

AM10 (Scot)

Notice of administrator's progress report



Companies House

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

1	Company details	
Company number	S C 2 2 6 4 0 1	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Advanced Tool Manufacture Limited	
2	Administrator's name	
Full forename(s)	James	
Surname	Stephen	
3	Administrator's address	
Building name/number	2 Atlantic Square	
Street		
Post town	31 York Street	
County/Region	Glasgow	
Postcode	G 2 8 N J	
Country		
4	Administrator's name ^①	
Full forename(s)	Kerry	① Other administrator Use this section to tell us about another administrator.
Surname	Bailey	
5	Administrator's address ^②	
Building name/number	3 Hardman Street	② Other administrator Use this section to tell us about another administrator.
Street	Spinningfields	
Post town	Manchester	
County/Region		
Postcode	M 3 3 A T	
Country		

AM10 (Scot)

Notice of administrator's progress report

6 Period of progress report

From date	^d 0	^d 4	^m 0	^m 5	^y 2	^y 0	^y 2	^y 3
To date	^d 0	^d 3	^m 1	^m 1	^y 2	^y 0	^y 2	^y 3

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	^d 0	^d 7	^m 1	^m 2	^y 2	^y 0	^y 2	^y 3
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AM10 (Scot)

Notice of administrator's progress report



Presenter information

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

Contact name **James Stephen**

Company name **BDO LLP**

Address **5 Temple Square**

Temple Street

Post town **Liverpool**

County/Region

Postcode **L 2 5 R H**

Country

DX

Telephone **+44 (0) 1512 374 500**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh.



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

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/05/2023 To 03/11/2023 £	From 04/11/2021 To 03/11/2023 £
	FIXED CHARGE ASSETS	
	Interest Gross	0.10
		<u>0.10</u>
	HP ASSETS	
455,000.00	Plant & Machinery	NIL
(280,925.00)	Haydock	NIL
136,000.00	Plant & Machinery	NIL
(147,755.00)	Lombard	NIL
		<u>NIL</u>
	ASSET REALISATIONS	
	Retention from sale of Property	50,336.87
177,740.00	Plant & Machinery	47,750.00
1,810.00	Plant and equip	32,250.00
41,750.00	Motor Vehicles	39,150.00
	Sundry Refund	721.48
	Euro account	170.95
87,789.00	Cash at Bank	87,714.02
	Director's loan	35,000.00
	Interest Gross	116.30
		<u>35,116.30</u>
		<u>293,377.23</u>
	COST OF REALISATIONS	
	Site clearance	9,370.00
	Light & power	4,953.04
	Water rates	2,320.89
	Administrators' Fees	160,722.80
	Administrators expenses	402.69
	Bookkeeper expenses	448.58
	Agents' Fees - ERA	1,695.00
	Agents' Fees - GMG Valuers	10,990.00
	Legal Fees & Expenses	9,691.70
	Corporation Tax	30.97
	Printing & Postage	299.41
	Statutory Advertising	25.00
	Rents Payable	44,500.00
	Insurance	5,386.84
		<u>(22,488.04)</u>
		<u>(250,836.92)</u>
	PREFERENTIAL CREDITORS	
(196,536.00)	Preferential N.I.C. / PAYE	NIL
(355,454.00)	Preferential V.A.T.	NIL
(59,490.00)	Preferential E.P.A.	NIL
(15,000.00)	Preferential Wages	NIL
(3,400.00)	Preferential Hol. Pay	NIL
(5,500.00)	Pension Schemes	NIL
		<u>NIL</u>
	UNSECURED CREDITORS	
(478,404.00)	Trade & Expense Creditors	NIL
(5,000.00)	Unsecured Employees	NIL
(270,000.00)	Unsecured E.P.A.	NIL
(90,000.00)	Director loans	NIL
(46,750.00)	HP Unsecured Claims	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
30,000.00	Ordinary Shareholders	NIL

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/05/2023 To 03/11/2023 £	From 04/11/2021 To 03/11/2023 £
	NIL	NIL
(1,024,125.00)	12,628.36	42,540.41
REPRESENTED BY		
Input VAT		4,491.49
Floating Current Account		42,021.41
Trade Creditors		(4,491.49)
Vat Control Account		519.00
		42,540.41



