

The Insolvency (Northern Ireland) Order 1989

Administrator's progress report

Name of Company Williams Industrial Services Limited	Company Number NI028974
In the High Court of Justice in Northern Ireland Chancery Division (Company Insolvency) (full name of court)	Court case number 22636 of 2018

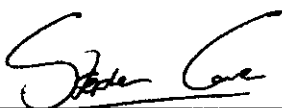
(a) Insert full name(s)
and address(es) of
administrator(s)

We (a) Stephen Arthur Cave and Toby Scott Underwood
of PricewaterhouseCoopers LLP, Waterfront Plaza, 8 Laganbank Road, Belfast BT1 3LR, and
PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL

(b) Insert dates

Administrators of the above company attach a progress report for the period
from
6 August 2018
to
5 February 2019

Signed


Joint Administrator

Dated 1 March 2019

Contact Details:

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

Beth Stoker	
PwC LLP, Waterfront Plaza, 8 Lagan Bank Road, Belfast BT1 3 LR	
	Tel 0113 289 4331
DX Number	DX Exchange



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When you have completed and signed this form please send it to the Registrar of Companies in Northern Ireland.

MONDAY

**Joint administrators' progress report
from 6 August 2018 to 5 February
2019**

***Williams Industrial Services
Limited - in administration***

High Court of Justice in Northern Ireland, Chancery
Division, Companies Court

25 February 2019

Case no. 22636 of 2018

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Abbreviations and definitions

The following table shows the abbreviations and insolvency terms that may be used during this report:

Abbreviation or definition	Meaning
Company	Williams Industrial Services Limited
Administrators	Stephen A Cave and Toby S Underwood
Firm	PricewaterhouseCoopers LLP
IO89	The Insolvency (Northern Ireland) Order 1989
IR91	The Insolvency Rules (Northern Ireland) 1991
Sch.B1	Schedule B1 to the Insolvency (Northern Ireland) Order 1989
TOT	TOT Technical (NI) Limited - in Liquidation
HMRC	HM Revenue & Customs
Prescribed Part	The amount set aside for Unsecured Creditors from floating charge funds in accordance with article 150A IO89 and the Insolvency (Northern Ireland) Order 1989 (Prescribed Part) Order (Northern Ireland) 2006
the Bank	AIB Group (UK) PLC trading as First Trust Bank
Secured Creditor	Creditors with security in respect of their debt, in accordance with IO89
Preferential Creditors	Primarily employee claims for unpaid wages earned in the four months before the insolvency up to £800, holiday pay and unpaid pension contributions in certain circumstances
RPS	Redundancy Payments Service, an executive agency sponsored by the Department for the Economy, which authorises and pays the statutory claims of employees of insolvent companies
Unsecured Creditors	Creditors who are neither Secured nor Preferential
ROT claims	Claims to retention of title over goods supplied to the Company but not paid for before the Administrators' appointment
Our proposals	The Administrators proposals for achieving the statutory purpose of administration, circulated to Creditors on 28 March 2018 and approved on 10 April 2018

Key messages

Why we've sent you this report

I'm writing to update you on the progress of the administration of the Company since our last report dated 30 August 2018.

Please get in touch with Beth Stoker on 0113 289 4331 or at beth.stoker@pwc.com if you require a copy of the earlier progress report.

I can confirm on 16 January 2019 the Secured and Preferential Creditors approved an extension to the period of the administration to 5 August 2019.

How much creditors may receive

The following table summarises the possible outcome for creditors*, based on what we currently know.

Class of creditor	Current estimate (p in £)	Previous estimate (p in £)
Secured creditors	Final amount uncertain	Final amount uncertain
Preferential creditors	100p in the £	100p in the £
Unsecured creditors	nil	nil

**Please note this guidance on dividends is only an indication and should not be used as the main basis of any bad debt provision or debt trading.*

Secured Creditor

As you may recall from our earlier report dated 30 August 2018 we don't think the Secured Creditor will be fully repaid its lending of £6.35 million out of its security over the Company's assets. Funds of £150,000 have been distributed to the Secured Creditor from assets realised to date, however the level of final recovery for them remains uncertain and will be dependent on the final outcome of asset realisations. A detailed update on these potential realisations has been provided to the Secured Creditor directly.

