

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 4 9 5 1 0 1

Company name in full Prime Staff North West Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Barry

Surname Stewart

3 Administrator's address

Building name/number Leonard Curtis

Street 4th Floor

58 Waterloo Street

Post town Glasgow

County/Region

Postcode G 2 7 D A

Country

4 Administrator's name ①

Full forename(s) George

Surname Lafferty

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Leonard Curtis

Street 4th Floor

58 Waterloo Street

Post town Glasgow

County/Region

Postcode G 2 7 D A

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	1	m	0	m	3	y	2	y	0	y	2	y	2
To date	d	0	d	8	m	0	m	9	y	2	y	0	y	2	y	2

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	8	m	0	m	9	y	2	y	0	y	2	y	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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 **Gayle Meldrum**

Company name **Leonard Curtis**

Address **4th Floor**

58 Waterloo Street

Glasgow

Post town

County/Region

Postcode **G 2 7 D A**

Country

DX

Telephone **0141 212 2060**



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

PRIME STAFF NORTH WEST LIMITED
(IN ADMINISTRATION)

Registered Number: SC495101
Court Ref: P742/20
Court of Session

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 3.94 of the Insolvency (Scotland) (Company Voluntary
Arrangements and Administration) Rules 2018**

Report period
10 March 2022 to 8 September 2022

9 September 2022

Barry Stewart and George Lafferty - Joint Administrators
Leonard Curtis
4th Floor, 58 Waterloo Street, Glasgow, G2 7DA
Tel: 0141 212 2060
gayle.meldrum@leonardcurtis.co.uk
Ref: G/58/GM/P030G/1010

CONTENTS

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Expenses
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration
- 11 Data Protection

APPENDICES

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 10 March 2022 to 8 September 2022
- C Summary of Joint Administrators' Time Costs for the Period from 10 March 2022 to 8 September 2022
- D Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- E Proof of Debt Form
- F AM22 - Notice of Move from Administration to Creditors' Voluntary Liquidation
- G Privacy Notice

**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 3.94 of the The Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 ("the Rules") to provide creditors with an update on the progress of the Administration of Prime Staff North West Limited ("the Company") for the period from 10 March 2022 to 8 September 2022. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 10 March 2022 to 8 September 2022, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Stuart Robb and Michelle Elliot were appointed as Joint Administrators of the Company in the jurisdiction of Court of Session, number P742/20 on 10 September 2020. The Administration appointment was made by the Director. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 Stuart Robb and Michelle Elliot left Leonard Curtis on 2 April 2021 and agreed to transfer the management of their insolvency caseload to other insolvency practitioners within Leonard Curtis. Accordingly, on 10 March 2021, an Order was granted which removed Mr Robb and Mrs Elliot as Joint Administrators and replaced them with Barry Stewart and George Lafferty of Leonard Curtis.
- 2.3 Barry Stewart and George Lafferty are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants of Scotland under office holder numbers 9450 and 9584, respectively.
- 2.4 The Administration is being handled by the Glasgow office of Leonard Curtis, which is situated at 4th Floor, 58 Waterloo Street, Glasgow, G2 7DA.
- 2.5 The Company operated from premises at Unit 3, Madison Court, Quayside Business Park, George Mann Road, Leeds, LS10 1DX.
- 2.6 The Company's registered office was changed from 21 Blythswood Square, Glasgow, G2 4BL, to 4th Floor, 58 Waterloo Street, Glasgow, G2 7DA on 16 September 2020. The registered number is SC495101. The Company traded as its registered name.
- 2.1 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.2 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.3 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in administration).
- 3.4 This objective has been achieved with a dividend soon to be made available to the unsecured creditors when converted to liquidation. The level of the dividend is greater than if the company had been wound up without first being in Administration.

4 PROGRESS OF THE ADMINISTRATION

4.1 Book Debts

- 4.2 The Company's main asset at the date of appointment was its sales ledger. As previously advised, prior to our appointment, the Company had an Invoice Finance facility with Bibby Factors Scotland Limited ('Bibby'). As at the date of Administration the gross value of the Company's outstanding ledger was approximately £170,000 with no amount due to Bibby. To date, £116,462.15 has been received. No recoveries have been received in the period of this Report.
- 4.3 The book debts were assigned to Bibby Factors Scotland Limited under the Invoice Finance Facility.
- 4.4 Bibby have confirmed that they have been paid in full across the Group and after deducting termination charges.
- 4.5 We instructed Kaizen Contracts Limited ('Kaizen') to assist us in collecting the remaining debtor balances. Kaizen is managed by the former directors of the Company as their knowledge of the debts and the work carried out by the Company pre-appointment means that they were in the best position to liaise with debtors and negotiate payment.
- 4.6 There have been no debtor balances ingathered during the period of this report. Debtor balances have been ingathered in full by Kaizen.