Advanced Tool Manufacture Limited In Administration

Joint Administrators' progress report from
4 May 2023 to 3 November 2023
dated 7 December 2023

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GLOSSARY OF TERMS

Abbreviation or term	Meaning
'Act'	Insolvency Act 1986
'Bank'	The Bank of Scotland Plc
'HMRC'	HM Revenue & Customs
'Joint Administrators' or 'we'	James Stephen and Kerry Bailey
'net property'	Floating charge realisations after costs and payment of preferential and secondary preferential creditors in full
'Period'	4 May 2023 to 3 November 2023
'preferential creditors'	Claims for unpaid wages earned in the four months prior to Administration up to £800, holiday pay and unpaid pension contributions in certain circumstances. Where a decision is being sought these will include secondary preferential creditors
'Prescribed Part'	Where a company has granted a floating charge after 15 September 2003, under Section 176A of the Act a proportion of the net property available to a QFCH is set aside for the unsecured creditors of that company
'Proposals'	The Joint Administrators' statement of proposals for achieving the purpose of the Administration
'QFCH'	Qualifying Floating Charge Holder
'Report'	Prepared in accordance with Rules 3.93 and 3.94 of the Rules
'Rules'	Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018
'Sch.B1 to the Act'	Schedule B1 to the Act
'secondary preferential creditors'	Where a company enters into Administration on or after 1 December 2020, claims for unpaid VAT, PAYE deductions, Employee National Insurance Contributions (NICs) deductions, student loan repayment deductions and amounts withheld under the construction industry scheme
'secured creditors'	Creditors whose debt is secured, in accordance with Section 248 of the Act
'the Company'	Advanced Tool Manufacture Limited
'unsecured creditors'	Creditors who are neither secured nor preferential

KEY INFORMATION

Background

Kerry Bailey and I were appointed Joint Administrators of the Company on 4 November 2021.

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company and without personal liability.

Purpose of the Report

This is the six month Report for the period from 4 May 2023 to 3 November 2023.

The main purpose of the Report is to provide you with an update on the progress of the Administration during the Period and to update you on the pursuit of the statutory purpose of the Administration.

The Report can be reviewed in conjunction with all other reports regarding this Administration, on the brportal.bdo.co.uk portal.

Return to creditors

The table below summarises the anticipated outcome for creditors, based on our current understanding of the case. Please note these figures may be subject to change.

Class of creditor	Current estimate	Previous estimate
Secured creditors	N/A	N/A
Preferential creditors	11.4p in the £	46p in the £
Secondary preferential creditors	Nil	Nil
Unsecured creditors ¹	Nil	Nil

1. The Prescribed Part did not apply in the Administration as the Bank were repaid under their fixed charge security prior to the Administration.

What creditors need to do

We are seeking approval from the Company's preferential creditors that the Joint Administrators' remuneration for the accounting period 4 May 2023 to 3 November 2023 be determined.

Notice of a decision by correspondence procedure is attached at Appendix G. In order to vote, please complete the following:

- Voting form - Appendix H; and
- Statement of claim form (if not previously submitted) - Appendix F.

Please return the above forms by post to Patrick Argent, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH or via email to BRCMTNorthandScotland@bdo.co.uk on or before 4 January 2024, the Decision Date.

If you have any queries or need any assistance in completing the voting form, please contact Patrick Argent on +44 (0)7586 481 610.

Creditors' rights

An overview of the rights of creditors are detailed in Appendix B.

Contact details

Contact: Patrick Argent
Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH
Tel: +44 (0)7586 481 610
Email: BRCMTNorthandScotland@bdo.co.uk
Reference: 00406994

PROGRESS IN THE PERIOD

Asset realisations

The receipts and payments account attached at Appendix C details the asset realisations during the Period.

Directors Loan

As previously reported, progress had been achieved in the matter of the loan account of the director, Mr McCrory, and efforts were ongoing to reach a settlement agreement in this regard. In the period an agreement has been reached and the sum of £35,000 received from Mr McCrory in full and final settlement of the matter. The sum recovered was below that which the Joint Administrators had originally estimated but was considered reasonable as it was a lump sum allowing the case to move to closure without the need for a further court extension.

Extensive time and legal fees have been spent in negotiating with the director as regards his loan account, which has resulted in the Joint Administrators entering a further accounting period, and incurring costs in preparing another update report to creditors, as well as the legal and time costs in extending the Administration. As such a further fee in respect of the costs for this period, and for estimated costs to close have been proposed later in this report.

