



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

1 Company details

Company number 0 1 8 3 7 7 1 6

Company name in full Curer-Chem Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Jeremy

Surname Woodside

3 Administrator's address

Building name/number Third Floor

Street 196 Deansgate

Post town Manchester

County/Region

Postcode M 3 3 W F

Country

4 Administrator's name ①

Full forename(s) Rehan

Surname Ahmed

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 14 Derby Road

Street Stapleford

Post town Nottingham

County/Region

Postcode N G 9 7 A A

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 4	^m 0	^m 8	^y 2	^y 0	^y 2	^y 3
To date	^d 1	^d 3	^m 0	^m 2	^y 2	^y 0	^y 2	^y 4

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	^d 1	^d 3	^m 0	^m 3	^y 2	^y 0	^y 2	^y 4
----------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

**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 **Matt Wright**

Company name **Quantuma Advisory Limited**

Address **Third Floor**
196 Deansgate

Post town **Manchester**

County/Region

Postcode **M 3 3 W F**

Country

DX

Telephone **0161 6949144**

**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,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

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

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

Curer-Chem Limited

(In ADMINISTRATION)

("the Company")

In the High Court of Justice Business and Property Courts in Manchester CR-2023-000135

THE JOINT **ADMINISTRATORS' PROGRESS REPORT**

13 March 2024

Frank Ofonagoro and Jeremy Woodside of Quantuma Advisory Limited, Third Floor, 196 Deansgate, Manchester, M3 3WF, were appointed Joint Administrators of Curer-Chem Limited on 14 February 2023.

Frank Ofonagoro is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Jeremy Woodside is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

Rehan Ahmed replaced Frank Ofonagoro as Joint Administrators by way of block transfer approved by the court on 5 December 2023. Mr Ahmed is licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE ADMINISTRATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	ETHICS
6	THE JOINT ADMINISTRATORS' FEES AND EXPENSES

APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Administrators' Receipts and Payments Account
Appendix 3	Detailed Narrative List of Work Undertaken by the Joint Administrators during
Appendix 4	Proof of Debt

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Jeremy Woodside and Rehan Ahmed of Quantuma Advisory Limited
"the Company"	Curer-Chem Limited (in Administration)
"the Court"	High Court of Justice Business and Property Courts in Manchester CR-2023-000135
"EOS"	Estimated Outcome Statement
"HMRC"	HM Revenue & Customs
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 14 August 2023 to 13 February 2024
"Whole Period"	Period covered by the report from 14 February 2023 to 13 February 2024
"RPS"	Redundancy Payment Service
"Intellimar / the Purchaser"	Intellimar Limited
"Novuna"	Hitachi Capital (UK) Plc t/a Novuna Business Cash Flow
"CAM"	Cerberus Asset Management
"CRM"	Cerberus Receivables Management
"SIA"	SIA Advisory
"JMW"	JMW Solicitors

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the last report dated 13 September 2023.

Given the information previously provided to Members and Creditors in the earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Administration subsequent to that report.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all Creditors on 24 April 2023.

An extension to the period of Administration of 12 months was granted by the relevant Creditors on 5 January 2023. The Administration is now scheduled to end on 13 February 2025.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the Appointment of the Joint Administrators

Frank Ofonagoro and Jeremy Woodside of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 14 February 2023.

Mr Ofonagoro left Quantuma in December 2023 and agreed to transfer the management of his insolvency caseload to another appropriate insolvency practitioner at Quantuma. Therefore, in accordance with Rules 7.10A-D of the Insolvency Rules 1986 (as amended), an application was made to the Court for an order to remove Mr Ofonagoro as Insolvency Practitioner on certain cases and replace him with another appropriate Insolvency Practitioner of Quantuma. The order was granted on 5 December 2023 and Rehan Ahmed was appointed in his place. Mr Ahmed is licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE ADMINISTRATION

The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions during the Whole Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 6.

Realisation of Assets

Contingent Asset

As previously reported, the Company's business and assets were sold to Intellimar immediately following the Joint Administrators' appointment on 14 February 2023 for £70,000 plus (exclusive of any VAT), which was received in full on completion. Intellimar is connected with the Company pursuant to S.249 and S.435 of the Insolvency Act 1986 by virtue of the Company's director also being a director and shareholder of the Purchaser.

The sale agreement included an anti-embarrassment clause that stipulated that Intellimar would be required to pay 20% of any net proceeds received that exceed the amount paid as part of this pre-packaged sale (i.e. £70,000) from a sale of the business within 12 months of the date of the sale agreement, being 14 February 2023.

Intellimar has informed the Joint Administrators that a sale of the business has been completed for an amount of £140,000. Accordingly, during the Reporting Period, the sum of £14,000 has been remitted to the Joint Administrators in respect of this.

No further asset realisations are anticipated from this source.