Balance at Bank

- 4.7 As previously advised, the Company had a credit balance of £4,003.07 in its pre-appointment bank account which has been received.

VAT

- 4.8 There is a VAT reclaim due of £18,612.36. Once the funds are received, they will be transferred to the liquidation account.

5 INVESTIGATIONS

- 5.1 As previously reported, following their initial assessment, no further detailed investigations were considered to be required by the Joint Administrators. Nothing further has been brought to the attention of the Joint Administrators in the period of this report.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 19 November 2020, the creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Leonard Curtis Recovery Limited	All matters concerning the appointment of the Joint Administrators	£3,674.50	£0.00	N/A	3,674.50
Morton Fraser	Legal services in relation to the appointment of the Joint Administrators	£2,063	£2,063	Deducted from funds held by Morton Fraser	Nil
	Total	£3,674.50			£3,674.50

- 6.2 The Pre-Administration costs were approved by ordinary creditors and will be drawn in the next report.

Joint Administrators' Remuneration

- 6.3 On 19 November 2020, the creditors approved the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration.
- 6.4 The time charged by the Joint Administrators for the period of this report amounts to £9,537.00. This represents 24.9 hours at an average rate of £383.01 per hour. A summary of time costs incurred in the period is attached at Appendix C. A detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.
- 6.5 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:
<https://www.icas.com/technical-resources/creditor-guides-to-office-holder-remuneration>
- 6.6 If you would prefer this to be sent to you in hard copy please contact Gayle Meldrum of this office on 0141 212 2060.
- 6.7 To date, the post appointment remuneration drawn by the Joint Administrators totals £36,261.00 plus VAT.
- 6.8 No remuneration will be drawn by the Joint Administrators for the period of this report.

Joint Administrators' Expenses

- 6.9 Expenses are separated into the following categories:
- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
 - (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs). These are known as "Category 2 expenses" and are subject to the approval of the creditors.

Additionally, with effect from 1 April 2021, the Joint Administrators are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to associates of Leonard Curtis. Payments to associates are subject to the same level of approval as the office holder's fees and category 2 expenses and further details are included at Appendix D.

On 19 November 2020 creditors also approved that category 2 expenses could be drawn by the Joint Administrators, as detailed below.

- 6.10 The following Category 1 and Category 2 expenses have been incurred on the case since appointment:

Category 1 Expenses

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
AUA Insolvency Risk Services	Bond Fee	504.00	504.00	0.00
Brodies	Solicitor Fees	273.71	273.71	0.00
Auctus	Courier	129.15	129.15	0.00
City Today	Courier	278.66	278.66	0.00

Category 2 Expenses

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
Pelstar	Software Licence	87.00	0.00	87.00
Pelstar	Creditor Gateway	112.00	0.00	112.00

- 6.11 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 March 2021.
- 6.12 Under Rule 3.100 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 25% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.13 The application must be made no later than eight weeks after the end of the accounting period in question.
- 6.14 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

7 OUTCOME FOR CREDITORS

Secured Creditors

- 7.1 As previously reported, Bibby holds security in the form of a floating charge over all property and assets of the Company. Bibby also provided the Company with an Invoice Finance Facility. Bibby retains ownership of the outstanding debtors which are assigned to it under the Invoice Finance Facility.
- 7.2 The Company's indebtedness to Bibby's has been settled in full.

Preferential Claims

- 7.3 The employees of the Company were TUPE transferred as part of the sale of business process prior to the appointment of the Joint Administrators. As such, no preferential claims are expected in this case.

Prescribed Part

- 7.4 The secured creditor has recovered its full indebtedness from its debtors ledger, therefore, there is no requirement to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 7.5 Per the Statement of Affairs, claims were estimated to be in the region of £195,237.77. Claims received to date total £190,413.37.
- 7.6 The Administration must firstly be converted to a Liquidation before we are able to facilitate payment to the unsecured creditors. This will be paid by the appointed Liquidator, as Liquidation is considered to be the appropriate exit route from the Administration process. A further update will be provided in due course.