Bank Interest Gross

A total of £116 has been received for the Period in relation to bank interest on funds in the Administration bank account.

All recoverable assets have now been realised.

Investigations

As previously reported, the Joint Administrators completed a review of the Company's affairs and assets to establish if there were any actions to investigate for the benefit of creditors.

During our review we discovered directors' loans, being Mr McCrory owing the Company £232,576, and Mr Brown being due £395,448 from the Company. We were advised by Mr McCrory that there was an agreed set off in place whereby one Director's loan was set off against the other. The resultant sums due as owing *from* the Company. This was shown in the accounts filed for the year to 31 March 2020 as a sum owed to directors of £146,948, which would have been £162,862 at the date of our appointment.

The recovered accounting records showed two separate balances, and legal advice obtained by the Joint Administrators from Harper Macleod, confirmed our understanding that the two directors accounts are separate legal entities. Therefore, Mr Brown is an unsecured creditor for the amount of £395,448 and Mr McCrory a debtor for £233,586. On this basis the Joint Administrators continued to seek repayment terms from Mr McCrory for his loan balance. Further to several meetings with Mr McCrory's advisor, a settlement sum was agreed upon, as reported above, and was received during the period.

The matter has now concluded, and no other matters requiring the Joint Administrators' investigation have arisen.

Distributions to creditors

Secured creditors

There are no known secured creditors in this Administration.

Preferential creditors

Employee claims have been processed by the Insolvency Service. We estimate the preferential liability of unpaid wages and holiday pay in respect of employees as £77,931.

As detailed in the return to creditors section of the Report, it is anticipated that a dividend will be paid to preferential creditors. This has been stated a lower p in the £ that originally predicted, as although a recovery has been made from the director in relation to his loan account, this was not as much as hoped. Also, the extended time in agreeing settlement has resulted in higher than expected time costs.

It is anticipated that this dividend will be paid in the next few months.

Secondary preferential creditors

HM Revenue & Customs are a secondary preferential creditor and have sums due for PAYE/NIC and VAT. We have received a claim detailing a preferential element of £542,013. As detailed in the return to creditors section of the Report, it is anticipated that no dividend will be paid to secondary preferential creditors.

Prescribed Part

At the date of appointment the Company had no outstanding floating charge security granted after 15 September 2003 and therefore the Prescribed Part will not apply in this Administration.

Unsecured creditors

As detailed in the return to creditors section of the Report, it is anticipated that there will be insufficient funds to enable a dividend to be paid to unsecured creditors.

Extension of the Administration

The Court granted an extension to the Administration for a period of 6 months, the Administration is now due to end on 2 May 2024.

Other matters

In addition to the above matters, we have dealt with all statutory matters required by legislation and administrative work incidental to our duties as Joint Administrators in this Administration.

We have moved to the final objective of the Administration i.e., realising property in order to make a distribution to one or more secured or preferential creditors and as detailed above, a distribution to preferential creditors will be paid in the next few months.

Joint Administrators' remuneration

The Joint Administrators' remuneration for the period 4 November 2022 to 3 May 2023 was approved on a time costs basis by the preferential creditors on 8 June 2023. Remuneration of £22,457 was drawn on 17 October 2023 in line with the approval given, as shown on the enclosed receipts and payments account at Appendix C.

During the Period, time costs of £23,198 were incurred over 98 hours at an average rate of £237 per hour.

A detailed report of the time incurred by the Joint Administrators and a narrative of the work done during the Period is attached in Appendix D.

It is the Joint Administrators intention to seek approval to now draw the incurred time costs in the period as detailed in the Decision Notice at Appendix G. We should be grateful if creditors could indicate their agreement or otherwise to those costs at Appendix H (Voting Form) and return this to the details provided on the form.

Joint Administrators' expenses

Expenses paid during the Period are detailed in the receipts and payments account at Appendix C.

A breakdown of expenses incurred is set out in Appendix E.

FUTURE ACTIONS

Extension of the Administration

The Administration is due to end on 2 May 2024.

The Joint Administrators anticipate that all matters will be dealt with by the 2 May 2024. No extension is deemed necessary however, if a further extension to the Administration is required approval will be sought by a court order.

