Proposals be approved
2. That a Creditors' Committee will not be established
3. That the Joint Administrators be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule B1 of the Act, such discharge to take effect when the appointment of Joint Administrators ceases to have effect, as defined by the Act, unless the court specifies a time

12 Details of any resolutions passed

Give details of any resolutions which were passed.

N/A

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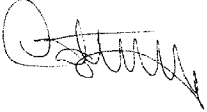
13

Date and time of decision made or resolution passed

Date	^d 1	^d 6	^m 1	^m 2	^y 2	^y 0	^y 2	^y 0	
Time	^h 2	^h 3	:	^m 5	^m 9				

14

Sign and date

Administrator's signature	Signature X		X						
Signature date	^d 0	^d 4	^m 0	^m 1	^y 2	^y 0	^y 2	^y 1	

**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 Neil Allen

Company name Quantuma

Address Office D

Beresford House

Town Quay

Post town Southampton

County/Region Hampshire

Postcode S O 1 4 2 A Q

Country England

DX

Telephone 02382 357956

**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 signed the form.

**Important information**

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

**Where to send**

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

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

**Further information**

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

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

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



In the High Court of Justice Reference No. 003934

Prosperity St James House Development Ltd (In Administration)

THE JOINT ADMINISTRATORS' STATEMENT OF PROPOSALS

**Andrew Watling and Simon Campbell
Joint Administrators**

Quantuma Advisory Limited

Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

02380336464

Disclaimer Notice

- This Statement of Proposals has been prepared by Andrew Watling and Simon Campbell, the Joint Administrators of Prosperity St James House Development Ltd, solely to comply with their statutory duty under Paragraph 49 of Schedule B1 of the Insolvency Act 1986 and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.
- Any estimated outcomes for creditors included in this Statement of Proposals are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.
- Any person that chooses to rely on this document for any purpose or in any context other than under Paragraph 49 of Schedule B1 of the Insolvency Act 1986 does so at their own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this Statement of Proposals.
- The Joint Administrators act as agent for Prosperity St James House Development Ltd and contract without personal liability. The appointment of the Joint Administrators is personal to them and, to the fullest extent permitted by law, Quantuma Advisory Limited does not assume any responsibility and will not accept any liability to any person in respect of this Statement of Proposals or the conduct of the Administration.

Prosperity St James House Development Ltd (In Administration)
The Joint Administrators' Statement of Proposals



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Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



1. Executive Summary

This Statement of Proposals is being delivered to creditors on 24 November 2020.

On 12 October 2020, Andrew Watling and Simon Campbell of Quantuma Advisory Limited were appointed Joint Administrators of the Company following the filing of a Notice of Appointment of Administrators by the Directors of the Company.

The Joint Administrators are currently pursuing the second statutory objective of achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration).

A summary of the current and anticipated future positions are detailed below.

Asset	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash	0	36	36
Property	0	Unknown	Unknown

Expense	Expense incurred to date	Anticipated further expense	Total anticipated expense
Joint Administrators' fees	0	25,000	25,000
Joint Administrators' disbursements	0	271	271
Solicitors' fees	0	7,500	7,500

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend
Secured creditor (fixed charge)	0	Unknown
Unsecured creditors	0	Unknown

The main work remaining to be done to conclude the Administration is review the actions of the receiver appointed to deal with the property, check the validity of the security, and investigate any causes of action and other potential avenues of recovery. The Administration is expected to be concluded in circa 12 months by exiting to dissolution or exiting to CVL.

Definitions of the terms used in this Proposal are provided in Appendix I.

2. Background to the Company

The business was established in 22 March 2019 and the principal activity of the Company was property development. It traded from premises at 60 Goswell Road, London, EC1M 7AD.

The Company borrowed money from a number of sources in order to fund the purchase and development of the property addressed 17 Horse Fair, Birmingham, B1 1DB.

Statutory information on the Company and extracts from the most recent accounts are provided at Appendix II. Please note that this information has not been verified by the Joint Administrators or by Quantuma Advisory Limited.

3. Events leading to the Administration

The Joint Administrators were previously appointed to deal with Prosperity Cathedral View NMPI Ltd, which will be directly impacted by the outcome of the Company's administration.



Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals

Cetra Security Trustees, security agents for Kenfin Holdings, appointed Scanlans as receivers of the Company's property in May 2020. At the present time the outcome for Cetra Security Trustees and Kenfin Holdings is uncertain. The Company had no assets from which to pay its unsecured creditors and was therefore insolvent on a balance sheet basis and cash flow basis.

The Joint Administrators were appointed to deal with the Company and liaise with the receivers in order to review their work as concerns were raised by the directors and the unsecured creditors. The Joint Administrators can take steps to replace the receivers if genuine reason to be concerned can be found.

The EU Regulation on insolvency proceedings applies in this case, and these proceedings are the main proceedings.

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notice/.

Ethical Considerations

Prior to the Joint Administrators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment to date.

4. The Objective of the Administration

Administrators must perform their functions with the objective of:

- rescuing the company as a going concern;
- or if that is not possible, then achieving a better result for the creditors as a whole than would be likely to be achieved if the company were wound up (without first being in Administration);
- or if that is not possible, realising property in order to make a distribution to one or more secured or preferential creditors.

The Joint Administrators would comment that due to a lack of working capital and/or the cessation of trading prior to appointment, the Joint Administrators did not consider it possible to restructure the existing business or propose a Company Voluntary Arrangement.

The Joint Administrators would comment that the Administration has enabled a swift appointment and provides the unsecured creditors with a voice when it comes to the concerns raised. The Joint Administrators are in a position to act in the interests of creditors as a whole and potentially enhance the outcome for the unsecured creditors.

5. Events since the Joint Administrators' Appointment

Immediately upon appointment, the Joint Administrators undertook a review of the Company's affairs with particular regard to its financial and resource requirements. This assessment was carried out in liaison with the directors of the Company. In addition, the Joint Administrators have been able to acquire important information from the receivers in respect of the Company's property.



Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals

Steps taken as regards creditors

The Joint Administrators' staff have handled creditors' queries as they have arisen, which has included telephone calls and correspondence.

Instruction of specialists

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

To advise on appropriate legal matters and to prepare required legal documentation, the Joint Administrators instructed Mishcon de Reya, a firm of lawyers with the appropriate expertise and experience in dealing with these types of Administrations.

The basis upon which the professional fees above have been agreed is outlined in the Explanatory Notes to the Joint Administrators' Expenses Estimate at Appendix VIII. All charges will be reviewed by the Joint Administrators' staff before being approved for payment.

Investigation into the Company's affairs prior to the Administration

The Joint Administrators have commenced a review of the Company's trading activities in order to establish whether or not there are actions that may be taken for the benefit of the Administration and consequently to enable a report to be submitted to the Insolvency Service on the conduct of the Company's directors.

Should any creditor have any concerns about the way in which the Company's business has been conducted or information on any potential recoveries for the estate, they are invited to bring them to the attention of the Joint Administrators as soon as they are able.

6. The Statement of Affairs and the Outcomes for Creditors

An estimated statement of the Company's affairs has been submitted by Gavin Barry, director of the Company, a copy of which is attached at Appendix III.

In accordance with the standard format of a Statement of Affairs, no provision has been made in the Statement for the costs of the Administration.

Prospects for creditors

There have been no receipts and payments through the Joint Administrators' account to date.

Secured creditors

At the date receivers were appointed Cetra/Kenfin were owed approximately £4m. Since then exit fees and interest of circa £1.5m have been added to the liability. In addition, the receivership will add total costs of around £500k. To date only one offer of £2m has been received for the property, which was rejected. The work of the receivers and their agents is expected to enhance the value of the property.

Cetra/Kenfin has a cross-guarantee secured against Prosperity Cathedral View Development Ltd, which is in administration. There is expected to be circa £1m-£2m available for the second charge holder (currently believed to be Cetra/Kenfin) in the administration of Prosperity Cathedral View Development Ltd.



Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals

In a best-case scenario the secured creditor will be paid in full. However, in a worst-case scenario there will be a significant shortfall, potentially as much as £2m.

Preferential claims

There are no known preferential creditors.

Prescribed Part

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

In this case, the prescribed part provision does not apply, as there is no floating charge-holder.

Unsecured creditors

As per the director's Statement of Affairs, unsecured creditors are thought to be owed a total of £4,652,310. Any distribution to the unsecured creditors will depend upon either a surplus being passed to the Joint Administrators by the receivers and/or successfully pursuing any causes of action that result in a realisation.

7. The Joint Administrators' Fees

The Joint Administrators propose to fix their fees on the following basis: A set amount of £25,000 for the Administration. The set fee proposed is considered a fair and reasonable reflection of the work undertaken and proposed to be undertaken in light of the scope of work carried out to date as set out above and the work proposed to be undertaken as set out at Appendix IV.

