

# AM10

## Notice of administrator's progress report



Companies House

SATURDAY



\*A6IIIKY\*

A24

04/11/2017

#219

COMPANIES HOUSE

### 1 Company details

Company number 0 2 3 8 7 6 2 7

Company name in full D & I Building Services Ltd

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Mark Elijah Thomas

Surname Bowen

### 3 Administrator's address

Building name/number 11 Roman Way

Street Berry Hill

Post town Droitwich Spa

County/Region Worcestershire

Postcode W R 9 9 A J

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

## Notice of administrator's progress report

**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

**7** Progress report☒ I attach a copy of the progress report**8** Sign and dateAdministrator's  
signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

# AM10

## 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 **Sophie Murcott**

Company name **MB Insolvency**

Address **11 Roman Way**

**Berry Hill**

Post town **Droitwich Spa**

County/Region **Worcestershire**

Postcode **W R 9 9 A J**

Country

DX

Telephone **01905 776771**



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**High Court of Justice, Chancery Division, Birmingham District Registry**

**No. 8091 of 2017**

**D & I Building Services Limited  
(In Administration)**

**The Administrator's Progress Report for the period 4 April 2017 to 3 October 2017**

**Mark Elijah Thomas Bowen**

**MB Insolvency, 11 Roman Way  
Berry Hill, Droitwich, Worcestershire, WR9 9AJ  
01905 776 771  
mark@mb-i.co.uk**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Mark Bowen was appointed Administrator of the Company on 4 April 2017. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as an agent of the Company and contract without personal liability.

## **Contents**

- 1. Executive Summary**
- 2. The Progress of the Administration**
- 3. Creditors: Claims and Distributions**
- 4. Investigations**
- 5. The Administrator's Fees and Expenses**
- 6. Conclusion**

## **Appendices**

- I. Statutory Information and Definitions**
- II. The Administrator's Receipts and Payments Account**
- III. Charge-out Rates and Bases of Disbursements**
- IV. Details of Work Undertaken**
- V. Proof of Debt form**

## 1. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Administration for the 6 month period until 3 October 2017 ("the Review Period").

A summary of key information in this report is detailed below.

### Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Book Debts	284,191	172,479	30,000	202,479
Motor Vehicles	6,300	6,500	0	6,500
Plant & Machinery/Stock/Office Furniture & Equipment	1,600	3,600	0	3,600
Cash at bank	22,325.60	22,325.60	0	22,325.60

### Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Administrator's fees	99,644.55	30,355	65,203.95	95,558.95
Solicitors' fees - Investigations	5,000	5,000	0	5,000
Solicitors Fees - Debt Collection	15,000	10,992.57	4,007.43	15,000
Agents' fees	3,500	3,610	0	3,610
Pension Fees	250	300	600	900
Employees Assistance	995	994	0	994

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	NA	NA
Preferential creditors	0	100
Unsecured creditors	0	To be paid in Liquidation

## 1. Summary of key issues outstanding

The collection of the company's book debts is ongoing; Higgs & Sons are assisting with the collection.

I am currently in the process of agreeing the preferential claims for dividend purposes.

The Company will shortly be placed into Creditors Voluntary Liquidation in order to facilitate pursuing a claim against the Director, which is further detailed below, and subsequently to pay a dividend to the unsecured creditors.

## 2. THE PROGRESS OF THE ADMINISTRATION

### The Administrator's receipts and payments account

Attached at Appendix II is a receipts and payments account for the Review Period.

The rest of this report describes the key developments in the Administration over the Review Period. For a detailed list of work undertaken by the Administrator as a whole, see Appendix IV.

In this section, we have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of the associated costs incurred but as yet remaining unpaid.

### Administration (including statutory reporting)

The Administrator has 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 Administrator and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Administrators Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Drafting and issuing the progress report to creditors;
- Considering whether an extension to the Administration is necessary
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Administrator that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments
- Completing periodic tax returns

## Realisation of assets

### Plant & Machinery/Office Furniture/Stock

MGR Appraisals Limited ('MGR'), were instructed to dispose of the Company's assets using the most advantageous method available. MGR are professional independent agents with adequate professional indemnity insurance.