Joint Administrators' discharge from liability

Approval will be sought prior to closure from the preferential creditors that the Joint Administrators be discharged from liability on the registration of the notice to move from Administration and the final progress report with the registrar of companies.

Remaining matters

- Settlement of all VAT and Corporation taxes due in the course of the Administration.
- Payment of preferential dividends, and consignment of any uncashed dividends therein.
- Conclusion of all costs of the Administration.
- All statutory reporting in respect of each accounting period, and the closing report to end the administration.

As the Joint Administrators intend to finalise all matters prior to 2 May 2024, it is their intention to seek approval now for intended costs to close. We estimate that the above items will incur a time cost of c£10,000, however in seeking approval would intend to draw fees on the basis only of costs incurred totalling no more than £7,500 (excluding VAT).

This intention is also included in the Decision Notice at Appendix G. We should be grateful if creditors could indicate their agreement or otherwise to those costs at Appendix H (Voting Form) and return this to the details provided on the form.

APPENDIX A

STATUTORY INFORMATION

Information

Company name	Advanced Tool Manufacture Limited
Company registration number	SC226401
Registered office	C/o BDO LLP, 2 Atlantic Square, 31 York Street, Glasgow, G2 8NJ
Court name and reference	Court of Session - P868/21
Date of appointment	4 November 2021
Appointor	The directors pursuant to Paragraph 22 of Sch.B1 to the Act
Joint Administrators	<p>James Stephen Kerry Bailey</p> <p><i>Under the provisions of paragraph 100(2) of Sch.B1 to the Act the Joint Administrators carry out their functions jointly and severally meaning any action can be done by one Administrator or by both of them.</i></p>
Joint Administrators' address	BDO LLP, 2 Atlantic Square, 31 York Street, Glasgow, G2 8NJ
Data Control and GDPR	<p>James Stephen and Kerry Bailey are authorised to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales in the UK. The Joint Administrators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Administration of Advanced Tool Manufacture Limited. Please see the privacy statement at https://www.bdo.co.uk/en-gb/privacy-notices/insolvencies</p>
Extensions to the Administration	<p>Creditor consent for a period of 12 months until 3 November 2023.</p> <p>Court approval and creditor consent for a period of 6 months until 2 May 2024.</p>

APPENDIX B

CREDITORS' RIGHTS

Copies of BDO LLP's charging and expenses policy, 'A Creditors' Guide to Administrators' Fees' and information on the rights, duties and functions of a creditors' committee are available at <https://www.bdo.co.uk/en-gb/insights/advisory/business-restructuring/creditors-guides>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency Practitioners. In the event that you make a complaint to us but are not satisfied with the response, then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this Administration. A copy of the code can be found at <https://www.icaew.com/technical/ethics/icaew-code-of-ethics/icaew-code-of-ethics>.

APPENDIX C

RECEIPTS AND PAYMENTS ACCOUNT

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/05/2023 To 03/11/2023 £	From 04/11/2021 To 03/11/2023 £
	FIXED CHARGE ASSETS	
	Interest Gross	0.10
		0.10
	HP ASSETS	
455,000.00	Plant & Machinery	NIL
(280,925.00)	Haydock	NIL
136,000.00	Plant & Machinery	NIL
(147,755.00)	Lombard	NIL
		NIL
	ASSET REALISATIONS	
	Retention from sale of Property	50,336.87
177,740.00	Plant & Machinery	47,750.00
1,810.00	Plant and equip	32,250.00
41,750.00	Motor Vehicles	39,150.00
	Sundry Refund	721.48
	Euro account	170.95
87,789.00	Cash at Bank	87,714.02
	Director's loan	35,000.00
	Interest Gross	116.30
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	Site clearance	9,370.00
	Light & power	4,953.04
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	Administrators' Fees	160,722.80
	Administrators expenses	402.69
	Bookkeeper expenses	448.58
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	Agents' Fees - GMG Valuers	10,990.00
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	Corporation Tax	30.97
	Printing & Postage	299.41
	Statutory Advertising	25.00
	Rents Payable	44,500.00
	Insurance	5,386.84
		(22,488.04)
		(250,836.92)
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(355,454.00)	Preferential V.A.T.	NIL
(59,490.00)	Preferential E.P.A.	NIL
(15,000.00)	Preferential Wages	NIL
(3,400.00)	Preferential Hol. Pay	NIL
(5,500.00)	Pension Schemes	NIL
		NIL
	UNSECURED CREDITORS	
(478,404.00)	Trade & Expense Creditors	NIL
(5,000.00)	Unsecured Employees	NIL
(270,000.00)	Unsecured E.P.A.	NIL
(90,000.00)	Director loans	NIL
(46,750.00)	HP Unsecured Claims	NIL
		NIL
	DISTRIBUTIONS	
30,000.00	Ordinary Shareholders	NIL