Preferential Creditors

We think Preferential Creditors (mainly employee related costs) totalling c.£152,000 will be fully repaid. The Notice of Intended Dividend has been sent to all known Preferential Creditors and we will be paying a dividend to Preferential Creditors by 21 March 2019.

Unsecured Creditors

The Prescribed Part is a fund that has to be made available for Unsecured Creditors. It's paid out of "net property". Net property is floating charge realisations after costs, and after paying - or setting aside enough to pay - Preferential Creditors in full. However, the Prescribed Part is only made available where the floating charge was created on or after 27 March 2006.

In this case the Prescribed Part doesn't apply because the first floating charge registered against the Company pre dates the coming into force of the IO89 (Prescribed Part) Order (Northern Ireland) 2006.

Given the level of realisations expected at this stage, and the sizeable quantum of secured debt, we do not think there will be any funds available for the Unsecured Creditors.

What you need to do

This report is for your information and you don't need to do anything.

Overview of what we've done to date

Prior to the administration, the Company specialised in environmental engineering services, undertaking subcontracted work on water treatment plants, and more recently designing and installing anaerobic digestion waste treatment facilities across the UK and ROI.

The Company assets included:

- A limited quantity of plant, machinery and equipment;
- A motor vehicle fleet consisting of 18 Company owned vehicles;
- An interest in one freehold and two leasehold properties;
- Book debts with a book value of £1.2 million;
- Work in progress which had not been invoiced with a book value of circa £2.2 million;
- A £0.5m loan agreement with a third party, in favour of the Company; and
- Retentions with a book value of circa £1 million.

When we last reported, the key outstanding matters in the administration were considering the best strategy for realising the Company's assets before ending the administration. As full recovery of outstanding book debts, WIP and retentions due to the Company has not yet concluded, and the loan repayment to the Company has not yet fallen due, we required an extension to the administration period to continue to deal with these matters.

The extension was approved on 16 January 2019 by the Secured and Preferential Creditors.

This will enable the Administrators to continue liaising with legal advisors, customers and other stakeholders to recover the maximum funds possible for the Secured Creditor and Preferential Creditors before bringing the administration to a close. The Administrators also need to remain in office to be able to distribute funds to the Secured and Preferential Creditors.

Progress since we last reported

Sale of business and assets

As advised in our last report, the Administrators were approached by a number of parties regarding the sale of business and assets. Due to the nature of contracts and prevalence of termination clauses, the Administrators were not in a position to complete a sales transaction with any of the interested parties.

You may also recall that at the time of our proposals there were a number of both connected and unconnected parties interested in purchasing the intellectual property rights. Extensive discussions with all interested parties took place but no transaction completed with any of these interested parties.

Realisation of other assets

Property, Plant and Equipment

All the plant, equipment and office furniture was sold by Wilsons Auction along with the Company owned vehicles. To date the sale of plant and machinery has realised £98,059' fixture and fittings £10,978, stock £4,595, and motor vehicles £96,050.

The Company part owns a freehold unit at Hydepark Commercial Centre, which is leased by a third party. Property agents, Savills, have valued the Property and the Administrators are finalising the lease position before the property will be sold. Ongoing discussions are being held with the other part owner in this regard.

The Company also operated from leased premises at Hydepark Commercial Centre and McKinney Road, County Antrim. The Administrators have concluded all work on these sites and have formally surrendered the leased properties.

Book debts, Work in Progress and Retentions

We continue to pursue customers for amounts owed to the Company for work done prior to the administration, and this represents the area with the greatest potential for further recovery. Some of these debts are not straightforward, particularly where they relate to incomplete contracts. Certain customers had the benefit of performance bonds which have been called upon and factor into our settlement negotiations with debtors.

The majority of customers with contracts in progress at the date of administration chose to invoke insolvency termination clauses to bring the contracts to an end and when appropriate, employ alternative contractors to complete the works. We have liaised with customers to ensure that works are completed to protect and recover monies for the Company for work already undertaken.

Retention amounts, which are normally payable to the Company 12 months after invoicing the completed works, had a book value of c.£1m on our appointment. We remain in discussion with individual customers on these amounts.

The Administrators will continue to robustly pursue all amounts owing from book debts, work in progress and retentions. We will seek commercial settlements, where possible, however legal action is being considered and will be progressed to recover amounts due on a number contracts where appropriate settlements cannot be agreed.

To date, recoveries from under customer contracts total £741,690, of which £409,595 has been realised in the period of this report.

Loan recovery

We continue to hold discussions with the borrower of the Company loan. The funds loaned remain fully repayable, but as the terms for repayment have not yet been met, the repayment has not yet fallen due.

Connected party transactions

As you may recall from the proposals, the Administrators identified a number of transactions or potential transactions to related parties, which we have a duty to disclose to provide Creditors with full transparency. Further details can be found in our previous report dated 30 August 2018.

Any connected party transactions carried out by the Administrators will be done with full transparency and any updates will be provided in the next report to Creditors.

Investigations and actions

Nothing has come to our attention during the period under review to suggest that we need to do any more work in line with our duties under the Company Directors' Disqualification (Northern Ireland) Order 2002 and Statement of Insolvency Practice No.2.

Our receipts and payments account

We set out in Appendix A an account of our receipts and payments in the administration from 6 August 2018 to 5 February 2019.

Our expenses

We set out in Appendix B a statement of the expenses we've incurred to the date covered by this report and an estimate of our future expenses.

The statement excludes any potential tax liabilities that we may need to pay as an administration expense in due course because amounts due will depend on the position at the end of the tax accounting period.

Our fees

We set out in Appendix C an update on our remuneration which covers our fees, disbursements and other related matters in this case. Since our last report, the basis of our fees has been approved by the Secured and Preferential Creditors, however we have drawn no fees to date.

Creditors' rights

Any request for further information about the Administrators' remuneration or disbursements should be made in writing. In addition, should you consider the Administrators' remuneration excessive and this is supported by 25% in value of the Creditors, you have the right to challenge the amounts in accordance with rule 2.110 IR91.

A copy of the Statement of Insolvency Practice 9 (NI) Appendix 3 "A Creditors' guide to administrators' fees Northern Ireland" is available on the ICAEW or R3 website:

https://www.r3.org.uk/media/documents/technical_library/SIPS/SIP9-Remuneration-of-Insolvency-Officerholders-Northern-Ireland.pdf

Please contact Beth Stoker on 0113 289 4331 or at beth.stoker@pwc.com if you'd like a paper copy free of charge or have any questions in this regard.

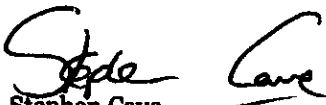
Next steps

We expect to send our next report to creditors at the end of the administration or in about six months, whichever is the sooner.

The Administrators currently envisage that once the objective for the administration has been achieved, we will file notice under Paragraph 85 of Sch. B1 to IO89 with the Registrar of Companies, following registration of which the Company will be dissolved 3 months later.

If you've got any questions, please get in touch with Beth Stoker, on 0113 289 4331.

Yours faithfully
For and on behalf of the Company



Stephen Cave
Joint Administrator

Stephen Arthur Cave and Toby Scott Underwood have been appointed as Joint Administrators of Williams Industrial Services Limited to manage its affairs, business and property as its agents and act without personal liability. Stephen Cave is licensed to act as an Insolvency Practitioner in the United Kingdom. The licence is granted in Ireland by Chartered Accountants Ireland. Toby Underwood is licensed in the United Kingdom to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

The Joint Administrators may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the Joint Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrators' appointment. Further details are available in the privacy statement on the PwC.co.uk website or by contacting the Joint Administrators.

*The Joint Administrators are bound by the Insolvency Code of Ethics which can be found at:
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>*

Appendix A: Receipts and payments

Williams Industrial Services Limited - in administration			
Statement of Affairs	6 February 2018 to 5 August 2018	6 August 2018 to 5 February 2019	Total as at 5 February 2019
(£)	(£)	(£)	(£)
Fixed charge			
Receipts			
100,000 Freehold property	-	-	-
nil Patent	833	-	833
	<u>833</u>	<u>-</u>	<u>833</u>
Payments			
100,000 Fixed charge balance	<u>833</u>	<u>-</u>	<u>833</u>
Floating Charge			
Receipts			
Uncertain Recoveries under customer contracts	332,095	409,595	741,690
5,000 Plant & machinery	98,059	-	98,059
1,000 Fixtures & fittings	10,978	-	10,978
12,000 Office equipment	-	-	-
75,000 Motor Vehicles	96,050	-	96,050
Insurance refund	250	-	250
Stock	3,980	615	4,595
Bank interest received gross	41	1,963	2,004
Refund	-	60	60
93,000	<u>541,453</u>	<u>412,233</u>	<u>953,686</u>
Payments			
Heat & light *	(6,000)	1,526	(4,474)
Utilities	(1,219)	(247)	(1,467)
Repairs and maintenance	(150)	-	(150)
IT	(1,500)	(1,500)	(3,000)
Mail Redirect	(490)	-	(490)
Legal fees and expenses	(22,822)	-	(22,822)
Office costs and posting	(4,099)	-	(4,099)
Rent	(4,815)	-	(4,815)
Storage costs	(3,565)	(1,030)	(4,595)
Bank charges	(6)	-	(6)
Agents fees and disbursements	(11,211)	(40)	(11,251)
Distribution to Floating charge holder	-	(150,000)	(150,000)
	<u>(55,877)</u>	<u>(151,291)</u>	<u>(207,168)</u>
Floating charge balance	<u>485,576</u>	<u>260,942</u>	<u>746,519</u>
VAT Control Account	(5,039)	5,112	73
Funds in hand**	<u>481,371</u>	<u>266,054</u>	<u>747,425</u>

*Includes a refundable deposit

**Funds held in interest bearing bank account

Appendix B: Expenses

The following table provides details of our expenses. Expenses are amounts properly payable by us as administrators from the estate and includes our fees, but excludes distributions to creditors. The table also excludes any potential tax liabilities that we may need to pay as an administration expense because amounts becoming due will depend on the position at the end of the tax accounting period.

The table should be read in conjunction with the receipts and payments account at Appendix A, which shows expenses actually paid during the period and the total paid to date.

	Brought forward from preceding period £	Incurred in the period under review £	Cumulative £	Estimated future £	Anticipated total £
Utilities (including heat, light and telephones)	8,719	221	8,940	253	9,193
Repairs and maintenance	150	0	150	0	150
Mail redirect	490	0	490	0	490
Legal fees and expenses	40,000	0	40,000	35,000	75,000
Office costs and posting, document shredding	4,099	0	4,099	2,500	6,599
Rent	4,815	0	4,815	0	4,815
Storage costs	3,565	1,030	4,595	2,970	7,565
Bank charges	6	0	6	50	56
Office holders' fees	205,505	82,058	287,563	62,437	350,000
Office holders' expenses	4,677	492	5,169	7,498	12,667
Agents fees	11,211	40	11,251	4,945	16,196
Total	283,237	83,841	367,078	115,653	482,731

**brought forward figure amended as incorrectly cast in the report dated 30 August 2018 due to an error in the figure included*

Appendix C: Remuneration update

Our fees were approved on a time costs basis by the Secured and Preferential Creditors. To date we have not drawn any fees in line with the approval given.

The time cost charges incurred in the period covered by this report are £82,058. This amount does not necessarily reflect how much we will eventually draw as fees for this period.

We set out later in this Appendix details of our work to date, anticipated future work, disbursements, subcontracted work and payments to associates.

Our hours and average rates

Aspect of assignment	Partner (Hrs)	Director (Hrs)	Senior Manager (Hrs)	Manager (Hrs)	Senior Associate (Hrs)	Associate (Hrs)	Support (Hrs)	Total (Hrs)	Time cost £	Average hourly rate £
1 Accounting and treasury	-	-	0.15	2.10	3.70	7.40	-	13.35	1,671.95	125.24
2 Assets	-	-	2.00	-	13.50	1.80	-	17.30	2,228.00	128.79
3 Contract realisations (Book debts, WIP and retentions)	-	1.50	73.65	0.35	20.30	80.60	-	176.40	30,396.35	171.74
4 Creditors	-	1.00	6.80	0.85	37.40	12.80	1.05	59.90	8,349.80	139.40
5 Employees and pensions	-	-	4.20	2.20	3.10	6.30	-	15.80	4,413.70	279.35
6 Investigations	-	-	-	0.20	-	-	-	0.20	73.00	365.00
7 Property	-	-	8.00	-	5.75	0.70	-	14.45	3,053.00	211.28
8 Sale of business/ IP	-	-	5.00	0.05	-	-	-	5.05	1,493.25	295.69
9 Statutory and compliance	1.50	2.70	17.95	10.95	15.95	45.20	3.10	97.35	15,273.15	156.89
10 Strategy and planning	-	12.60	0.65	2.60	1.35	1.15	-	18.35	6,096.75	332.25
11 Tax and VAT	-	-	3.00	1.15	6.20	8.35	-	18.70	7,075.00	378.34
Vehicles, plant and other assets	-	-	5.00	-	5.00	-	-	10.00	2,035.00	203.50
Total for the period	1.50	17.80	126.40	20.45	112.25	164.30	4.15	446.85	82,057.95	183.64
Brought forward at 5 August 2018								1,249.05	205,504.60	
Total								1,695.90	287,562.55	

Our time charging policy and hourly rates

We and our team charge our time for the work we need to do in the administration. We delegate tasks to suitable grades of staff, taking into account their experience and any specialist knowledge that is needed and we supervise them properly to maximise the cost effectiveness of the work done. Anything complex or important matters of exceptional responsibility are handled by our senior staff or us.

All of our staff who work on the administration (including our cashiers, support and secretarial staff) charge time directly to the case and are included in any analysis of time charged. Each grade of staff has an hourly charge out rate which is reviewed from time to time. Work carried out by our cashiers, support and secretarial staff is charged for separately and isn't included in the hourly rates charged by partners or other staff members. Time is charged in six minute units. The minimum time chargeable is three minutes (i.e. 0.05 units). We don't charge general or overhead costs.

We set out below the maximum charge-out rates per hour for the grades of our staff who already or who are likely to work on the administration.

Grade	From 1 July 2018 £	Specialist maximum rates from 1 July 2018 £
Partner	445	-
Director	380	-
Senior manager	295	925
Manager	220	770
Senior associate – qualified	140	495
Senior associate – unqualified	112	310
Associate	70	240
Support staff	81	-

In common with many professional firms, our scale rates may rise to cover annual inflationary cost increases.

Payments to associates

We have made no payments to associates during the reporting period.

Our work in the period

Earlier in this section we have included an analysis of the time spent by the various grades of staff.

Whilst this is not an exhaustive list, in the following table we provide more detail on the key areas of work:

Area of work	Work undertaken	Why the work was necessary	What, if any, financial benefit the work provided to Creditors OR whether it was required by statute
Accounting and treasury	<ul style="list-style-type: none"> Liaising with the Company's pre-appointment bankers to facilitate receipts and 	<ul style="list-style-type: none"> To manage and realise funds available for Creditors 	<ul style="list-style-type: none"> To realise maximum funds for Creditors

	<ul style="list-style-type: none"> • payments with regards to debtors; • Dealing with receipts from debtors and payments to suppliers following the appointment; and • Conducting bank reconciliations. 	<ul style="list-style-type: none"> • Proper stewardship of funds for Creditors 	
Contract realisations (Book debts, WIP and retentions)	<ul style="list-style-type: none"> • Liaising with debtors via telephone, email and post to collect all outstanding debt due to the Company; • Discussions and negotiations with customers regarding the recovery of book debts, work-in-progress and retentions; • Liaising with customers to provide information, documents and designs to support ongoing works and minimise any counterclaims against the Company; • Liaising with legal advisors in relation to rights and obligations under live/terminated contracts; • Preparing for legal action on unpaid amounts owing to the Company; • Liaising with professional indemnity insurers regarding claims brought against the Company; and • Seeking legal advice where applicable to collect debts to the Company. 	<ul style="list-style-type: none"> • To ensure all funds available are realised 	<ul style="list-style-type: none"> • To realise maximum funds for Creditors
Creditors	<ul style="list-style-type: none"> • Liaising with Creditors and dealing with enquiries; • Liaising with professional indemnity insurers regarding claims brought against the Company; and • Liaising with and providing written updates to the Bank. 	<ul style="list-style-type: none"> • To inform Creditors of any updates 	<ul style="list-style-type: none"> • To ensure correct distribution of funds to Creditors
Employees and pensions	<ul style="list-style-type: none"> • Handling employee queries with regards to their redundancy and 	<ul style="list-style-type: none"> • To distribute funds to Preferential Creditors 	<ul style="list-style-type: none"> • Direct financial benefit to Preferential Creditors

	<ul style="list-style-type: none"> company assets in their possession; Liaising with RPS regarding various employee matters; Work on employee claims with an intention to declare a Preferential dividend in 2019; and Review of claims received and agreeing Preferential claims and preparation for declaring and paying Preferential dividend. 		<ul style="list-style-type: none"> Facilitates RPS payments to employees
Property	<ul style="list-style-type: none"> Negotiating a sale of the Company's property; and Liaising with the landlords and utility providers of the leased properties. 	<ul style="list-style-type: none"> To ensure all funds available are realised 	<ul style="list-style-type: none"> To realise maximum funds for Creditors
Statutory and compliance	<ul style="list-style-type: none"> Ensuring all compliance tasks are completed on time in line with IO89, IR91 and Sch.B1; Drafting the notice of extension report to Secured and Preferential Creditors: Sending notice of the approval of the extension; and Drafting and reviewing the second progress report to Creditors, including a receipts and payments account and statutory information. 	<ul style="list-style-type: none"> To provide Creditors with an update of the administration To meet all statutory duties 	<ul style="list-style-type: none"> Statutory duties of the Administrator
Strategy and planning	<ul style="list-style-type: none"> Internal case progression meetings; Case management and review of the progress of the administration; and Liaising with legal advisors in relation to various issues arising in relation to above activities. 	<ul style="list-style-type: none"> To meet all statutory duties 	<ul style="list-style-type: none"> Ensure efficient case progression
Tax and VAT	<ul style="list-style-type: none"> Liaising with the tax team providing information regarding tax returns; and Completing and submitting of the VAT return for the period to 31 August 2018 and to 30 November 2018. 	<ul style="list-style-type: none"> To ensure recoverable amounts are realised To meet all statutory duties Ensure that the right tax is paid and mitigated where possible 	<ul style="list-style-type: none"> Statutory duties of the administrator

Our future work

We still need to do the following work to achieve the purpose of administration. In estimating our future costs, we have assumed that it will not be necessary to further extend the administration beyond 5 August 2019.

Area of work	Work we need to do	Estimated cost £	Whether or not the work will provide a financial benefit to Creditors
Accounting and treasury	<ul style="list-style-type: none"> Dealing with receipts and payments; and Conducting bank reconciliations. 	<ul style="list-style-type: none"> £600 	<ul style="list-style-type: none"> To realise maximum funds for Creditors
Contract realisations (Book debts, WIP and retentions)	<ul style="list-style-type: none"> Further negotiations and realisations of book debts, WIP and retentions; Assisting with legal action regarding balances owed to the Company and PI claims on contracts; and Recovery of Company loan from borrower when due. 	<ul style="list-style-type: none"> £48,000 This figure is subject to change based on the work that is required to finalise the full recovery of these assets. 	<ul style="list-style-type: none"> To realise maximum funds for Creditors
Creditors	<ul style="list-style-type: none"> Distributions to Preferential Creditors; and Liaising with the Secured Creditor. 	<ul style="list-style-type: none"> £2,000 	<ul style="list-style-type: none"> To ensure correct distribution of funds to Creditors
Employees and pensions	<ul style="list-style-type: none"> Declaration and payment of the Preferential dividend; and Dealing with any employee related enquiries. 	<ul style="list-style-type: none"> £2,937 	<ul style="list-style-type: none"> Direct financial benefit to Preferential Creditors
Property	<ul style="list-style-type: none"> Sale of property owned by the Company. 	<ul style="list-style-type: none"> £1,000 	<ul style="list-style-type: none"> To realise maximum funds for Creditors
Statutory and compliance	<ul style="list-style-type: none"> Ensuring all compliance tasks are completed on time in line with IO89, IR91 and Sch.B1; Preparation, review and delivery of progress reports to Creditors; and Issuing the final report to Creditors to close the administration. 	<ul style="list-style-type: none"> £5,900 	<ul style="list-style-type: none"> Statutory duties of the Administrator
Strategy and planning	<ul style="list-style-type: none"> Case management and review of the progress of the administration. 	<ul style="list-style-type: none"> £1,000 	<ul style="list-style-type: none"> Ensure efficient case progression & statutory duties of the Administrators
Tax and VAT	<ul style="list-style-type: none"> Submission of quarterly VAT returns; Submission of tax returns; and Requesting tax clearance. 	<ul style="list-style-type: none"> £1,000 	<ul style="list-style-type: none"> Statutory duties of the Administrator

Disbursements

We don't need to get approval to draw expenses or disbursements unless they are for shared or allocated services provided by our own firm, including room hire, document storage, photocopying, communication

facilities. These types of expenses are called "Category 2" disbursements and they must be directly incurred on the case, subject to a reasonable method of calculation and allocation and approved by the same party who approves our fees.

Our expenses policy allows for all properly incurred expenses to be recharged to the administration and has been approved by the Secured and Preferential where required.

The following disbursements arose in the period of this report.

Category	Policy	Costs incurred £
2	Photocopying - at 10 pence per sheet copied, only charged for circulars to Creditors and other bulk copying.	439.24
2	Mileage - At a maximum of 67 pence per mile (up to 2,000cc) or 80 pence per mile (over 2,000cc)	49.99
1	All other disbursements reimbursed at cost	3.09
Total for this period		492.32
Brought forward from proceeding period		4,676.67
Total		5,168.99

Our relationships

We have no business or personal relationships with the parties who approve our fees or who provide services to the administration where the relationship could give rise to a conflict of interest.

Details of subcontracted work

There has been no subcontracted work during the period.

Legal and other professional firms

We've instructed the following professionals on this case:

Service provided	Name of firm / organisation	Reason selected	Basis of fees
Legal services	• Arthur Cox	• Industry knowledge and expertise	• Time costs
Vehicle recovery, asset valuation, and auction of plant & equipment	• Wilsons Auction	• Expertise	• Time basis + auction commission
Property valuation and potential sale	• Savills	• Expertise	• Time basis + sales fee %

Appendix D: Other information

Court details for the administration:	High Court of Justice in Northern Ireland Chancery Division (Company Insolvency) <i>Case 22636 of 2018</i>
Company's registered name:	Williams Industrial Services Limited
Registered number:	NI028974
Registered address:	C/O PricewaterhouseCoopers LLP, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR
Date of the Administrators' appointment:	6 February 2018
Administrators' names and addresses:	Stephen A Cave of PricewaterhouseCoopers LLP, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR and Toby S Underwood of PricewaterhouseCoopers LLP, 8th Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL
Appointor's / applicant's name and address:	The Directors of the Company, Hydepark Commercial Centre, Mallusk, Co Antrim, BT36 4PY
Division of the Administrators' responsibilities:	In relation to paragraph 101(2) Sch B1 IO89, during the period for which the administration is in force, any function to be exercised by the persons appointed to act as Administrators may be done by any or all of the persons appointed or any of the persons for the time being holding that office.
Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on Insolvency Proceedings (recast)	The European Regulation on Insolvency Proceedings applies to this administration and the proceedings are main proceedings.