Fixing the Joint Administrators' fees in this way provides creditors with certainty as regards the fees irrespective of developments in the Administration (although the Joint Administrators have a statutory right to seek creditors' approval to adjust the fee in the event that circumstances change materially) and, if the Joint Administrators were to charge their fees on the alternative basis of time costs incurred by them and their staff, it is very likely that this would result in a fee at least equal to, and likely in excess of, that proposed. On this basis, the Joint Administrators consider the proposed fee basis to be a fair and reasonable reflection of the work that they propose to undertake.

Creditors may access a Guide to Administrators' Fees effective from 6 April 2017 at <http://www.quantuma.com/guide/creditors-guide-fees/> or a hard copy will be provided on request free of charge.

8. The Joint Administrators' Expenses

Attached at Appendix IV are details of the expenses that the Joint Administrators expect to incur in the Administration.

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or creditors. These may include, but are not limited to, legal and agents' fees, trading expenses and tax liabilities.

Disbursements are expenses initially met by, and later reimbursed to, an office holder in connection with an insolvency appointment and will fall into two categories: Category 1 and Category 2.

- Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the appointment in question. These are



Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals

charged to the estate at cost with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums. Legislation provides that administrators may discharge Category 1 disbursements from the funds held in the insolvent estate without further recourse to creditors.

- Category 2 disbursements are also directly referable to the appointment in question but not to a payment to an independent third party. Payments may only be made in relation to Category 2 disbursements after the relevant creditors have approved the bases of their calculation.

Appendix V provides details of the bases of Category 2 disbursements that the Joint Administrators propose to recover from the insolvent estate.

9. The Joint Administrators' Discharge

The Act requires that the timing of the Joint Administrators' discharge from liability will be decided by the unsecured creditors. The Joint Administrators propose that this discharge will take effect when their appointment ceases to have effect and a decision will be sought in respect of this.

10. Approval Process

Approval of the Statement of Proposals

Attached at Appendix VI is a summary of the Joint Administrators' Statement of Proposals. For further information on how the Company's affairs will continue to be managed, if these Proposals are approved, please refer to Appendix IV, which sets out in detail what further work the Joint Administrators propose to undertake.

The Joint Administrators are seeking creditors' approval of the Statement of Proposals by means of the process set out in Rule 15.7 (Deemed Consent) of the Rules.

Other Decisions

The Joint Administrators are also inviting creditors to decide on the following matters:

- Whether to establish a creditors' committee;
- The timing of the Joint Administrators' discharge from liability;

In the event that a creditors' committee is not established:

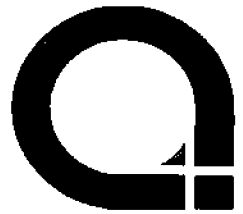
- The basis on which the Joint Administrators' fees shall be fixed;
- The approval of the unpaid pre-Administration costs;
- The approval of the basis of Category 2 disbursements.

Attached at Appendix VII are the relevant notices and forms required to assist creditors in submitting a vote in these proceedings.

Should you have any queries in regard to any of the above please do not hesitate to contact Tom Lucas on 023 8033 6464 or by e-mail at tom.lucas@quantuma.com.

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



Dated this 20 November 2020

A handwritten signature in black ink, appearing to read 'Andrew Watling', written over a horizontal line.

**Andrew Watling
Joint Administrator**

Andrew Watling and Simon Campbell were appointed Joint Administrators of Prosperity St James House Development Ltd on 12 October 2020. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.



Appendix I: Definitions

The Act	The Insolvency Act 1986
The Rules	The Insolvency (England & Wales) Rules 2016
The Statement of Proposals	The Statement of the Joint Administrators' Proposals prepared pursuant to Paragraph 49(1) of Schedule B1 of the Act
The Joint Administrators	Andrew Watling and Simon Campbell
The Company	Prosperity St James House Development Ltd (in Administration)
The Court	High Court of Justice
EBIT	Earnings before interest and tax
SPA	Sale & Purchase Agreement
RPO	The Redundancy Payments Office
HMRC	HM Revenue & Customs
ROT	Retention of Title
EOS	Estimated Outcome Statement
PP or Prescribed Part	The Prescribed Part of the Company's net property subject to Section 176A of the Act
QFCH	Qualifying Floating Charge Holder
SIP	Statement of Insolvency Practice (England & Wales)
TUPE	Transfer of Undertakings (Protection of Employment) Regulations