8 MATTERS STILL TO BE DEALT WITH

- 8.1 The following matters are still to be dealt with in the subsequent Liquidation:
- The formal agreement of creditor claims
 - The distribution of the dividend to the unsecured creditors;

9 EXTENSIONS TO THE ADMINISTRATION

- 9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 2.2 In certain circumstances it may be necessary to extend the administrators' term of office.
- 9.3 In this case, consent to a twelve-month extension of the Administration was obtained from the creditors in order to allow the continuation of asset realisations with the prospect of facilitating a distribution to creditors.
- 9.4 No further extensions are required.

10 ENDING THE ADMINISTRATION

- 10.1 The Administration has now been completed. There is likely to be a dividend to unsecured creditors in this case and therefore the appropriate exit route from the Administration is to enter into Creditors' Voluntary Liquidation. Attached at Appendix F is Notice of Move from Administration to Creditors' Voluntary Liquidation. This Notice was delivered to Companies House on 8 September 2022. Upon registration of this Notice by Companies House, the appointment of the Joint Administrators ceases to have effect and the appointment of the Joint Liquidators becomes effective as if a winding up resolution had been passed on that date.

- 10.2 The Proposals provided for that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the Company unless any other nominations for the role of Liquidator were received following receipt of the Proposals but before they were approved. No such nominations were received in this respect and therefore George Lafferty and I will act as Joint Liquidators.
- 10.3 The Joint Administrators are discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

- 11.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix G, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully
for and on behalf of
PRIME STAFF NORTH WEST LIMITED



BARRY STEWART
JOINT ADMINISTRATOR

Barry Stewart and George Lafferty are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants of Scotland under office holder numbers 9450 and 9584, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation ("CVL"). It is further proposed that that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the Company, and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Barry Stewart and/or George Lafferty be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.
9. The Joint Administrators be authorised to distribute funds to the secured or preferential creditors as and when claims are agreed and funds permit.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
10 MARCH 2022 TO 8 SEPTEMBER 2022**

Statement Of Affairs	From 10/03/2022 To 08/09/2022	From 10/09/2020 To 08/09/2022
FIXED CHARGE ASSETS		
Interest	0.00	0.03
	<u>0.00</u>	<u>0.03</u>
FIXED CHARGE COSTS		
Agents' Fees and Expenses	0.00	150.00
Administrators' Disbursements	1,384.52	1,384.52
	<u>(1,384.52)</u>	<u>(1,534.52)</u>
FLOATING CHARGE ASSETS		
Office Furniture and Equipment	0.00	(50.00)
Balance at Bank	0.00	4,064.80
Deposit Interest Gross	102.43	102.43
VAT Assigned to Leonard Curtis	8,250.41	8,250.41
	<u>8,352.84</u>	<u>12,367.64</u>
UNCHARGED ASSETS		
Debtors	0.00	116,462.15
	<u>0.00</u>	<u>116,462.15</u>
COSTS		
Administrators' Remuneration	45,788.50	45,788.50
Agents' Fees and Expenses	0.00	1,328.57
Solicitors' Fees and Expenses	0.00	714.00
Debt Collection Expenses	0.00	39,437.00
Other Professional Fees	0.00	268.00
Storage Charges	89.86	266.76
Pre Appointment Administration Fees	3,674.50	3,674.50
	<u>(49,552.86)</u>	<u>(91,477.33)</u>
<u>0.00</u>	<u>(42,584.54)</u>	<u>35,817.97</u>
REPRESENTED BY		
Fixed Charge Account	(24,003.92)	17,205.61
VAT Control Account	0.00	8,410.17
VAT Received	10,187.47	10,202.19
Due to PSS	(28,768.09)	0.00
	<u>(42,584.54)</u>	<u>35,817.97</u>

APPENDIX C

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 10 MARCH 2022 TO 8 SEPTEMBER 2022**

