

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 7 9 2 3 6

Company name in full Syntropharma Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Duncan

Surname Raggett

3 Administrator's address

Building name/number Kingshill View

Street Prime Four Business Park

Post town Kingswells

County/Region ABERDEEN

Postcode A B 1 5 8 P U

Country

4 Administrator's name ①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10 (Scot)

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 0	^m 0	^m 1	^y 2	^y 0	^y 2	^y 1
To date	^d 0	^d 9	^m 0	^m 7	^y 2	^y 0	^y 2	^y 1

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 4	^m 0	^m 8	^y 2	^y 0	^y 2	^y 1
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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	Duncan Raggett						
Company name	Anderson Anderson & Brown LLP						
Address	Kingshill View						
	Prime Four Business Park						
Post town	Kingswells						
County/Region	ABERDEEN						
Postcode	A	B	1	5	8	P	U
Country							
DX							
Telephone	01224 625111						



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

Syntropharma Limited
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs £		From 10/01/2021 To 09/07/2021 £	From 10/07/2020 To 09/07/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.21	0.63
6,306.00	Book Debts	NIL	NIL
18,783.00	Cash at Bank	NIL	19,537.64
300.00	Furniture & Equipment	NIL	NIL
10,000.00	Property Rights/Patents	NIL	NIL
9,531.00	Stock	827.86	827.86
		828.07	20,366.13
	COST OF REALISATIONS		
	Administrator's Fees	6,000.00	10,000.00
	Inhibition fee	NIL	15.00
	Legal Fees (1)	NIL	3,030.00
	Pre-appointment legal fees	NIL	1,389.99
	Professional Fees	NIL	533.25
	Specific Bond	NIL	160.00
	Statutory Advertising	NIL	189.68
	Storage Costs & collection	42.75	57.00
		(6,042.75)	(15,374.92)
	PREFERENTIAL CREDITORS		
(6,597.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(40,070.00)	Employees	NIL	NIL
(11,981.00)	HM Revenue & Customs	NIL	NIL
(551,297.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(6.20)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(565,031.20)		(5,214.68)	4,991.21
	REPRESENTED BY		
	Bank 2 Current		3,129.22
	Trade Creditors		(1,200.00)
	Vat Receivable		3,061.99
			4,991.21



RESTRUCTURING
& RECOVERY

ANDERSON
ANDERSON
& BROWN LLP

Syntropharma Limited
(In Administration)
Administrator's Progress Report
for
10 January 2021 to 9 July 2021
("the period")

- ⊗ This document has been prepared by Duncan Raggett, Administrator of Syntropharma Limited (In Administration).
- ⊗ This document has been prepared solely to comply with the Administrator's statutory duty under Rule 3.93 of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 to provide the creditors of the Company with a report on the progress of the Administration process.
- ⇒ This document has not been prepared for any other purpose and as such, it is not suitable to be used for any other purpose.
- ⇒ Any estimated outcomes for creditors included in this document are illustrative only and consequently cannot be relied upon to be guidance as to the actual outcomes that may result.
- ⊗ Duncan Raggett is licensed to act in the United Kingdom as an insolvency practitioner by the Institute of Chartered Accountants of Scotland and is bound by the Insolvency Code of Ethics when carrying out all professional work in relation to this Administration.
- ⇒ The affairs, business and property of the Company are being managed by the Administrator who acts as an agent of the Company, without personal liability.

DUNCAN RAGGETT IS LICENSED TO ACT IN THE UNITED KINGDOM AS AN INSOLVENCY PRACTITIONER BY THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SCOTLAND.
WHEN ACTING AS AN ADMINISTRATOR OR RECEIVER OF A COMPANY, DUNCAN RAGGETT CONTRACTS AS AN AGENT OF THE COMPANY AND WITHOUT PERSONAL LIABILITY.
DUNCAN RAGGETT IS BOUND BY THE INSOLVENCY CODE OF ETHICS WHEN CARRYING OUT ALL PROFESSIONAL WORK RELATING TO AN INSOLVENCY APPOINTMENT.