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



Appendix II: Statutory and Financial Information

Company name	Prosperity St James House Development Ltd
Previous name(s)	None
Trading name(s)	None
Proceedings	In Administration
Court	High Court of Justice
Court reference	003934
Date of appointment	12 October 2020
Appointed by	The Directors of the Company
Joint Administrators	Andrew Watling and Simon Campbell Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Statement required by Paragraph 100(2) of Schedule B1 of the Act	The Joint Administrators are authorised to carry out all functions, duties and powers by either one or by both of them
Registered office	c/o Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company number	11899964
Incorporation date	22/03/2019
Directors at date of appointment	Gavin Barry Edward Fowkes
Directors' / Secretary's shareholdings	Gavin Barry – 60 Ordinary Shares Edward Fowkes – 60 Ordinary Shares



Balance Sheet as at 26th October 2020

Fixed Assets		£	
Property	4,254,591		
Stamp Duty	144,500		
Work In Progress/Site Costs	15,708		
			4,414,799
Current Assets			
Bank Current Account	36		
Other debtors	0		
			36
Current Liabilities			
Creditors	204,105		
Accruals	0		
Sales Tax Control Account	0		
Purchase Tax Control Account	(134)		
VAT Liability	0		
WHT Tax	0		
Stamp Duty	0		
			203,971
Current Assets Less Current Liabilities			(203,935)
Total Assets Less Current Liabilities			4,210,863
Long Term Liabilities			
PCP Inter Company Loan	745,551		
Pamard Loan	-		
FWS Properties Loan	-		
Prab Paul Loan	-		
Kenfin Loan	2,790,000		
SJH NMPI Inter Co	664,200		
Cetra Loan	452,559		
			4,652,310
Total Assets Less Total Liabilities		-	441,446
Capital & Reserves			
B/F P&L	-	436,622	
P&L 2020	-	4,824	
		-	441,446

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals

Appendix III: Director's Estimated Statement of Affairs



STATEMENT OF AFFAIRS

Company Name: Prosperity St James House Development Ltd (In Administration) ("the Company")

Company Number: 12122996

In the High Court of Justice 003935

Statement as to the affairs of (a) Prosperity St James House Development Ltd of Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

on 12 October 2020, the date that the Company entered Administration.

Statement of Truth

I believe that the facts stated in this Statement of Affairs are a full, true and complete statement of the affairs of the above named Company as at 12 October 2020, the date that the Company entered Administration.

Full name GAVID BARRY

Signed 

Dated 12.11.20

A – Summary of Assets

Assets

Assets subject to fixed charge:

Property

Stamp Duty

Work in Progress

Bank

Assets subject to floating charge:

Uncharged assets:

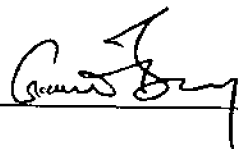
Estimated total assets available for preferential creditors

Signature  Date 12.11.20

Book value	Estimated to Realise
£	£
4254591	
144500	
15708	
36	
4414835	
0	
4414835	

A1 – Summary of Liabilities

Estimate	
£	
Estimated total assets available for preferential creditors (carried from page A)	£4414835
Liabilities	
Preferential creditors:-	
Employees (number: <u>0</u>)	£4652310
Estimated deficiency/surplus as regards preferential creditors	£-237475
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£-237475
Unsecured non-preferential claims:-	£
Employees (number: <u>0</u>)	
Consumers who have paid in advance for goods or services (number: <u> </u>)	
Other unsecured creditors	£203971
Estimated deficiency after floating charge where applicable (brought down)	
Estimated deficiency/surplus as regards creditors	£-441446
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£ -441446

Signature  Date 12.11.20

COMPANY CREDITORS (excluding employees and consumers)

Note: You must include all creditors (excluding employees and certain consumers (see relevant page for definition of a consumer)) and indicate any creditors under hire-purchase, chattel leasing or conditional sale agreements and any creditors claiming retention of title over property in the company's possession.


Name of creditor	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £
	Information already provided under separate cover				

Signature *James Biny* Date 12.11.17

EMPLOYEE CREDITORS

Note: You must include all employees who have claims against the company (and indicate whether any are also creditors under hire-purchase, chattel leasing or conditional sale agreements and any claiming retention of title over property in the company's possession).

[illegible]

Signature  Date 12-11-20

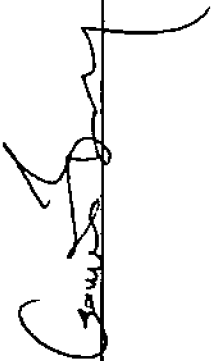
Note: You must include all creditors who are consumers (i.e. an individual acting for purposes that are wholly or mainly outside the individual's trade, business, craft or profession) claiming amounts paid in advance for the supply of goods or services (and indicate whether any are also creditors under hire-purchase, chattel leasing or conditional sale agreements and any claiming retention of title over property in the company's possession).