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/05/2023 To 03/11/2023 £	From 04/11/2021 To 03/11/2023 £
	NIL	NIL
<u>(1,024,125.00)</u>	<u>12,628.36</u>	<u>42,540.41</u>
REPRESENTED BY		
Input VAT		4,491.49
Floating Current Account		42,021.41
Trade Creditors		(4,491.49)
Vat Control Account		519.00
		<u>42,540.41</u>

APPENDIX D

JOINT ADMINISTRATORS' REMUNERATION

The Joint Administrators' remuneration has been approved on a time costs basis.

Time costs of £23,199 have been incurred during the Period and a breakdown is detailed below together with details of the work undertaken.

Activity	Partner	Director	Senior manager	Manager	Senior executive	Executive	Total hours	Time costs £	Av. Rate £
Planning and strategy	0.75	-	0.60	3.85	0.40	1.20	6.80	1,876.60	275.97
Statutory reporting and decisions	0.55	-	5.05	15.40	4.00	5.00	30.00	6,870.05	229.00
General administration	0.10	-	2.05	6.60	5.00	5.60	19.35	3,716.65	192.07
Assets	-	-	0.75	-	-	-	0.75	325.50	434.00
Investigations	-	-	5.95	8.45	-	-	14.40	4,542.70	315.47
Employees and pensions	-	-	-	0.65	-	-	0.65	143.65	221.00
Creditors	-	-	2.35	4.30	3.10	0.80	10.55	2,408.60	228.30
Post appointment taxation	-	-	1.60	5.25	1.25	6.75	14.85	3,162.60	212.97
Closure	-	-	0.35	-	-	-	0.35	151.90	434.00
TOTAL	1.40	-	18.70	44.50	13.75	19.35	97.70	23,198.25	237.44

Planning and strategy

- Case review preparation to April 2023 and November 2023
- Internal meetings and discussions
- Ongoing review of strategy re director's loan account, and calls to the director's financial advisor
- Review of strategy documents including estimated outcome statements (EOS)
- Review of WIP and time costs for remuneration request in May 2023 report, updating fee planner
- Regular review and updating of EOS, determine funds available for dividend
- Updating checklists, diary lines re insurance, VAT, and extension to Administration, and
- Manager and partner review of the above

Statutory reporting and decisions

- Drafting update report to creditors for the six months to 3 May 2023

- Preparing and reviewing all covering letters to AiB, Court and RoC with update report, and statutory form AM10(Scot)
- Finalisation of EOS for inclusion in update report
- Check process for fee approvals and updating all time narratives for decision notices to approve fees
- Emailing a copy of the report and voting resolutions to the RPS and HMRC
- Record and save RPS claim and backup as preferential creditors, save RPS decision
- Arranging posting and uploading of the approved report to the creditor portal
- Send update report to RoC and Court with AM19
- Preparation of Decision Notice and Decision Procedure, and gaining relevant approvals
- Uploading the Decision procedure results to the creditor portal
- Sign off remuneration guidance, raise fee, and arrange payment of BDO invoice
- Signing off main checklist and diaries
- Obtaining consent to extend the Administration, sign off checklist, and upload creditor notice of extension to portal
- Dealing with solicitors regarding extension papers, petition and court consent
- Manager and partner reviews of above

General administration

- Updating time narrative sections in the update report to creditors May 2023, and double checking to Rules for all statutory inclusions
- Adding decision procedures to report for remuneration approval, and administering the Decision process re fees and other resolutions
- Updating fee planner for approved fee; internal discussions regarding change to billing address
- Draft billing request, seek approval and draft BDO invoice for approval
- Drafting fee for the period 4 November 2022 to 3 May 2023, draw fees and clear WIP
- Correspondence regarding director's loan account
- Preparing all VAT 100s and review thereof by manager
- Ongoing review of EOS and financial position
- Constant review of diary lines, checklists, statutory matters and updating same
- General administrative matters, basic enquiries, phone calls and meetings
- Cashiering functions including the regular reconciliation of the Company bank account and other functions including recording payments and receipts, obtaining screen prints, and processing journals
- Manager and Partner review of all matters.