KINGSHILL VIEW PRIME FOUR BUSINESS PARK KINGSWELLS ABERDEEN AB15 8PU
Tel: +44 (0)1224 625111 Email: r2@aab.uk www.aab.uk

ANDERSON ANDERSON & BROWN LLP IS A LIMITED LIABILITY PARTNERSHIP INCORPORATED IN SCOTLAND WITH REGISTERED NO. SO301668
AND HAVING ITS REGISTERED OFFICE AT KINGSHILL VIEW, PRIME FOUR BUSINESS PARK, KINGSWELLS, ABERDEEN AB15 8PU.
REGULATED FOR A RANGE OF INVESTMENT BUSINESS ACTIVITY BY THE INSTITUTE OF CHARTERED ACCOUNTANTS SCOTLAND.
An independent member of Accelerate and TIAG with associated firms throughout the U.K. and worldwide.

ABERDEEN

EDINBURGH

LONDON

Syntropharma Ltd (in Administration)
Administrator's progress report

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Syntropharma Ltd (in Administration)
Administrator's progress report

Duncan Raggett was appointed Administrator of the Company on 10 July 2020 by the Directors of the Company.

Paragraph 3 (1) of Schedule B1 of the Act, detailed below, outlines the three statutory purposes of an Administration:

- 3 (1) The administrator of a company must perform their functions with the objective of -
- a) rescuing the company as a going concern, or
 - b) 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), or
 - c) realising property in order to make a distribution to one or more secured or preferential creditors.

Due to the level of liabilities, the rescue of the Company as a going concern is not possible in this case.

I am currently pursuing the second objective of the Administration process, 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). I believe this is achievable as the Administration process has maintained the value in the agreements in place with MyTomorrows and Libero Pharma Limited which potentially could have been lost had the Company gone straight to Liquidation.

Should the second objective prove to be no longer be achievable then I will move to the third objective, realising the Company's assets in order to make a distribution to the preferential creditors, as there are no secured creditors in this case.

The Administrator's proposals below were approved via decision procedure by the creditors on 18 September 2020.

- ☒ To continue to manage the Company's business and realise assets in accordance with objective 2 of the statutory purposes of the Administration and move to objective 3 if this is no longer achievable;
- ☒ To investigate, and if appropriate, pursue any claims the Company may have;
- ☒ To do all such things that are reasonable and to use my powers appropriately in order to preserve the assets of the Company and maximise the realisations therefrom.
- ☒ To seek an extension to the Administration if considered necessary.

Syntropharma Ltd (in Administration)
Administrator's progress report

- ⊕ To make distributions to the secured and preferential creditors when appropriate, and if necessary, distribute funds to ordinary, unsecured creditors under the prescribed part;
- ⊕ If there are sufficient realisations to allow for a distribution to unsecured creditors, the Administrator may, at any time he feels appropriate, exit the Administration to Creditors Voluntary Liquidation and that the Administrator, Duncan Raggett, will act as Liquidator.
- ⊕ If there are insufficient realisations for a distribution to unsecured creditors, to exit the Administration via the dissolution of the Company, or, if appropriate, the Administration may use any or, a combination, of the exit routes available in Schedule B1 of the Insolvency Act to exit the Administration.

Syntropharma Ltd (in Administration)
Administrator's progress report

This report covers the action taken in the period from 10 January 2021 to 9 July 2021 only ("the period").

- Drafting and issuing progress report
- Seeking decision procedure from creditors
- Filing extension documents
- Regular case reviews
- Completion of VAT returns
- Day to day cashing and bank reconciliations
- Ad hoc statutory and administrative tasks as and when necessary

I have completed and submitted my statutory return on the directors' conduct to the Insolvency Service, the content of which is confidential.

The Directors have advised that there were book debts of £1,306 due to the Company at the date of appointment. These will be pursued until such point as it is no longer cost effective to do so.

The Directors reviewed the royalty payments made to Amarin over the past few years and it emerged that overpayments of c. £20,000 have been made. The Directors were pressing Amarin for repayment for a number of months prior to the Administration but were increasingly frustrated in their efforts.