The company owned various chattel assets. These assets were valued by MGR on both an in-situ, going concern basis and ex-situ forced sale basis. As a purchaser could not be sought to acquire the business and assets of the company the estimated to realise values fell in line with MGR's ex-situ valuation. The values attributed to those assets were as follows:

Asset	Ex-Situ Value	Realised
Plant & Machinery / Fixtures & Fittings / Stock	1,600	3,600
Motor Vehicles	6,300	6,500

There were no sales to connected parties.

### Cash at Bank

As at the date of appointment the company had cash at bank totalling £22,325.60. Shortly following appointment these monies were transferred to the estate account.

### Book Debts & Retentions

As at the date of appointment the value of the Company's sales ledger was £2,004,169. Given the nature of the company's business the majority of these debts were subject to contractual terms. The larger contractors either previously served the company with payment hold notifications, pay less notices or advised that the costs of completing the outstanding works would outweigh any balance that may be due under the contract.

Shortly following appointment Higgs & Sons LLP ('Higgs') were engaged to assist in the collection of the outstanding debtor book. Higgs were engaged due to their experience and knowledge general debt collection and in dealing with contractual disputes. Higgs were engaged on a commission basis of 8% of realisations in respect of the general collection of book debts, capped at a total fee of £15,000. This sum does not include any specialist advice or action required in relation to further perusal action in respect of contractual debts.

A detailed report was initially prepared by Higgs which classified the various debts as follows:



Classification of Debt	Book Value £	Estimated to Realise £
Applications subject to disputes	1,625,247	Nil
Clean Applications	89,292	66,969
Aged Retentions	136,789	102,592
Aged Debtors	152,840	114,630

#### *Applications Subject to Dispute*

These debts are subject to contractual disputes. Higgs have advised that significant correspondence has been received from the debtors advising that the appointment of an Administrator classifies as an insolvency event as per the terms of their contract with the company and therefore all works are terminated with immediate effect. Due to the company being in breach of its obligations they are engaging alternative contractors to complete the outstanding works which will be offset against any monies due to the company. It was therefore anticipated that no monies would be realised in this regard.

#### *Clean Applications / Aged Retentions / Aged Debtors*

A general provision of 25% was applied to the remainder of the book debts to allow for various disputed debts, contra charges and write offs which were considered likely.

As per the attached receipts and payment account, the amount of £172,479 has been realised to date in respect of book debts. Higgs have been paid the amount of £10,993 in respect of commission due.

#### **Estimated future realisations**

Higgs have provided an up to date progress report which indicates that further amounts of £30,000 are considered realisable.

The only other possible recovery is in respect of my ongoing investigations which are further detailed below.

#### **Costs incurred but remaining unpaid**

The following table summarises the costs incurred during the Review Period, but which as yet remain unpaid:

Cost Description	Amount (£)
Pension Fees	300
Legal Fees	3,318.15
TOTAL	3,618.15

During the Review Period, the Administrator has also incurred direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 5 below.

### **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

#### **Secured creditors**

The Company banked with National Westminster Bank Plc, who held a fixed and floating charge against the company. The charge was created on 18 May 2010 and registered on 22 May 2010. There was no indebtedness to the bank as at the date of cessation.

#### **Preferential creditors**

The Administrator and his staff have incurred significant time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay & wage arrears were estimated at £24,006 as per the estimated financial statement circulated with the proposals. The Redundancy Payments Office has now submitted their claim in the Administration and I am in the process of agreeing the preferential claims. It is anticipated that a dividend of 100p in the £ will be paid to preferential creditors within the next 6 weeks.

#### **Unsecured creditors**

Unsecured claims were estimated at £1,556,367 as per the estimated financial statement circulated with the Administrator's proposals. A dividend to unsecured creditors is expected; this dividend will be progressed in the Creditors Voluntary Liquidation.

#### **Claims process**

Due to the anticipated distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Justin Brown.

A Proof of Debt form is attached at Appendix V.

### **4. INVESTIGATIONS**

#### **Investigations**

As part of the Administrators statutory duties, an investigation into the conduct of the Company Director was carried out and a confidential report was submitted to The Insolvency Service on 2 July 2017.

#### **Initial Assessment of Potential Recoveries**

As part of my duties as Administrator, I am obliged to review all the information available and conduct an initial assessment of whether there are any matters which 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 review has been completed and I can confirm that my initial investigations did reveal matters that required further investigation and which are in the best interests of creditors to pursue.

Following receipt of instructions from the director, a notice of intention to appoint an Administrator was filed on 27 March 2017. On the same day members of MB Insolvency's staff attended the company's premises to commence the information gathering in respect of the proposed administration. Our subsequent review of the company's bank account disclosed that on 27 March 2017, the same day that notice of intention to appoint an Administrator was filed, payments totalling £370,383.50 had been made from the Company's account to a number of trade creditors reducing the balance in the company's bank account to approximately £6,000. These payments had been made contrary to recommendations made to the Director that, as the company was insolvent and had taken steps to appoint an Administrator no payments should be made from the company's account.

With knowledge of the company's insolvency and the imminent appointment of an Administrator the Director authorised payments to selected creditors contrary to the recommendations made by the nominated insolvency practitioner. The payments made on 27 March 2017 significantly reduced the assets available for distribution to all of the Company's creditors and has also significantly reduced the dividend that the creditors will receive from the insolvency process.

The Administrator has obtained legal advice from Higgs & Sons and considers that the above constitutes grounds for a misfeasance claim against the Director. Section 212 (1) of the Insolvency Act 1986 states that a claim in misfeasance will be found where it can be established that officers of the Company have:-

- Misapplied, retained or become accountable for any money or any other property of the Company; or
- Been guilty of any misfeasance, such as negligence or otherwise improper performance of a lawful act, or breach in any fiduciary duty or any other duty in relation to the Company.

An initial letter of claim has been issued to the Director and I am awaiting a response. A claim for misfeasance can only be brought by a Liquidator and therefore in order to progress the claim it is intended to convert the Administration to a Creditors Voluntary Liquidation within the next 6 weeks.

Work undertaken in respect of the detailed investigation has been in the financial interest of creditors as I am pursuing a claim against the Director for the benefit of the creditors as a whole.

## **5. THE ADMINISTRATORS FEES AND EXPENSES**

### **Pre-Administration Costs**

Included within the Administrators Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
MB Insolvency	9,942.50	12 June 2017
MGR Appraisals	1,500	12 June 2017
Higgs & Sons	5,000	12 June 2017
Wilkes Tranter Ltd	1,000	12 June 2017
<b>TOTAL APPROVED</b>	<b>£17,442.50</b>	

All of the above costs have been paid in full.

### The Administrators Fees

The bases of the Administrator's fees were fixed on 12 June 2017 by a resolution of the unsecured creditors as follows:

1. As a set fee of £60,435
2. A percentage of realisations of the book debts as detailed within the Proposals.

Fees in respect of the realisation of the book debts are calculated on the below basis:

Realisation range	Percentage	Illustrative fee
£0 - £50,000	35%	£17,500
£50,001 - £100,000	15%	£7,500
£100,001 - £200,000	10%	£10,000
£200,000 - £284,191	5%	£4,209.55
<b>Total</b>		<b>39,209.55</b>

To date book debts realised are £172,578.95; this constitutes fees incurred of £32,247.50 based upon the above formula.

The Administrator's fees as a whole were approved as per the below table, this also shows fees charged to date.

Proposed remuneration for the Administrator (please see assumptions)	Basis	Approved £	Fee Charged £
Statutory Compliance, Admin & Planning	Set Fee	12,457.50	7,500
Asset realisation - Other	Set Fee	1,855	1,855
Asset realisation – Debtors	Percentage	39,209.55	2,500
Preliminary investigation & report	Set fee	7,500	7,500
Detailed investigation	Set fee	10,000	3,500
Creditors	Set fee	22,622.50	7,500
Future reporting to creditors – 2 reports	Set fee	6,000	0

Additional reports	Milestone	-	-
Total		99,644.55	30,355

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at Appendix III and further information regarding the charge-out rates of the Administrator and their staff is provided at Appendix IV.

"A Creditors' Guide to Administrators' Remuneration" is available for download at [https://www.r3.org.uk/media/documents/publications/professional/Guide to Administrators fees April 2017.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_fees_April_2017.pdf).

Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost.

### 1.1. Comparison of estimates

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs - Investigations	5,000	5,000	5,000	-
Legal Costs – debt collection	15,000	10,992.57	13,730.38	-
Agents' and valuer's costs	3,500	3,609.78	3,609.78	Further disbursements incurred than anticipated
Records Removal & storage	1,500	1,800	1,800	Further records collected than anticipated
Pension Advice	250	300	300	-
Employees Assistance	995	994.43	994.43	-
Advertising	69	138	138	-
Insurance	200	200.20	200.20	-
Bonding	1,040	1,040	1,040	-
Mail redirection	185	185	185	-
Postage	331	236.60	236.60	-
Photocopying	598	521.56	521.56	-
Other category 2 expenses	250	250	250	-
<b>TOTAL</b>	<b>28,918</b>			-

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Administrator considers that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate may increase as a whole but not to a significant level

### **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 Administrator to provide additional information regarding fees 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 fees 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 fees which the Administrator is 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 fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

## **6. CONCLUSION**

The Administration will continue in order to finalise the following outstanding matters:

- To agree & pay the preferential claims against the Company
- To continue to collect the company's book debts

It is anticipated that the Company will move into Creditors Voluntary Liquidation upon the finalisation of the preferential distribution. As detailed above this will also facilitate the progression of the claim against the Director.

If you require any further information please contact Justin Brown on 01905 776 771 or by email to [justinbrown@mb-i.co.uk](mailto:justinbrown@mb-i.co.uk).



**Mark Bowen**  
**Administrator**

Mark Bowen was appointed Administrator of the Company on 4 April 2017. The affairs, business and property of the Company is managed by the Administrator. The Administrator acts as an agent of the Company and contract without personal liability.

**D & I BUILDING SERVICES LIMITED  
(IN ADMINISTRATION)**

**STATUTORY INFORMATION**

Company Name	D & I Building Services Limited
Previous Names	None
Proceedings	In Administration
Court	High Court of Justice, Chancery Division, Birmingham District Registry
Court Reference	High Court of Justice, Chancery Division, Birmingham District Registry, 8091 of 2017
Date of Appointment	4 April 2017
Administrator	Mark Elijah Thomas Bowen MB Insolvency, 11 Roman Way, Berry Hill, Droitwich, Worcestershire, WR9 9AJ
Registered office address	MB Insolvency, 11 Roman Way, Berry Hill, Droitwich, Worcestershire, WR9 9AJ
Company Number	02387627
Appointment by	The Director – Mr. Stuart McGugan

**DEFINITIONS**

The Act	Insolvency Act 1986
The Rules	Insolvency (England & Wales) Rules 2016
The Administrator	Mark Elijah Thomas Bowen of MB Insolvency, 11 Roman Way, Berry Hill, Droitwich, Worcestershire, WR9 9AJ
The Company	D & I Building Services Limited (in Administration)
The Court	High Court of Justice, Chancery Division, Birmingham District Registry
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 4 April 2017 to 3 October 2017

**D & I BUILDING SERVICES LIMITED  
(IN ADMINISTRATION)**

**THE ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT**



**D & I Building Services Ltd  
(In Administration)**

**ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 04/04/2017 To 03/10/2017 £
<b>RECEIPTS</b>		
Plant & Machinery/Office Furniture/Stock	1,600.00	3,600.00
Motor Vehicles	6,300.00	6,500.00
Book Debts	284,191.00	172,478.95
Cash at Bank	22,325.60	22,325.60
Bank Interest Gross		4.68
Sundry Refunds		1,208.89
		<u>206,118.12</u>
<b>PAYMENTS</b>		
Specific Bond		1,040.00
Pre Appointment Fees		9,942.50
Office Holders Fees		30,355.00
Employees Assistance		994.43
Pre Appointment Agent's Fees		1,500.00
Post Appointment Agent's Fees		3,609.78
Accountants Fees		1,000.00
Legal Fees		5,050.00
Debt Collection Fees		10,992.57
Legal fees - post appointment		1,631.85
Storage Costs		1,800.00
Statutory Advertising		138.00
Insurance of Assets		200.20
Mail Redirection		185.00
		<u>68,439.33</u>
Net Receipts/(Payments)		137,678.79
<b>MADE UP AS FOLLOWS</b>		
Bank 1 Current		133,812.42
VAT Receivable / (Payable)		3,866.37
		137,678.79

**D & I BUILDING SERVICES LIMITED  
(IN ADMINISTRATION)**

**CHARGE-OUT RATES AND BASES OF CATEGORY 2 DISBURSEMENTS**

<b>Staff</b>	<b>Charge out rates</b>
	<b>£ per hour</b>
<b>Insolvency Practitioner/Partners</b>	<b>300</b>
<b>Senior Manager</b>	<b>250</b>
<b>Manager</b>	<b>200</b>
<b>Administrator</b>	<b>150</b>
<b>Secretarial/Administration support staff</b>	<b>90</b>

<b>Description</b>	<b>Cost £</b>
<b>Photocopying / Printing</b>	<b>£0.17 per sheet</b>
<b>Registered office fee</b>	<b>£125 per annum</b>
<b>IPS charge</b>	<b>£125 per case</b>
<b>Mileage</b>	<b>£0.45 per mile</b>
<b>Room hire</b>	<b>£60 per hour where held at MBI offices</b>

**D & I BUILDING SERVICES LIMITED  
(IN ADMINISTRATION)**

**DETAILS OF WORK UNDERTAKEN BY THE ADMINISTRATOR**

- Setting a written Strategy for the conduct of the case and communicating it to case staff
- Making file notes of all material matters and decisions affecting the administration
- Setting the appointment up on the practice case management system
- Reviewing and approving the initial case set up
- Advertising the appointment in the London Gazette,
- Filing the appointment at Companies House
- Corresponding with a bank to open an administration bank account
- Attending at the Company's premises to secure and remove the Company's records, including relevant computer data
- Preparing an inventory of the same
- Returning the keys of the premises to the landlord and related correspondence
- Obtaining possession of all documents of title to the Company's assets, and copies of all finance and rental agreements
- Arranging insurance cover for the Company's assets, including correspondence with the Company's former brokers and with the Administrator's broker
- Notifying all other interested parties of the appointment – Company, shareholders, bankers, accountants, execution officers, solicitors, Courts, Debt Collectors, HMRC departments, all QFCH holders, prior officeholders
- Advising the Directors formally of the cessation of their powers and various restrictions on their activities
- Taking possession of the Statutory books of the Company
- Changing the Registered Office of the Company and filing the same at Companies House (
- Redirecting the Company mail to c/o MB Insolvency
- Performing a pensions search on the Pension Fund database
- Filing a s120 Notice with the Pension Protection Fund
- Dealing with telephone enquiries from Directors, Creditors and other third parties
- Returning details of the Insolvency Practitioner bond to the Administrator's broker and Regulatory Professional Body
- Liaising with creditors seeking to claim reservation of title
- Requesting the Estimated Statement of Affairs from the Directors of the Company
- Sending Conduct Questionnaires to all Directors and relevant former Directors
- Liaising with Higgs & Sons in respect of the book debt collection, obtaining updates and providing information where appropriate
- Delivering the Administrator's Proposals and subsequent notice of decision to creditors
- Assisting employees with the claims to the Redundancy Payments Office and obtaining the subsequent claim from the RPO
- Carrying out an investigation in to the company's affairs and the Director's conduct and submitting a report to The Insolvency Service
- Instructing solicitors Higgs & Sons in respect of the claim against the Director and issuing an initial letter of claim
- Instructing pension advisers in respect of the Company's pension scheme and liaising with them in respect of the claim to the RPO for the unpaid pension contributions
- Preparing periodic case reviews & bank reconciliations
- Drafting and issuing this progress report to creditors

**D & I BUILDING SERVICES LIMITED  
(IN ADMINISTRATION)**

**PROOF OF DEBT**

## PROOF OF DEBT - GENERAL FORM

**D & I Building Services Limited (in Administration)**

Date of Administration: 4 April 2017

<b>DETAILS OF CLAIM</b>		
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"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
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 £
<b>AUTHENTICATION</b>		
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