[illegible]

Signature Gautam Singh Date 12-11-20

COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held
TOTALS				

Signature  Date 12.11.20

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



Appendix IV: The Joint Administrators' Fees Proposal & Expenses Estimate

A **Set Fee basis** in the sum of £25,000 is proposed in relation to the work categories indicated below.

Narrative explanations are given below in relation to each category of work which will be covered by the Set Fee proposed. A list of the activities under those categories that it is anticipated will be carried out is also provided.

ADMINISTRATION & PLANNING	
The Joint Administrators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration, which ensures that the Joint Administrators and their staff carry out their work to high professional standards.	
Description of work undertaken	Includes
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements Filing statutory notifications with the Pensions Regulator and Pension Protection Fund
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case. Dealing with all matters relating to Data Protection matters.	Dealing with Data Subject Access Requests.
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns

CREDITORS	
Irrespective of whether sufficient realisations are achieved to pay a dividend to preferential or unsecured creditors, time will be spent in dealing with creditors' queries and issuing statutory reports to creditors.	
Description of work undertaken	Includes
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Final Account	
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD



	<p>Adjudicating POD</p> <p>Request further information from claimants regarding POD</p> <p>Preparation of correspondence to claimant advising outcome of adjudication</p> <p>Seeking solicitors' advice on the validity of complex claims.</p> <p>Dealing with unclaimed dividends</p>
Dealing with HMRC/RPO claims	
Creditors' Decision Procedures/Meeting	<p>Preparation of notices, proxies/voting forms and advertisements</p> <p>Circulate notices to all known creditors</p> <p>Collate and examine proofs and proxies/votes to decide on decisions/resolutions</p> <p>Preparation of file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement and draft minutes.</p> <p>Responding to queries and questions following decision procedure/meeting</p> <p>Issuing notice of result.</p>
Annual/Progress Reports	<p>Preparing, circulating and filing progress reports.</p> <p>Disclosure of sales to connected parties</p>
Para 49 Administrators' Proposals	<p>Drafting the Adm Proposals</p> <p>Filing ADM Proposals at RoC</p>
Para 53 Report of Initial Meeting/Deemed Approval Documentation	<p>Drafting post initial meeting/decision procedure documentation.</p>

INVESTIGATIONS

The insolvency legislation gives the Joint Administrators powers to take recovery action in respect of what are known as antecedent transactions e.g. 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 Joint Administrators are 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.

At present, the Joint Administrators' investigations are ongoing and it is not yet clear whether any matters will be identified with the potential to generate additional recoveries for the insolvent estate. At this early stage, it is difficult to estimate the likely time costs and expenses that may be incurred in carrying out a detailed exploration and pursuit of any questionable matters. The Fees and Expenses Estimates reflect the anticipated work in carrying out basic investigations in order to identify any potential causes of action. If any are identified and the Joint Administrators consider that additional work is required in order to generate a net financial benefit for creditors, they may revert to the relevant creditors to seek approval for fees in excess of the estimate.

Description of work undertaken	Includes
SIP 2 Review - 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.	<p>Correspondence to request information on the company's dealings, making further enquiries of third parties</p> <p>Reviewing questionnaires submitted by creditors and directors</p> <p>Reconstruction of financial affairs of the company</p> <p>Reviewing company's books and records</p> <p>Preparation of deficiency statement</p> <p>Review of specific transactions and liaising with directors regarding certain transactions</p> <p>Liaising with the committee/creditors or major creditors about further action to be taken</p>
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	<p>Preparing statutory investigation reports</p> <p>Liaising with Insolvency Service</p> <p>Submission of report with the Insolvency Service</p>

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



	Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	

REALISATION OF ASSETS

The receipts and payments account sets out the realisations achieved to date and the Estimated Outcome Statement sets out the total anticipated realisations and the financial benefit that this work is expected to generate for creditors. Work that has already and is anticipated to be carried out in relation to asset realisation is as follows.

Description of work undertaken	Includes
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Liaising with secured creditors and landlords
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate

CASHIERING

The Joint Administrators must ensure that estate bank accounts are opened and maintained in accordance with legislation and SIPs. Bank reconciliations are performed on all bank accounts and statutory receipts and payments accounts are filed at Companies House & Court.

Description of work undertaken	Includes
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

CLOSING PROCEDURES

The Joint Administrators are required by statute to effect an orderly end to the case and although this has no direct financial benefit to the creditors it is necessary so that final reports are filed at Companies House and Court and appropriate notifications are provided to creditors.

Description of work undertaken	Includes
Filing final statutory returns at Companies House/Court	

This Fees Proposal has been provided to creditors at an early stage in the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the Joint Administrators' current understanding of the case and their knowledge and experience of acting as Joint Administrators in similar cases. 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.

This Fees Proposal has therefore been compiled on the following assumptions



- the Joint Administrators' initial investigations will not identify any matters that require further investigations or pursuit;
- no exceptional work will be required to realise the remaining assets;
- there will be no requirement to hold a physical creditors' meeting or additional decision procedure to consider the matters covered by the Joint Administrators' Proposals; and
- there will be no need to extend the Administration.

On these assumptions, the Joint Administrators do not anticipate that it will be necessary to seek additional approval from the relevant creditors for fees in excess of the Fees Proposal. However in the event that the Administration does not proceed as envisaged, the Joint Administrators will seek approval for any fees in addition to those estimated that they wish to draw from the insolvent estate.

Please note that this estimate reflects the expenses anticipated to be incurred for the full period of the Administration and therefore it includes expenses already incurred, details of which are provided elsewhere in this document.

Direct Expenses /Category 1 Disbursements	Basis	Estimate of total
Legal costs: providing advice in respect of validity of security and appointment, potential rights of action	Time-costs	£7,500
Advertising	At Cost	£85
Bond premium	At Cost	£135
Postage	At Cost	£10
Total		£7,730

Category 2 Disbursements	Basis	Estimate of total
Photocopying, scanning and faxes (per side)	0.10	£10
Company Search	10.00	£10
Stationery (per Report/Letter per member/creditor)	0.50	£15
Electronic Anti-Money Laundering Identification Search (per search)	3.00	£6
Total		£41



Appendix V: Charge-out Rates and Disbursements Policy

Staff Allocation & Support Staff

An objective and practical approach is taken to each case which includes active CEO/Managing Director's involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. In accordance with the provisions of Statement of Insolvency Practice 9 (SIP 9), set out below are the current charge out rates per hour for the grades of staff employed within Quantuma Advisory Limited¹ ('Quantuma'), exclusive of VAT.

Grade of Staff	Rate from 15 June 2020
CEO/Managing Director	£480.00 - £580.00
Appointment Taking Director	£400.00 - £500.00
Director	£370.00 - £475.00
Senior Manager	£340.00 – £415.00
Manager	£310.00 - £375.00
Assistant Manager	£275.00 – £335.00
Senior Administrator	£235.00 – £285.00
Administrator	£200.00 – £240.00
Assistant Administrator	£135.00 - £160.00
Case Accountant	£135.00
Junior Administrator	£100.00 - £115.00
Support Staff/Executive Assistant	£100.00 – £135.00

Work undertaken 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. There has been no allocation of any general or overhead costs.

Time spent on casework is recording directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is recorded under the following categories:

- Administration & Planning
- Creditors
- Investigations
- Realisation of Assets
- Trading
- Cashiering
- Closing Procedures

On occasion it may be necessary to change the rates applicable to the work undertaken and if this occurs during the period of the assignment any material changes will be notified to creditors as part of the normal fee reporting procedures. Rates are likely to be subject to periodic increase.

The time of support staff and executive assistants is not charged to a case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Details of historic charge out rates are provided at the end of this guide. Should any creditor wish to receive details of the charge out rates in force prior to those shown, these can be provided upon request.

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

¹ On 31 July 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



Direct Expenses (Category 1 Disbursements)

Category 1 disbursements, as defined by SIP 9, are expenses which are directly referable both to the appointment in question and a payment to an independent third party at cost and without uplift.

These expenses, which do not require the prior approval of creditors, include but are not limited to the following examples:

Category 1 Disbursement	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Record Listing, Storage & Retrieval	At cost incurred
Postage	At cost incurred
Virtual Meeting Platform (from 6/4/17)	At cost incurred

Indirect Expenses (Category 2 Disbursements)

These are expenses that are directly referable to the appointment in question but which are not to an independent third party and may include shared or allocated costs that can be apportioned to the appointment on a proper and reasonable basis.

Specific approval for Category 2 Disbursements is required from creditors before they can be paid.