Amarin contest the figure being quoted but agree that there may be something outstanding to the Company. Investigations continue but it is hoped some sort of settlement can be reached in due course.

MyTomorrows acted as the Company's compassionate use agent for the sale and distribution of the anti-depressant patch, paying a set sum upon delivery and a further commission when stock was sold. At the date of appointment, MyTomorrows held c. 260 boxes of stock which is worth c. £9,000 of commission to the Company once sold.

Commission is collected quarterly. To date, commission totalling £827.86 has been collected. Commission will continue to be ingathered for as long as it takes for the remaining stock to sell or for the stock to reach its expiry.

Syntropharma Ltd (in Administration)
Administrator's progress report

The Company assigned its interest in a patent it had been developing to an associated company Libero Pharma Limited in 2019. As part of this assignation, an agreement in respect of deferred consideration based on the success of any product developed using the patent was put in place.

Whilst the success of any product, and therefore any deferred consideration being paid, is not guaranteed, the directors believe there is realisable value in the potential assignation of this agreement. The directors, Andrew Gardiner and Iain Scott were both also directors of Libero Pharma Limited albeit, Iain Scott, subsequently resigned to avoid any conflict of interest in any negotiations with Libero Pharma Limited.

A pre-appointment offer from the chair of Libero Pharma Limited for the assignation of the royalty agreement was too low for the directors to justify accepting. I have sought the advice of Metis Partners on the potential value or marketing of the royalty agreement and am awaiting their proposals in order to confirm the realisation strategy for this asset.

Further dialogue has been held with Libero Pharma Limited but an acceptable offer is yet to be received. Libero Pharma Limited have confirmed that there were no royalties due to the Company in the period.

Bank interest of £0.21 has accrued during the period.

The following costs have been paid during the period:

Storage costs	£42.75 (Ongoing for storage of Company's records)
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As detailed above, I am still pursuing the debt due from Amarin and collecting the commission from MyTomorrows for the stock. It is also hoped that a satisfactory deal can be struck in respect of the Company's assignation agreement with Libero Pharma Limited.

Syntropharma Ltd (in Administration)
Administrator's progress report

At the date of appointment, the Company had no secured or floating charge creditors.

The main debts which rank as preferential claims are amounts due to employees for unpaid wages/salary, which was due to be paid within the four months prior to the commencement of the liquidation process (capped at £800), accrued but unpaid holiday pay (without limit), and certain pension contributions. There are other categories of preferential claims which apply in limited circumstances, which are not anticipated to apply in this Administration.

Based on the claims provided to date, it is estimated that the total preferential claims will be approximately £6,597. The final amount will be confirmed once the Redundancy Payments Service has submitted their claim.

The likelihood of any distribution is dependent on the result of the remaining asset realisations and will be confirmed in due course.

Under the provisions of Section 176A of the Act, the Administrator must state the amount available to the unsecured creditors in respect of the prescribed part. As the Company's only floating charge was satisfied in 2016, there is no floating charge creditor in this case. The prescribed part will; therefore, not apply in this case.

All claims which are not secured or preferential (with the exception of claims from a creditor where the Administrator has had to take legal action to reclaim assets from that creditor for the benefit of all creditors) are classified as ordinary unsecured creditors.

I have received ordinary, unsecured claims of £455,169 to date. Including the unsecured element of the employee claims, it is anticipated that the total ordinary, unsecured claims will be in the region of £600,000.

Any distribution to unsecured creditors is dependent on the realisations made from the Company's remaining assets. If there are sufficient realisations for a dividend to unsecured creditors, then the Administrator will require to exit the Administration to Creditors Voluntary Liquidation ("CVL") in order to process the distribution.

Syntropharma Ltd (in Administration)
Administrator's progress report

4. Extension and Exit Route from the Administration

4.1. Extension of the Administration

On 4 March 2021, the creditors agreed to extend the Administration for 12 months to 9 July 2022 by a decision procedure.

4.2. Exit Route from the Administration

There are a variety of exit routes available for the Company from Administration. Should there be sufficient realisations to allow for a distribution to unsecured creditors then the exit route will be via CVL and per the approved proposals, I would act as Liquidator in such a scenario.

If there are no funds for a distribution to unsecured creditors then the most appropriate exit route will be in the dissolution of the Company.

I have; however, reserved the right to use any available exit route should circumstances change.

4.3. Administrator's discharge

In line with the approved proposals, the Administrator will be discharged from liability in respect of any action undertaken by him when his appointment ceases to have effect, as defined by the Act.

This discharge does not prevent any misfeasance action against me as Administrator of the Company.

Syntropharma Ltd (in Administration)
Administrator's progress report

5. Pre-appointment work/costs

5.1. Pre-appointment work completed

The directors of the Company contacted me for advice when it became apparent that they were struggling to meet the Company's liabilities as they fell due.

From my discussions with the directors and an initial financial review of the Company, it was apparent that it was both cash-flow and balance sheet insolvent and did not have sufficient cash to fund a potential CVA process or any post insolvency appointment trading.

In the pre appointment period I incurred time costs of £1,070, which represented 3.75 hours at an average rate of £285.33, in the completion of the pre-appointment work detailed above; however, I am not seeking the approval of these costs as an expense of the Administration.

5.2. Approval and payment of pre-appointment costs

The Company incurred £1,364.99 worth of legal fees with MacRoberts LLP in respect of a sub-licence agreement drawn up and completed prior to the Administration. Based on the advice received by the directors, this was unlikely to have been something that could have been completed during an Administration process and needed to be finalised prior to any appointment. It was in the benefit of the creditors as it resulted in an additional £5,000 being in the Company's bank account at the date of appointment, that otherwise would not have been available.

The MacRoberts LLP's pre-appointment fee was approved by a creditors' decision procedure on 18 September 2020 and paid in a previous period.

Syntropharma Ltd (in Administration)
Administrator's progress report

6. Administrator's remuneration & disbursements

6.1. Approval of the basis of remuneration & disbursements

The Administrator is obliged to fix his remuneration in accordance with Rule 3.79 of the Rules. In this case, the Administrator will seek remuneration by reference to his time costs and this basis was approved by a decision procedure of the creditors on 18 September 2020.

6.2. Further information

The Administrator is regulated by the Institute of Chartered Accountants of Scotland, who have made available "Creditor Guides to Office Holder Remuneration", which includes a "Creditor's guide to an Administrator's Remuneration".

This guide can be obtained by visiting the following webpage:

https://www.icas.com/_data/assets/pdf_file/0015/2265/Creditors-Guide-to-Administrators-Remuneration-ICAS.pdf

If creditors have any queries regarding the procedure for the determination of the Administrator's remuneration, please contact this office for further information.

Full details of the Administrator's policy on charging time and disbursements can be found at Appendix 4.

6.3. Time costs incurred in the period

I attach at Appendix 3 an analysis of the time spent to date on this case split by work type and grade of staff involved.

During the period 10 January 2021 to 9 July 2021, time costs of £3,021.85 have been incurred. This represents 17.4 hours at an average rate of £173.67 per hour.

6.4. Disbursements incurred in the period

I have incurred the following disbursements in the period:

Disbursement	Category 1	Category 2	Paid in period	Balance
Postage	£43.75			£43.75
	£43.75			£43.75

Syntropharma Ltd (in Administration)
Administrator's progress report

6.5. Approval of remuneration and outlays for period

Creditors approved my remuneration at £12,500 plus VAT by decision procedure on 4 March 2021 for the accounting period 10 July 2020 to 9 January 2021. To date, £10,000 has been drawn with £6,000 of this amount drawn within the reported period. The balance of £2,500 will be drawn once funds allow.

The Administrator does not intend to seek another decision to draw remuneration for the current accounting period at this time but may request a further fee for this and future accounting periods if funds allow.