Assets

- Updating of strategy review and SIP2 asset document at regular intervals in line with ongoing discussions on asset sales and director's loan
 - Further meetings with the director's advisor regarding the loan account balance, and settlement thereof
 - Recording receipt of funds from director as full and final settlement
-

Investigations

- Discuss movements on loan accounts and balances with manager and partner
- Draft letter to director inviting a settlement proposal, and review his initial response
- Discuss further with the director's financial advisor and agree strategy for settlement sum
- Draft further email and letter to director seeking a lump sum and placing an end date
- Review and accept offer in full and final settlement, gain IP approval and draft letter as such
- Chaser email to the director regarding his loan account and letter to his advisor requesting a meeting
- Two partner meetings with the director and his advisor regarding loan balances and chasing up re outcomes
- Forward responses from above to Harper Macleod for further legal advice
- Check diary sign off and dates of submission of director report to Insolvency Service

Employees and pensions

- Liaise with ERA regarding their fee
- Correspondence with ERA Solutions Limited regarding ERA matters and collation of information

Creditors

- Liaise with ERA re adjudication of preferential claims, check to RPS claim and backup documents
- Save ERA letters and data grids to IPS portal
- Issue adjudication letters to all preferential creditors and deal with any queries
- Update EOS to determine sum available for initial preferential creditor dividend, and secondary prefs
- Draft email to RPS regarding decision procedures in the May 23 update report
- Dealing with creditor enquiries
- Manager and partner review of the above

Post appointment taxation

- Preparation of VAT returns to 30 June 2023 and 30 September 2023
- Liaise with HMRC regarding purported missing VAT returns, resend with payment evidence, and chase outstanding refund from June 2022 return
- Preparation of corporation tax return to 31 March 2023
- Manager and partner review of the above

Closure

- Closure planning by manager re timeline to complete all matters
-

The current charge out rates per hour of staff within the firm who may be involved in working on the Administration are as follows:

Partner	621
Director	417-834
Senior Manager	347-694
Manager	190-507
Senior Executive	152-354
Executive	93-186
BDO LLP tax department (max)	1,304

Cumulative time incurred

Total time costs of £183,953 have been incurred over the course of the Administration to 3 November 2023 as detailed below. The Joint Administrators have drawn remuneration of £160,723 in line with the approval obtained of £160,723.

Activity	Hours	Average Rate £	Time costs £
Steps on appointment	34.65	214.37	7,447.30
Planning and strategy	37.90	242.87	9,204.65
Statutory reporting and decisions	147.45	210.53	31,041.95
General administration	146.70	264.18	38,754.75
Assets	159.40	326.88	52,105.35
Trading	0.25	267.00	66.75
Investigations	55.40	297.62	16,487.90
Employees and pensions	22.60	233.83	5,284.55
Creditors	69.40	212.52	14,729.70
Post appointment taxation	38.30	226.59	8,786.45
Closure	0.35	434.00	151.90
TOTAL	712.40	258.22	183,953.25

APPENDIX E

JOINT ADMINISTRATORS' EXPENSES

The Joint Administrators' expenses incurred and paid are detailed below.

		Incurred in Period 04/05/2023 to 03/11/2023 £	Total Incurred 04/11/2021 to 03/11/2023 £	Total Paid 04/11/2021 to 03/11/2023 £
<hr/>				
Category 1				
Site clearance	-	-	9,370.00	9,370.00
Light & power	-	-	4,953.04	4,953.04
Water rates	-	-	2,320.89	2,320.89
Bookkeeper expenses	-	-	448.58	448.58
Agents' Fees - ERA	-	-	1,695.00	1,695.00
Agents' Fees - GMG Valuers	-	-	10,990.00	10,990.00
Legal Fees & Expenses	-	-	9,691.70	9,691.70
Corporation Tax	-	30.59	30.97	30.97
Printing & Postage	-	-	299.41	299.41
Statutory Advertising	-	-	25.00	25.00
Rents Payable	-	-	44,500.00	44,500.00
Insurance	-	-	5,386.84	5,386.84
*Statutory Bonding	-	-	200.00	200.00
*Statutory Advertising	-	-	88.00	88.00
*Courier Charges	-	-	54.24	54.24
<hr/>				
Category 2				
Mileage	-	-	60.45	60.45
<hr/>				

*included within disbursements on the attached receipts and payments account.

The expenses shown are self-explanatory.

APPENDIX F

STATEMENT OF CLAIM FORM

Advanced Tool Manufacture Limited - In Administration ('the Company')

Company registration number: SC226401

Date the Company entered Administration: 4 November 2021

Name of Creditor

(If a company please also give company registration number and where registered)

Address of Creditor

including email address for correspondence

Total amount of claim as at the date the ('the Company') entered Administration in respect of all debts, the particulars of which are set out overleaf

.

I submit a claim of £ in the Administration of the ('the Company') and certify that the particulars of the debt or debts making up that claim, which are set out overleaf, are true, complete and accurate, to the best of my knowledge and belief.

Signature of creditor

or person authorised to act on his behalf

Name (BLOCK CAPITALS)

Dated

Position with or in relation to creditor

Address of person signing

(if different from 2 above)

Particulars of each debt

Note: A separate set of particulars should be made out in respect of each debt.

Total amount of claim, showing separately the amount of principal and any interest which is due on the debt as at the date the ('the Company') entered Administration. Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Customs and Excise. £

If amount above includes outstanding uncapitalised interest please state amount. £

Briefly describe the debt, giving details of its nature, the date when it was incurred and when payment became due.

(If you need more space append a continuation sheet to this form).

Specify and give details of the nature of any security held in respect of the debt, including:

(a) the subjects covered and the date when it was given.

(b) the value of the security.

Notes:

Security is defined in section 248(b) of the Insolvency Act 1986 as meaning 'any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off)'. For claims in administration, security also includes a hire purchase agreement, agreement for the hire of goods for more than three months and a conditional sale agreement.

The creditor should state whether he is surrendering or undertakes to surrender his security; the administrator may at any time after 12 weeks from the date on which the company entered administration require a creditor to discharge a security or to convey or assign it to him on payment of the value specified by the creditor.

Details of any reservation of title claimed in respect of goods supplied to which the claim relates.

Insert the nature and amount of any preference under Schedule 6 to the Act claimed in respect of the debt.

In the case of a member state liquidator creditor, specify and give details of underlying claims in respect of which he is claiming as creditor.

Details of attached documents by reference to which the debt can be substantiated.

Please complete and return this form to Patrick Argent, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH or by email to BRCMTNorthandScotland@bdo.co.uk.

APPENDIX G

NOTICE OF A DECISION BY CORRESPONDENCE PROCEDURE - RULE 5.8

Advanced Tool Manufacture Limited - In Administration ('the Company')

In the Court of Session - P868

Company registration number: SC226401

NOTICE IS GIVEN that I am proposing that the following decisions ('the Proposed Decisions') be considered by preferential creditors of the Company ('the Preferential Creditors') by a decision by correspondence procedure:

1. That the Joint Administrators' remuneration request for the accounting period 4 May 2023 to 3 November 2023 of £23,198.25 (excl VAT) be determined at £23,198.25(excl VAT).
2. That the Joint Administrators' outlay request for the accounting period 4 May 2023 to 3 November 2023 of £nil (excl VAT) be determined at £nil (excl VAT).
3. That the Joint Administrators may, for the accounting period 4 November 2023 to close, draw fees in line with estimated time costs of c£10,000, totalling no more than £7,500 (excl VAT) subject to those time costs having been incurred.
4. That a creditors' committee be established if sufficient creditors are willing to be members.

Decision Date: 4 January 2024

To vote on the Proposed Decisions please complete and return the attached voting form together with a statement of claim form (unless previously submitted) to me at the contact details below. If your voting form and completed statement of claim form are not received by me by the Decision Date your vote will not be counted.

You may also request that a physical meeting be held to consider the Proposed Decisions. If, by no later than five business days of delivery of this notice, either (i) 10% or more in value of creditors, (ii) 10% or more in number of creditors or (iii) 10 or more creditors who are entitled to vote in a decision procedure request a physical meeting in writing and provide a statement of claim form (unless previously submitted) the decision by correspondence procedure will terminate and a physical meeting convened.