Book Debts

On the date of the Joint Administrators' appointment, the value of the Company's sales ledger totalled £273,812. The Company had factored its debtors to Novuna which held fixed charge security over these assets at the date of our appointment. At this point Novuna was owed a total of £12,978. Further costs, relating to termination fees and associated legal costs totalling £2,183, were subsequently charged to the ledger.

As part of the sale of the Company's business and assets, Intellimar agreed to manage the collection of debtors for a fee of 20% of realisations net of Novuna's outstanding balance.

There have been debtor collections of c.£244,647 and the balance due to Novuna has been discharged in full. The debt collection exercise has now been substantially concluded. The Joint Administrators are currently liaising with Intellimar in order to ascertain the total debtor collections received in each of the pre-appointment bank account, administration account and into Novuna's account. Furthermore, Intellimar will provide details of any irrecoverable debtors and issues so that the Joint Administrators may consider if further action is required and viable for the administration estate. Once the final figures are agreed, Intellimar will issue its invoice for the debtor collection fee.

Business rates refund

The Joint Administrators' contacted Salford City Council regarding a credit balance in respect of the Company's business rates bill. An amount of £1,572 has been remitted to the Joint Administrators. No further realisations are expected from this source.

Funds due to purchaser

During the Reporting Period, the Purchaser's customers have paid funds totalling £28,574 to both the Company's pre-appointment bank account and the Novuna factoring accounts. The Joint Administrators have liaised with Intellimar to identify these funds and have repaid £43,483 during the Reporting Period which included funds received in the previous reporting period.

Bank interest

Bank interest totalling £999 has accrued on funds held in the Joint Administrators account during the Review Period. Realisations from this source for the Whole Period total £1,288.

Estimated Future Realisations

It is not anticipated that there will be any further asset realisations other than final debtor reconciliations and bank interest accruing on funds held in the Joint Administrators' account.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company had granted the following security:

Type of charge	Date created	Beneficiary	Amount outstanding at 14/02/2023
Fixed and Floating charge	11 June 2021	Hitachi Capital (UK) Plc t/a Novuna Business Cash Flow	£12,978

Prior to the Review Period, the Joint Administrators' legal advisors, JMW confirmed the validity of the charge granted to Novuna.

Prior to the Review Period, a first and final distribution was made to Novuna under its fixed charge and they have been paid in full.

Preferential Creditors

Preferential claims relating to pension contributions were estimated at £445 in the Director's Estimated Statement of Affairs.

In the Review Period the RPS has processed a payment to the Company's pension scheme, however, we are yet to receive a claim from the RPS.

It is anticipated that a dividend of 100p in the £ will be paid to Preferential Creditors once the claim is received.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HMRC is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

HMRC's secondary preferential claims relating to PAYE, VAT and NI contributions were estimated at £115,373 in the Director's Estimated Statement of Affairs. To date, HMRC have submitted a claim totalling £108,924 in respect of their secondary preferential claim.

It is anticipated that a dividend of will be paid to HMRC although this is yet to be quantified.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;

- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £800,000.

The secured Creditor's claim has been discharged in full from book debt recoveries and consequently there will be no prescribed part.

Unsecured Creditors

Unsecured claims were estimated at £524,249 in the Director's Estimated Statement of Affairs and, to date, 26 claims have been received totalling £549,348.

It is currently uncertain whether there will be sufficient funds to enable a distribution to unsecured creditors.

Claims Process

Due to the possible distribution to Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Matt Wright.

A Proof of Debt form is attached at Appendix 8.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Administrators to meet their statutory duty to submit a confidential report on the conduct of the Directors to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for Creditors.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link; <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally, the Joint Administrators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified [and the safeguards put in place to mitigate threats previously identified have been reviewed and they are effectively managing those threats].

Specialist Advice and Services

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

7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Joint Administrator's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 5 April 2023 as follows:

1. A set amount of £88,000

Set Basis

During the Review Period £88,000 has been drawn in relation to the agreed set fee.

The Joint Administrators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

Joint Administrators' Expenses

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Reporting Period £	Actual expenses incurred in the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses				
Legal costs – JMW	5,000	Nil	5,000	
Agents – CRM	3,000	Nil	Nil	
Debt Collection Fees – Intellimar Limited	52,000	Nil	45,897	
Accountants – Edwards Veeder LLP	5,000	Nil	Nil	
Non-domestic rates Agents – CAPA	TBC	Nil	Nil	
Advertising	169	Nil	100	
Bank charges	50	Nil	Nil	
Printing & Postage costs of external provider	200	1	112	
Bond premium	135	10	135	
TOTAL	65,554	11	51,255	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original expenses estimate is unlikely to be exceeded.

Other Professional Costs

Solicitors

As previously advised, JMW were instructed by the Joint Administrators to advise on appropriate legal matters including validity of the Joint Administrators' appointment. Their costs have been agreed on the basis of their standard hourly charge out rates, plus expenses and VAT. The Solicitors' have not incurred any costs in the Reporting Period. The Solicitors' costs for the Whole Period amount to £5,000 and they have been paid in full.

Agents

CRM were instructed to liaise with the Company's director in respect of debtor records and the Company's accounting packages. Their costs have been agreed on the basis of their standard sales commission rate, plus expenses and VAT. The Agent's time costs for the Reporting Period and the Whole Period amount to £nil.

Debt Collection fees

Intellimar were instructed to progress and monitor debtor collections per the debt collection agreement executed as part of the sale of the Company's business and assets. Their fees have been agreed at 20% plus VAT of all surplus book debts collected. No fees have been incurred during the Reporting Period. Their fees accrued for the Whole Period are estimated to be c.£45,897.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Administration

The Administration will continue in order to conclude matters in relation to the debt collection exercise, finalise the secondary preferential creditor's claim and make a distribution to the secondary preferential creditor.

Once the dividend has been paid, the Joint Administrators will seek their release from office by issuing their final account to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Matt Wright on 01615 189 612 so or by e-mail at Matt.Wright@quantuma.com



Jeremy Woodside
Joint Administrator

Date: 13 March 2024

Curer-Chem Limited
(IN ADMINISTRATION)

STATUTORY INFORMATION

Company Name	Curer-Chem Limited 3 Missouri Avenue, Salford, M50 2NP
Trading Address	
Proceedings	In Administration
Date of Appointment	14 February 2023
Joint Administrators	Jeremy Woodside Rehan Ahmed Quantuma Advisory Limited Third Floor, 196 Deansgate, Manchester, M3 3WF
Change in Office Holder	Frank Ofonagoro resigned on 5 December 2023 Rehan Ahmed appointed on 5 December 2023
Registered office Address	c/o Quantuma Advisory Limited Third Floor, 196 Deansgate, Manchester, M3 3WF
Company Number	01837716
Incorporation Date	02/08/1984

Curer-Chem Limited
(IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 13 FEBRUARY
2024

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HMRC shown separately.

Curer-Chem Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 14/08/2023 To 13/02/2024 £	From 14/02/2023 To 13/02/2024 £
	SECURED ASSETS		
50,000.00	Goodwill	NIL	50,000.00
1.00	Intellectual Property	NIL	1.00
260,000.00	Book Debts	NIL	244,647.31
		NIL	294,648.31
	SECURED CREDITORS		
(13,157.00)	Novuna	NIL	15,160.69
		NIL	(15,160.69)
	ASSET REALISATIONS		
	Bank Interest Gross	998.80	1,287.92
	Business Rates Refund	1,572.19	1,572.19
1.00	Business Records	NIL	1.00
	Contingent Asset	14,000.00	14,000.00
1.00	Customer Contracts	NIL	1.00
	Funds due to purchaser	28,573.86	109,520.74
	Insurance Refund	NIL	1,084.57
	Licence to Occupy Fee	NIL	10,125.00
	Petty Cash	NIL	2,263.38
4,997.00	Plant & Machinery	NIL	4,997.00
15,000.00	Stock	NIL	15,000.00
		45,144.85	159,852.80
	COST OF REALISATIONS		
	Bank statement analysis	NIL	200.00
	Funds returned to purchaser	43,483.02	98,150.13
	Joint Administrators' Post App Fees	20,465.00	88,000.00
	Joint Administrators' Pre App Fees	NIL	23,138.75
	Postage	NIL	112.00
	Post-appt Legal Costs - JMW	NIL	5,000.00
	Pre-appt Agents Costs – CAM	NIL	3,000.00
	Pre-appt Agents Costs – CRM	NIL	3,000.00
	Pre-appt Agents Costs – SIA	NIL	4,377.99
	Pre-appt Legal Costs - JMW	NIL	10,055.50
	Return of LTO Fee	NIL	10,125.00
	Specific Bond	NIL	135.00
	Statutory Advertising	NIL	99.80
		(63,948.02)	(245,394.17)
	PREFERENTIAL CREDITORS		
(445.00)	Pension Schemes	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(115,373.00)	HMRC PAYE & VAT	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(267.00)	Employees	NIL	NIL
(222,765.00)	Trade & Expense Creditors	NIL	NIL
(371,217.00)	Unsecured Loans	NIL	NIL
		NIL	NIL
(393,224.00)		(18,803.17)	193,946.25
	REPRESENTED BY		
	Bank 1 Current		189,853.25
	Vat Receivable		4,093.00

Curer-Chem Limited
(IN ADMINISTRATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS
DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning -	
Obtaining a specific penalty bond.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team Members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Leasehold Property	Liaising with council Obtaining business rates refund
Debtors	Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors
Sale of Business	Pursuing business sale consideration
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments

Description of work undertaken	Includes
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Managing Directors	545
Manager	360
Assistant Manager	325
Senior Administrator	275
Case Accountant	120 - 155
Support Staff/Executive Assistant	120 - 155

Appendix 4

Curer-Chem Limited
(IN ADMINISTRATION) PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Curer-Chem Limited (in Administration)

Date of Administration: 14 February 2023

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