6.6. Creditor's right of appeal to remuneration

Any creditor, or creditors of the Company, representing in value at least 25% of the creditors have the right of appeal to the Court that the Administrator's remuneration or outlays are, in all the circumstances, excessive and should be reduced. Any such application to Court must be made no later than eight weeks after the end of an accounting period.

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 1 - Statutory information

Company information

Company and Trading Name	Syntropharma Limited
Date of Incorporation	1 February 2005
Company Registration Number	SC279236
Main Trading Address	Tweed Horizons Business Centre, Newtown St Boswells, TD6 0SG
Previous Registered Office	4 th Floor, Excel House, 30 Semple Street, Edinburgh, EH3 8BL
Present Registered Office	Anderson Anderson and Brown, Kingshill View, Prime Four Business Park, Kingswells, Aberdeen, AB15 8PU
Company Directors	Andrew Gardiner Iain John Gosman Scott Dr Stephane Mery (resigned 5 February 2020) Peter Kevin Moore (resigned 10 June 2020)
Company Secretary	Macroberts Corporate Services Limited
Shareholding	The Company has issued 62,002 shares of £0.0001 giving total share capital of £6.20.

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 1 - Statutory information (continued)

Administration Information

Court	Edinburgh Sheriff Court
Court reference	Unknown
Appointer	The directors of the Company, pursuant to paragraph 22 of Schedule B1 of the Act
Date of appointment	10 July 2020
Administrator	Duncan Raggett
Firm	Anderson Anderson & Brown LLP
Address for correspondence	Kingshill View, Prime Four Business Park, Kingswells, Aberdeen, AB15 8PU
Email & Phone number	r2@aab.uk & 0131 357 666
Alternative contact	Nicola Rollings - 01224 625111
Purpose of Administration	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)
Current Administration expiry date	9 July 2021
Prescribed Part	The prescribed part does not apply in this case.
Application of EC Regulations	EC Regulations apply and these proceedings will be the main proceedings as defined in Article 3 of the EC Regulations

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 2 - Administrator's receipts & payments account

Syntropharma Limited
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs	From 10/01/2021 To 09/07/2021	From 10/07/2020 To 09/07/2021
£	£	£
ASSET REALISATIONS		
Bank Interest Gross	0.21	0.63
6,306.00 Book Debts	NIL	NIL
18,783.00 Cash at Bank	NIL	19,537.64
300.00 Furniture & Equipment	NIL	NIL
10,000.00 Property Rights/Patents	NIL	NIL
9,531.00 Stock	827.86	827.86
	828.07	20,366.13
COST OF REALISATIONS		
Administrator's Fees	6,000.00	10,000.00
Inhibition fee	NIL	15.00
Legal Fees (1)	NIL	3,030.00
Pre-appointment legal fees	NIL	1,389.99
Professional Fees	NIL	533.25
Specific Bond	NIL	160.00
Statutory Advertising	NIL	189.68
Storage Costs & collection	42.75	57.00
	(6,042.75)	(15,374.92)
PREFERENTIAL CREDITORS		
(6,597.00) Employee Arrears/Hol Pay	NIL	NIL
	NIL	NIL
UNSECURED CREDITORS		
(40,070.00) Employees	NIL	NIL
(11,981.00) HM Revenue & Customs	NIL	NIL
(551,297.00) Trade & Expense Creditors	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(6.20) Ordinary Shareholders	NIL	NIL
	NIL	NIL
(565,031.20)	(5,214.68)	4,991.21
REPRESENTED BY		
Bank 2 Current		3,129.22
Trade Creditors		(1,200.00)
Vat Receivable		3,061.99
		4,991.21

Syntropharma Ltd (in Administration) Administrator's progress report

Appendix 3 - SIP 9 Fee Breakdown Analysis for the period 10 January 2021 to 9 July 2021

Period from 10 January 2021 to 09 July 2021

Classification of work function	Hours					Time Cost £	Average Hourly Rate £
	IP	Managers	Other Seniors / Professionals	Trainees / Assistants	Total Hours		
Administration and planning investigations							
General administration	-	-	1.50	-	1.50	225.00	150.00
Appointment work	-	-	-	-	-	-	-
Banking and accounts maintenance	0.25	-	0.30	3.25	3.80	261.60	68.84
Bonding	-	-	-	-	-	-	-
Strategy and planning	-	-	1.00	-	1.00	150.00	150.00
Case closure	-	-	-	-	-	-	-
Statutory meetings	-	-	-	-	-	-	-
Nominee work	-	-	-	-	-	-	-
Receipts and Payments and Statement of Affairs	-	-	-	-	-	-	-
Statutory reports	4.00	2.50	1.50	-	8.00	1,928.75	241.09
Travel	-	-	-	-	-	-	-
VAT and tax	1.00	-	0.40	-	1.40	159.50	113.93
Realisation of assets							
Asset realisation	0.20	-	0.90	-	1.10	207.00	188.18
Debt collection	-	-	0.20	-	0.20	30.00	150.00
Creditors							
Shareholders/Distribution work	-	-	-	-	-	-	-
Unsecured creditors	-	-	-	-	-	-	-
Creditor committee work	-	-	-	-	-	-	-
Employee matters	-	-	-	-	-	-	-
Pensions	-	-	0.40	-	0.40	60.00	150.00
ROT claims	-	-	-	-	-	-	-
Secured creditors	-	-	-	-	-	-	-
Third party assets	-	-	-	-	-	-	-
Investigations							
Director conduct review	-	-	-	-	-	-	-
Pre-insolvency review	-	-	-	-	-	-	-
Litigation	-	-	-	-	-	-	-
Total hours	5.45	2.50	6.20	3.25	17.40		
Total time costs (£)						3,021.85	
Total disbursements (£)						43.75	
Total costs (£)						<u>3,065.60</u>	
Total Average Hourly rate							173.67

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 4 - Administrator's policy on charging time and disbursements

Introduction

This section sets out my firm's policy on remuneration and disbursements where our licensed insolvency practitioner is acting as Administrator.

In addition, this section applies where approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm.

Best practice guidance as set out in Statement of Insolvency Practice 9 (Scotland), "Payments to insolvency office holders and their associates" ('SIP9'), requires that such information should be disclosed to those who are responsible for approving the basis of remuneration & disbursements, the amount of remuneration & disbursements payable and when creditors are advised of their rights of appeal against any determination of remuneration and disbursements.

Administrator's remuneration

The Administrator has overall responsibility for the Administration process. He will delegate tasks to members of the firm's staff. Such delegation assists the office holder as it allows him to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level, thus achieving a cost-effective progression of the Administration. There are various grades of staff that are employed by the firm and these, together with their average hourly charge out rates, are as follows:

Grade	£
IP	300 - 400
Senior Manager	250- 350
Manager	150 - 280
Other Seniors/Professionals	55 - 150
Trainees/Assistants	50 - 75

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 4 - Administrator's policy on charging time and disbursements (continued)

My firm operates a time recording system which allows staff working on the case along with the Administrator to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed above, and is recorded in units of 0.1 of an hour (i.e. a minimum of 6 minutes). Support staff (secretarial support, cashiering, etc.) do not charge time to specific cases, with their costs recovered in the general charge out rates of chargeable staff.

Expenses incurred by an Administrator

Best practice guidance classifies expenses into two broad categories:

- ⊕ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ⊕ *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(a) The following items of expenditure are charged to the case (subject to approval):

- ⊕ Car mileage is charged at the rate of 45 pence per mile.

(b) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

- ⊕ Telephone and facsimile
- ⊕ Printing and photocopying
- ⊕ Stationery

Syntropharma Ltd (in Administration)
Administrator's progress report

Appendix 5 - Glossary of terms used in this report

The Company	Syntropharma Limited
Administrator and I, me or my	Duncan Raggett
My Firm	Anderson Anderson & Brown LLP
Court	Edinburgh Sheriff Court
The Act	Insolvency Act 1986
The Rules	Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018
RPS	Redundancy Payments Service