The following indirect disbursements (Category 2 Disbursements, as defined by SIP 9) are charged to cases where appropriate on the following basis:

Category 2 Disbursement	Cost £
Photocopying, scanning and faxes (per side)	0.10
Company Search	10.00
Stationery (per Report/Letter per member/creditor)	0.50
Mileage incurred as a result of necessary travel as per HMRC's approved rate (per mile)	0.45
Internal Meeting Room Hire (outside London)	65.00
Internal Meeting Room Hire (in London)	95.00
Electronic Anti-Money Laundering Identification Search (per search) (from 01/01/2018)	3.00

Category 2 disbursements may be subject to periodic increase and this schedule will be updated accordingly. The schedule is available for creditors to review at www.quantuma.com/guide/creditors-guide-fees/. Details of historic disbursement charges can be found at the end of this schedule.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. The fee arrangement for each will be disclosed in reports to creditors and these will be reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

VAT

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the office holders' remuneration and disbursements invoiced to the insolvency estate will be subject to VAT at the prevailing rate.

Prosperity St James House Development Ltd (In Administration)

The Joint Administrators' Statement of Proposals



Creditors' Rights

Information about Creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at www.creditorinsolvencyguide.co.uk/. Details about how an office holder's fees may be approved for each case type and challenged are available in a series of guides issued with SIP 9 and can be accessed at www.quantuma.com/guide/creditors-guide-fees/. Alternatively hard copies of these documents may be requested free of charge from Quantuma's registered office.



Appendix VI: Summary of the Joint Administrators' Proposals

In order to achieve the purpose of the Administration, the Joint Administrators formally propose to creditors that:

- The Joint Administrators continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration, in particular that:
 - I. They obtain information regarding the work of the receivers in order to monitor the outcome and review the validity of the security in favour of Cetra/Kenfin;
 - II. they 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 that supplies or has supplied goods or services to the Company; and
 - III. they do all such things and generally exercise all their powers as Joint Administrators as they consider desirable or expedient at their discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these activities.
- The Joint Administrators make distributions to any secured or preferential creditors in accordance with Paragraph 65 of Schedule B1 of the Act. Further, they may make a distribution to unsecured creditors, having first sought the court's permission in accordance with Paragraph 65(3) of Schedule B1 of the Act where necessary.
- The Joint Administrators end 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, they shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the Act; or
 - (i) in the event that the Joint Administrators think that a distribution will be made to unsecured creditors (and they have not sought the court's permission, and are otherwise unable, to pay the distribution whilst the Company is in Administration), they shall send to the registrar of companies notice to move the Company from Administration to Creditors' Voluntary Liquidation. In such circumstances, Andrew Watling and Simon Campbell will be appointed Joint Liquidators and will be authorised to act either jointly or separately in undertaking their duties as Liquidator. Creditors may nominate a different person or persons as the proposed liquidator or liquidators in accordance with Paragraph 83(7)(a) of Schedule B1 of the Act and Rule 3.60(6)(b) of the Rules, 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 VII..

Prosperity St James House Development Ltd (In Administration)
The Joint Administrators' Statement of Proposals



Appendix VII: Decision Process Documents

NOTICE SEEKING DEEMED CONSENT

Company Name: Prosperity St James Development Ltd (In Administration) ("the Company")
Company Number: 11899964
In the High Court of Justice 003935 of 2020

This Notice is given under Rule 15.7 of the Insolvency Rules (England & Wales) 2016 ("the Rules"). It is delivered by the Joint Administrators of the Company, Andrew Watling and Simon Campbell, of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ (telephone number 023 8033 6464), who were appointed by the directors of the Company.

The Joint Liquidator proposes that the following decisions be made:

1. That the Joint Administrators' Proposals be approved
2. That a Creditors' Committee will not be established¹
3. That the Joint Administrators be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule B1 of the Act, such discharge to take effect when the appointment of Joint Administrators ceases to have effect, as defined by the Act, unless the court specifies a time

In respect of each of the decisions proposed above, if less than 10% in value of creditors (who would be entitled to vote if a vote were taken) ("the Threshold") object to it accordance with the procedure set out below, the creditors are to be treated as having made the proposed decision. Otherwise, the creditors are to be treated as not having made such decision and if a decision about that matter is again sought from the creditors, it must be sought using a qualifying decision procedure as defined by the Insolvency Act 1986.

In order to object to one or more of the proposed decisions, you must deliver a notice stating that you so object (and specifying to which one or more of the proposed decisions your objection relates) to the Joint Liquidator not later than the time set out below. In addition, you must have also delivered a proof of debt (unless one has already been submitted) by the time set out below, failing which your objection will be disregarded.