	Director		Manager 1		Administrator 1		Administrator 4		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory & Review	3	165.00	104	4,316.00	20	590.00	-	-	127	5,071.00	399.29
Receipts & Payments	6	330.00	42	1,743.00	3	88.50	6	105.00	57	2,266.50	397.63
Liabilities	4	220.00	9	373.50	6	177.00	18	315.00	37	1,085.50	293.38
General Administration	-	-	-	-	-	-	2	35.00	2	35.00	175.00
Planning & Strategy	-	-	26	1,079.00	-	-	-	-	26	1,079.00	415.00
<hr/>											
Total	13	715.00	181	7,511.50	29	855.50	26	455.00	249	9,537.00	
<hr/>											
Average Hourly Rate (£)		<u>550.00</u>		<u>415.00</u>		<u>295.00</u>		<u>175.00</u>		<u>383.01</u>	

All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case management reviews. These will be carried out periodically throughout the life of the case. In the early stages of the case this will involve weekly team meetings to discuss and agree case strategy and a month 1 review by the firm's Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will as a minimum carry out three monthly and six monthly reviews to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- Completion of case closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Management of case bank account(s) to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice;

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors
- Preparation, review and submission of pre-appointment tax and VAT returns and

- Preparation and submission of periodic progress reports to creditors
-

Non-statutory

- Dealing with enquiries from the Company's creditors

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- General planning matters;
- Setting up and maintaining the Joint Administrators' records;
- Arranging collection and storage of company records and
- Dealing with general correspondence and communicating with directors and shareholders.

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by the appropriate body of creditors that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to request and obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	6 Jan 2014 onwards		1 Aug 2019 onwards		1 March 2021 onwards	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	688
Senior Manager	410	512	445	556	465	581
Manager 1	365	456	395	494	415	518
Manager 2	320	400	345	431	365	456
Administrator 1	260	325	280	350	295	369
Administrator 2	230	287	250	313	265	331
Administrator 3	210	262	230	288	245	306
Administrator 4	150	187	165	206	175	219
Support	0	0	0	0	0	0

In respect of assignments pre-dating 1 March 2022, office holders' remuneration may include costs incurred by the firm's in-house legal team, which may be used for non-contentious matters pertaining to the insolvency appointment.

Use of Associates

We are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to Associates of Leonard Curtis (LC). The term "Associate" is defined in s435 of the Insolvency Act 1986, but we are also required to consider the substance or likely perception of any association between the appointed insolvency practitioner, their firm (LC) or an individual within the firm and the recipient of a payment. Payments to Associates are subject to the same level of approval as the office holder's fees and category 2 expenses (see table on the next page for further details).

Leonard Curtis Legal Limited (LC Legal) are part of the LCBSG group; as such they are an "Associate" of LC. Where LC Legal are instructed to assist an office-holder in a particular matter from 1 March 2022 onwards, details of their proposed costs will be provided to creditors and specific approval for payments to associates will be sought.

Additionally, whilst not meeting the legal definition of "Associate" we are aware that there is a perceived association between LC and Pelstar Limited. Pelstar Limited provides insolvency case management software and document hosting facilities to LC. LC employs an individual who is married to a director of Pelstar Limited. Pelstar Limited's costs are set out in the expenses tables below.

Use of Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Use of Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Categorisation of Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount																								
AML checks via Smartsearch	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search Note that with effect from 1 April 2021, these costs are no longer recovered from the estate.																								
Bond / Bordereau fee via AUA Insolvency Services	Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches via Companies House	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Hosting of documents via a secure portal for access by creditors/shareholders. Costs are charged per upload plus VAT and are generally dependent upon the number of creditors. The costs are commensurate with those charged by other providers of comparable services.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
CVL	£7.00	£0.70																								
MVL	£7.00	£0.70																								
CPL	£7.00	£0.70																								
CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Software Licence fee hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Payable to software provider for use of case management system. The costs are commensurate with those charged by other providers of comparable services.	£87.00 plus VAT per case																								
Postage via Royal Mail or Postworks	Cost of posting documents which are directly attributable to a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and																								

		whether the document is sent by international, first or second class post.
Post re-direction via Royal Mail	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00
Statutory advertising via advertising agents	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include but may not be restricted to:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. Where the solicitor appointed is LC Legal, any fee payable for work completed is classed as a payment to an associate and requires specific creditor / committee approval as detailed above.	Time costs plus disbursements plus VAT
Other expenses	See Category 1 and 2 expenses notes below	See Category 1 and 2 expenses notes below

Please note that expenses are generally categorised as Category 1 or Category 2:

- a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.
- b) Category 2 expenses: These are costs that are directly referable to the appointment in question, but not paid to an independent third party. They may include costs which have an element of shared cost. The following items of expenditure are recharged on this basis and are charged at HMRC approved rates:

Business mileage

45p per mile

Payments to Associates (as defined above) are categorised by LC in the same way as Category 2 expenses. Category 2 expenses and payments to Associates may only be drawn if they have been approved in the same manner as an office holder's remuneration.