I must also receive any nominations for members to the creditors' committee together with a statement of claim form (unless previously submitted) by the Decision Date. Your nomination for membership to the committee will only be accepted if I am satisfied you are eligible to be a member in accordance with Rule 3.74 of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018.

If your debt is treated as a small debt (less than £1,000), or you have opted out of receiving notices, you must still provide a statement of claim form (unless previously submitted) if voting on the Proposed Decisions, requesting a physical meeting or nominating a member for the committee.

You may apply to the Court to appeal any decision within 21 days of the Decision Date in accordance with Rule 5.32 of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018.



James Stephen
Joint Administrator and Convener

Date: 7 December 2023

Contact: Patrick Argent
Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH
Tel: +44 (0)7586 481 610
Email: BRCMTNorthandScotland@bdo.co.uk, Reference: 00406994

APPENDIX H

VOTING FORM

Advanced Tool Manufacture Limited - In Administration ('the Company')

Company registration number: SC226401

Decision Date: 4 January 2024

Name of Creditor

Address

Email

PROPOSED DECISIONS - I WISH TO VOTE AS INDICATED BELOW:

*Delete as applicable

1. That the Joint Administrators' remuneration request for the accounting period 4 May 2023 to 3 November 2023 of £23,198.25 (excl VAT) be determined at £23,198.25 (excl VAT). For / Against*

2. That the Joint Administrators' outlay request for the accounting period 4 May 2023 to 3 November 2023 of £nil (excl VAT) be determined at £nil (excl VAT). For / Against*

3. That the Joint Administrators may, for the accounting period 4 November 2023 to close, draw fees in line with estimated time costs of c£10,000, totalling no more than £7,500 (excluding VAT) subject to those time costs having been incurred. For / Against*

4. That a creditors' committee be established if sufficient creditors are willing to be members. For / Against*

COMPLETE THIS SECTION ONLY IF YOU ARE SEEKING A CREDITORS' COMMITTEE BE ESTABLISHED AND CONSENT TO BE A MEMBER OF THE COMMITTEE.

*Delete as applicable

I consent to being a member of the creditors' committee. Yes / No*

I wish to nominate _____ ** (insert name) to act as my representative.

***A body corporate may be a member of a committee, but it cannot act otherwise by a representative*

Signature

Name (BLOCK CAPITALS)

Authority

Dated

Please complete and return this form together with a IPSC_BDOPODSCOF» (unless previously submitted) to Patrick Argent, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH or by email to BRCMTNorthandScotland@bdo.co.uk to be received no later than the Decision Date.

Notes:

A committee member may not be represented by:

- Another member of the committee
- A person who is at the same time representing another committee member
- A body corporate
- A partnership
- An undischarged bankrupt
- A person whose estate has been sequestrated and who has not been discharged
- A person who has granted a trust deed for the benefit of creditors
- A person who has made a composition with creditors
- A person to whom a moratorium period under a debt relief order applies
- A person who is subject to a company directors' disqualification order or a company directors' disqualification undertaking
- A person who is subject to a bankruptcy restrictions order (including an interim order), a bankruptcy restrictions undertaking, a debt relief restrictions order (including an interim order) or a debt relief restrictions undertaking.

Please also note that the Joint Administrators cannot act as a committee member's representative.

A creditors' committee must have at least three members and no more than five members.

APPENDIX I

PROPOSED SCHEME OF DIVISION AT END OF ACCOUNTING PERIOD

Scheme of Division as at 21 November 2023

	£
Funds in hand	39,479.41
plus VAT awaited	-
Less:	
Sundry costs to close - ERA fee	(200.00)
Corp tax provision	(32.00)
Estimated future fees: 4.5.23 to 3.11.23	(22,848.25)
Estimated fees to close as restricted	(7,500.00)
	<hr/>
Available for unsecured creditors	<u>8,899.16</u>
Preferential creditors claims:	
Redundancy Payments Service	(53,084)
Residual claims re employees	(24,882)
	<hr/>
Total unsecured creditors	<u>(77,967)</u>
TOTAL RETURN TO UNSECURED CREDITORS	(0.114)