It is the Joint Liquidators' responsibility to aggregate any objections to see if the Threshold is met for the decision to be taken as not having been made.

If the Threshold is met, the deemed consent procedure will terminate without a decision being made and if a decision is sought again on the same matter it will be sought by a decision procedure.

All objections and proofs of debt must be submitted in writing to the Joint Liquidator by one of the methods set out below:

By post to: Quantuma Advisory, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
By email to: tom.lucas@quantuma.com

Please note that, if you are sending documents by post, you must ensure that you have allowed sufficient time for them to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All objections and proofs of debt must be delivered by the Decision Date: 23.59 on 16 December 2020

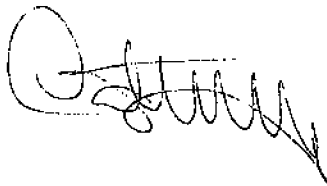
Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to object. A creditor who has opted out from receiving notices may nevertheless object if the creditor also provides a proof by the Decision Date.

¹ Please see the Notice Inviting Creditors to Form a Committee for further instructions.

In addition, 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 any matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

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

A handwritten signature in black ink, appearing to read 'Andrew Watling', with a large circular flourish at the start.

Andrew Watling
Joint Administrator

Dated: 20 November 2020

NOTICE OF DECISION PROCEDURE

Company Name: Prosperity St James Development Ltd (In Administration) ("the Company")

Company Number: 11899964

In the High Court of Justice 003935 of 2020

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Administrators of the Company, Andrew Watling and Simon Campbell, of Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, (telephone number 023 8033 6464), who were appointed by the directors of the Company. Creditors are invited to vote by correspondence on the following (for the full wording of proposed decisions, see overleaf):

1. The basis of the Joint Administrators' fees
2. The approval of the Joint Administrators' Category 2 disbursements
3. The approval of the pre-Administration costs

Overleaf is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Liquidator by one of the methods set out below:

By post to: Quantuma Advisory, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

By email to: tom.lucas@quantuma.com

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 time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

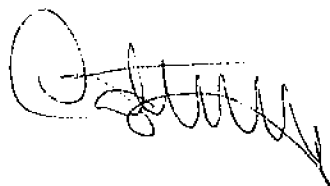
All voting forms and proofs of debt must be delivered by 23:59 on the Decision Date, 16 December 2020.

If the Joint Liquidator 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.

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

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



Andrew Watling
Joint Administrator

Dated: 20 November 2020

VOTE BY CORRESPONDENCE

Prosperity St James Development Ltd (in Administration)

Name of Creditor: _____

Address: _____

Decisions:

1	That the Joint Administrators' fees be fixed as a set amount of £25,000 for the Administration, which is expected to last a maximum of 12 months;	*For / Against
2	That the Joint Administrators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Quantuma Advisory Limited's summary.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

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

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 16 December 2020, by:

Post: Quantuma Advisory, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

Email: please scan in a signed copy of this form and attach it as a pdf to tom.lucas@quantuma.com

NOTICE OF INVITATION TO FORM A CREDITORS' COMMITTEE

Company Name: Prosperity St James Development Ltd (In Administration) ("the Company")

Company Number: 11899964

In the High Court of Justice 003935 of 2020

This Notice is given under Rule 3.39 of the Insolvency Rules (England & Wales) 2016 ("the Rules"). It is delivered by the Joint Administrators of the Company, Andrew Watling and Simon Campbell, of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, telephone number 023 8033 6464, who was appointed by the directors of the Company.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Joint Liquidator by one of the following methods:

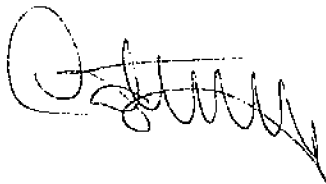
By post to: Quantuma Advisory, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

By email to: tom.lucas@quantuma.com

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 12:00 on 15 December 2020

Nominations can only be accepted if the Joint Liquidator is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules. For further information on the role of Creditors' Committees, go to: <http://www.quantuma.com/guide/guide-creditors-committee/>



Andrew Watling
Joint Administrator

Dated: 20 November 2020

NOMINATIONS FOR MEMBERS OF A CREDITORS' COMMITTEE

Prosperity St James Development Ltd (In Administration)

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

PROOF OF DEBT - GENERAL FORM

Prosperity St James Development Ltd (in Administration)

Date of Administration: 12 October 2020

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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