Insolvency (Scotland) (Company Voluntary Arrangement and Administration) Rules 2018

Rule 3.105

Statement of Claim – General Form
Relevant date: 10 September 2020**Name of Company in Administration:**

Prime Staff North West Limited

Company registered number:

SC495101

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6. Details of any security held, the value of the security and the date it was given

7. If any part of the debt is claimed as preferential, provide details of the nature and amount of the preferential claim.

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

9. Details of any document by reference to which the debt relates

10. Signature of creditor (or person authorised to act on the creditor's behalf)

11. Date of signing:

12. Address of person signing (if different from 2 above)

13. Name in BLOCK LETTERS

14. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.

NOTICE OF MOVE FROM ADMINISTRATION TO CREDITORS' VOLUNTARY LIQUIDATION

In accordance with
Rule 3.60(1) of the
Insolvency (Scotland)
(Company Voluntary
Arrangements and
Administration) Rules
2018 & Paragraph 83(3)
of Schedule B1 to the
Insolvency Act 1986.

AM22 (Scot)

Notice of move from administration to creditors'
voluntary liquidation



Companies House





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

1	Company details	
Company number	S C 4 9 5 1 0 1	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Prime Staff North West Limited	
2	Court details	
Court name	Court of Session	
Court case number	P 7 4 2 / 2 0	
3	Administrator's name	
Full forename(s)	Barry	
Surname	Stewart	
4	Administrator's address	
Building name/number	Leonard Curtis	
Street	4th Floor	
	58 Waterloo Street	
Post town	Glasgow	
County/Region		
Postcode	G 2 7 D A	
Country	Scotland	

04/19 Version 1.0

AM22 (Scot)

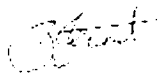
Notice of move from administration to creditors' voluntary liquidation

5	Administrator's name 	
Full forename(s)	George	
Surname	Lafferty	
 Other administrator Use this section to tell us about another administrator.		
6	Administrator's address 	
Building name/number	Leonard Curtis	
Street	4th Floor	
	58 Waterloo Street	
Post town	Glasgow	
County/Region		
Postcode	G 2 7 D A	
Country	Scotland	
 Other administrator Use this section to tell us about another administrator.		
7	Appointor/applicant's name	
	Give the name of the person who made the appointment or the administration application.	
Full forename(s)	Antonio Marco	
Surname	Veza	
8	Proposed liquidator's name	
Full forename(s)	Barry	
Surname	Stewart	
Insolvency practitioner number	9 4 5 0	
9	Proposed liquidator's address	
Building name/number	Leonard Curtis	
Street	4th Floor	
	58 Waterloo Street	
Post town	Glasgow	
County/Region		
Postcode	G 2 7 D A	
Country	Scotland	

04/19 Version 1.0

AM22 (Scot)

Notice of move from administration to creditors' voluntary liquidation

10		Proposed liquidator's name⁹	
Full forename(s)	George		9 Other liquidator Use this section to tell us about another liquidator.
Surname	Lafferty		
Insolvency practitioner number	9 5 8 4		
11		Proposed liquidator's address⁹	
Building name/number	Leonard Curtis		9 Other liquidator Use this section to tell us about another liquidator.
Street	4th Floor		
	58 Waterloo Street		
Post town	Glasgow		
County/Region			
Postcode	G 2 7 D A		
Country	Scotland		
12		Period of progress report	
From date	'1 '0	'0 '3	'2 '0 '2 '2
To date	'0 '8	'0 '9	'2 '0 '2 '2
13		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report.	
14		Sign and date	
Administrator's signature	Signature X 		X
Signature date	'0 '8		'0 '9

04/19 Version 1.0

AM22 (Scot)

Notice of move from administration to creditors' voluntary liquidation



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	Gayle Meldrum
Company name	Leonard Curtis
Address	4th Floor 58 Waterloo Street Glasgow
Post town	
County/Region	
Postcode	G 2 7 D A
Country	
UK	
Telephone	0141 212 2060

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
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

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS