

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company
A C Wellard & Partners Limited

Company number
02467256

In the High Court of Justice (full name of court)

Court case number
4119 of 2015

(a) Insert full
name(s) and
address(es) of
administrator(s)

We (a)
Alan J Clark
Carter Clark
Recovery House
15-17 Roebuck Road
Hainault Business Park
Ilford, Essex IG6 3TU

Jamie Taylor
Begbies Traynor
The Old Exchange
234 Southchurch Road
Southend-on-Sea
Essex SS1 2EG

*Delete as
applicable

attach a copy of our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on 14 August 2015

Signed



Joint Administrators

Dated

18 August 2015

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to researchers of the put

Alan J Clark
Carter Clark
Recovery House
15-17 Roebuck Road
Hainault Business Park
Ilford, Essex
IG6 3TU

020 8524 1447
DX Exchange

DX Number

When you have completed and signed this form, please send it to the Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff



A25 20/08/2015 #418
COMPANIES HOUSE

Cc

THURSDAY

A.C.Wellard & Partners Limited

(In Administration)

Joint Administrators' Report & Proposals

18 August 2015

**A.C.Wellard & Partners Limited
(In Administration)****Joint Administrators' Report & Proposals****Important Notice**

The Joint Administrators' report and statement of proposals have been produced for the sole purpose of advising creditors pursuant to the provisions of the Insolvency Act 1986. 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 other purpose other than this report to them, or by any other person for any purpose whatsoever. Any estimated outcomes for creditors included in these proposals are illustrative only and cannot be relied upon as guidance for actual outcomes.

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1. Introduction

As previously advised, Alan J Clark and Jamie Taylor ("the Joint Administrators") were appointed Joint Administrators of A C Wellard & Partners Limited ("the company") on 23 June 2015. The appointment was made by the directors of the company under the provisions of the Insolvency Act 1986 as amended by The Enterprise Act 2002. The Notice of Appointment was filed in the High Court of Justice under court number 4119 of 2015.

Under the terms of the Insolvency Act 1986, the Joint Administrators are required to send creditors and contributories of the company a statement of his proposals for achieving the purposes of the Administration. The purpose of this report is to fulfil these requirements and to advise creditors generally on the progress of the Administration.

The Joint Administrators act as officers of the court and as an agent of the company without personal liability. Any act required or authorised under any enactment to be done by a Joint Administrators may be done by any one or more persons holding the office of Joint Administrators from time to time.

2. Background and events leading up to Administration

The company was incorporated in June 1990 and had traded for a number of years successfully. Prior to entering Administration the company traded from three locations supplying fruit and vegetables to a number of customers who were "blue chip" customers. Further information is set out in the statutory information at Schedule 1 of this report.

Goods were supplied to customers under a fixed price contract whilst the price of goods in the wholesale market could vary enormously. Providing quotes therefore involved an element of guess work as to future movements and seasonal variations in the wholesale price. The directors due to their experience of the market were able to make appropriate estimates of the wholesale price of products during the period of a fixed term contract. This enabled the company to trade profitably.

Unfortunately during 2014 one particular product which the company supplied increased in price dramatically and did not fall back to the anticipated levels for a considerable period. Due to the fixed price nature of the company's contracts the company incurred losses.

Prior to entering Administration the company had looked for an injection of capital to fund the losses which had been incurred. Discussions were held with a number of interested parties. Discussions with one potential purchaser proceeded satisfactorily and an agreement was made in principle for the transfer of the issued share capital to the purchaser. Unfortunately this did not proceed due to the level of capital that needed introducing.

The party who expressed an interest in purchasing the share capital of the company became involved in the business during the negotiations and provided some funding. Once it became clear that the share purchase agreement could not proceed, the interested purchaser effectively started to trade the business and staff were transferred to the purchaser. Both the proposed investor and the entity to whom the staff were transferred was Premier Fruits (Covent Garden) Limited with whom the Joint Administrators have continued negotiations for the transfer of the business.

3. Purpose of the Administration

The purpose of an Administration is to achieve one of the three objectives set out in the insolvency legislation, which are to -

- (a) rescue the company as a going concern, or
- (b) achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in Administration), or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors

Objective (a) could not be achieved. The nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate or viable.

Objective (b) should be achievable and there will be an estimated dividend to the unsecured creditors. Gordon Brothers (Europe) Limited, have negotiated a sale of the business to Premier Fruits (Covent Garden) Limited ("Premier Fruits").

The insolvency legislation has set a 12 month maximum duration for Administration, unless the duration is extended by the Court or the creditors. If I am unable to complete the Administration of the Company within 12 months then I will either apply to the Court, or hold a meeting of creditors, in order to seek approval to extending the duration of the Administration.

4. Progress of the Administration to date

Prior to the appointment of the Joint Administrators the directors of the company approached Carter Clark to advise them on the options available to the company. This inevitably involved discussions with Premier Fruits. Carter Clark also instructed Gordon Brothers (Europe) Limited ("Gordon Brothers") to prepare a valuation of the assets of the company.

Upon appointment the Joint Administrators continued negotiations for the sale of the residue of the business to Premier Fruits and the assets located at Unit 15 Menzies Road Dover and CFP, Channel View Road Dover together with the fleet of motor vehicles owned by the company. Negotiations are complete in that prices have been agreed and solicitors have prepared a draft agreement which is substantially agreed.

The proposed consideration for the assets is £10,000 for the Goodwill, £54,500 for the plant and equipment and £39,500 for the motor vehicles and a withdrawal of their claim for dividend purposes. These figures are in accordance with the asset valuations provided by Gordon Brothers for a sale on a going concern basis. Messrs ITC auctioneers and valuers were engaged to provide a second opinion on the offer received and confirmed that it was in order.

The assets located at The Farm Store, Waldershare Road, Ashley are subject to separate negotiation, as is the company's interest in the long leasehold of the same property. The party interested in purchasing the premises and the assets is the former directors of the company. The anticipated realisations are shown in the Statement of Affairs produced at Appendix 3.

With the assistance of the company's director and working in conjunction with Premier Fruits, the book debts outstanding at the date of the Joint Administrators appointment have continued to be collected. The debt due to Barclays is now reduced to £166,934.76.

The Joint Administrators will also proceed to obtain valuations on the premises and Copping Joyce will be appointed to undertake this task.

Investigations

The Joint Administrators' investigations into the Company's affairs are currently ongoing. The Joint Administrators have a statutory obligation to file a report with the Insolvency Service regarding the conduct of all directors that have held office in the three years prior to the Administration. This

report must be filed within six months from the appointment date and creditors should note that the content of this report is confidential

The Joint Administrators also have a duty to investigate antecedent transactions which include such matters as

- Transactions at an undervalue;
- Wrongful trading;
- Preferences, and
- Transactions to defraud creditors

Under the agreed split of duties between the two firms, Begbies Traynor will be undertaking the further investigations in due course

Receipts and Payments

As all realisations to date have related to the book debts of the company, which are assigned to Barclays Bank Plc, all receipts for book debts have been forwarded directly to them. There have been no other receipts within the Administration to date.

5. Financial Position of the Company as at 23 June 2015

The directors of the company have not submitted an estimated statement of affairs. Unfortunately the directors have not been able to supply a Statement of Affairs as due to Premier Fruits having some of the books and records in anticipation of their purchase of the business. The Joint Administrators has prepared an estimated statement of financial position from information provided by the directors and from the company records at Appendix 4. Estimated realisable values are based on agents advice and our experience of dealing with similar cases.

6. Joint Administrators's costs and remuneration

We propose that our fees will be charged by reference to the time properly spent by us and our staff in dealing with matters relating to the Administration of the company. This time will be charged at the hourly charge out rates of the grade of staff undertaking the work at the time the work is undertaken, capped at £220 per hour until the secured creditor is discharged, at which point full rate will apply. Information about current charge out rates is set out in Appendix 6. I also propose that we are permitted to charge what are known as category 2 expenses. Information about category 2 expenses is set out in Appendix 6.

The approval of the basis of our remuneration as Joint Administrators (and category 2 expenses) forms part of these proposals for which approval is being sought from creditors. This is set out in the proposals below, but if a creditors' committee is appointed at the forthcoming meeting of creditors then I will seek approval from the committee.

Joint Administrators' pre appointment costs, remuneration and disbursements

Following discussions with the directors and shareholder, it was concluded that Administration would produce a better outcome than liquidation. Carter Clark were instructed to assist the directors in seeking the appointment of Joint Administrators subject to the consent of the qualifying floating charge holder. Begbies Traynor were requested by the secured creditor to provide a letter of recommendation on the suggested course of action before the secured creditor could consider the administration (or alternative) process. No funds were received by either of the Joint Administrator's firms prior to the company formally entering Administration.

Carter Clark's time costs in this regard amount to £10,487 50 which were accrued for services undertaken in respect of review and providing advice on the company's financial position, general planning and preparation including liaising with chattel agents and solicitors, filing notices in the Royal Court of Justice, and attending to formalities connected with the proposed Administration appointment. The approval of the balance of outstanding time costs in respect of pre appointment matters of £10,487 50 will be sought at the forthcoming meeting of creditors. In addition Carter Clark incurred disbursements prior to appointment of £159. A breakdown of these disbursements and also of the time costs is included within Appendix 6.

Begbies Traynor's time costs in this regard amount to £11,584 00 which were accrued for services undertaken in respect of review and providing advice on the company's financial position, general planning and preparation including liaising with chattel agents and solicitors, filing notices in the Royal Court of Justice, and attending to formalities connected with the proposed Administration appointment. The approval of the balance of outstanding time costs in respect of pre appointment matters of £11,584 00 will be sought at the forthcoming meeting of creditors. A breakdown of these time costs is included within Appendix 6.

As mentioned earlier in the report Gordon Brothers were instructed to provide a valuation of the assets pre appointment. My reason for using Gordon Brothers was their experience as Chattel Asset valuers and intangible asset valuers in insolvency scenarios. ITC Auctioneers and Valuers have incurred a fee of £1,500+VAT and Gordon Brothers Europe have incurred a valuation fee in the sum of £1,950 plus VAT in relation to the valuation of the Company's chattel assets and disbursements of £331 45. Gordon Brothers Europe are also due to receive remuneration of 10% of the value of realisations.

Joint Administrators' post appointment costs, remuneration and disbursements

To date, post appointment, the Joint Administrators and their staff have spent 80 8 hours dealing with the administration at a time cost of £23,341 which equates to an average hourly rate of £288 87. In addition, disbursements have also been incurred and further details are set out in Appendix 6. A detailed breakdown in accordance with Statement of Insolvency Practice 9, including the costs of the Joint Administrators' time, charge out rates of the staff undertaking the work and other relevant factors is also included in Appendix 6.

A description of the routine work undertaken in the administration to date is as follows:

- 1 Administration and Planning
 - Preparing the documentation and dealing with the formalities of appointment
 - Statutory notifications and advertising
 - Preparing documentation required
 - Dealing with all routine correspondence.
 - Maintaining case files and electronic case details on IPS case management software
 - Case bordereau
 - Case planning and administration
 - Preparing reports to members and creditors
- 2 Cashiering
 - Maintaining and managing the Joint Administrators' cashbook and bank account
- 3 Creditors
 - Dealing with creditor correspondence and telephone conversations
 - Dealing with employee claims and submission of returns to the Redundancy Payments Service

- Preparing proposals and reports to creditors
- Maintaining creditor information on IPS case management software

4 Investigations

- Review and storage of books and records
- Conduct investigations into background of company and events
- Review books and records to identify any transactions or actions an Joint Administrators may take against a third party in order to recover funds for the benefit of creditors

5 Realisation of Assets

- Corresponding with main contractors
- Review of contract files to determine work done and sums outstanding
- Liaising with agents and meetings with the director regarding vehicles and machinery

In addition to the routine work above, my firm has undertaken other work as described in the section dealing with our actions since appointment

A copy of 'A Creditors Guide to Administrator's Fees' published by the Association of Business Recovery Professionals is available from the CreditZone section of the Carter Clark's website www.carterclark.co.uk Copies of Carter Clark's and Begbies Traynor's fee policies are included within Appendix 6 Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the post-April 2010 version

A hard copy of both the Creditors Guide and our practice's fee policy can be obtained free of charge upon request to our office

As set out in Appendix 6, Agents fees in respect of their work post appointment which have been incurred

In addition post appointment legal fees of £2,096 plus VAT have been incurred by Matthew Arnold Baldwin LLP and this is payable as an expense of the Administration Matthew Arnold Baldwin LLP are specialist insolvency lawyers and have considerable experience in all aspects of insolvency and hence the Joint Administrators reason for instructing them Their fees are based on their time costs

7. Dividend prospects / Prescribed Part

Secured Creditors

Barclays Bank Plc have the benefit of fixed and floating charge as security for the debt owed to them It is anticipated that from the Administration they will be paid in full

Preferential Creditors

As far as the Joint Administrators are aware there are no preferential creditors

Prescribed Part

Section 176A Insolvency Act 1986 provides that, where the company has created a floating charge on or after 15 September 2003, the Joint Administrators must make a prescribed part of the company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured

debts Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets For example, after accounting for preferential debts and the costs of the Administration The floating charge holder may not participate in the distribution of the prescribed part of the company's net property The prescribed part of the company's net property is calculated by reference to a sliding scale as follows

- 50% of the first £10,000 of net property,
- 20% of the net property thereafter,
- Up to a maximum amount to be made available of £600,000

As Joint Administrators will not be required to set aside the prescribed part of net property if

- the net property is less than £10,000 and the Joint Administrators thinks that the cost of distributing the prescribed part will be disproportionate to the benefit, or
- the Joint Administrators applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply

On current information it appears that the floating charge holder will be paid in full from the fixed charge realisations relating to the goodwill, book debts and the long leasehold property Accordingly the provisions relating to the prescribed part will not apply The anticipated floating charge realisations amount to £94,000 On £94,000 the prescribed part would amount to £21,800 but this figure is subject to the costs of the Administration and therefore if the prescribed part does apply the amount available for unsecured creditors will be significantly less

Non preferential creditors

Based on information obtained from the company's accounting records the claims of unsecured creditors were estimated at £1,887,253 68 To date 17 creditors have lodged claims in the sum of £172,893 04 A further 86 creditors with anticipated claims of £1,705,501 39 have yet to submit claims A further proof of debt form is available with this report

I anticipate that there will be a dividend to unsecured creditors will be available although the quantum and timing of the dividend is uncertain at present In order for the dividend to be paid the Administration will have to be converted into a Liquidation as the distribution will not be from the prescribed part.

8. EC Regulation

It is the Joint Administrators' opinion that the EC Regulation on Insolvency Proceedings 2000 apply and these proceedings are main proceedings as defined in Article 3 of the EC Regulation The centre of main interest of the company is in England

9. Creditors' meeting

A creditors meeting has been called under Paragraph 51 of Schedule B1 of the Insolvency Act 1986 for 2 September 2015 to enable creditors to consider the Joint Administrators' proposals, make modifications and vote as appropriate In accordance with Paragraph 58 of Schedule B1 Insolvency Act 1986 it has been decided to hold this meeting by correspondence A proxy form is enclosed for your use and should be returned to Carter Clark no later than 12 noon on 2 September Please attach details of your claim to the returned proxy form, and give information about any security that you hold Completed proxy forms should be returned to these offices Notice of the meeting is enclosed with these proposals As a creditor you can only vote if you complete and send these forms to us and your claim is admitted for voting purposes

Any single creditor or a group of creditors whose debt or debts amount to at least 10% of the total debts of the company may within 5 business days of the date of these proposals require the Joint Administrators to summon a meeting of creditors rather than the matters being dealt with by correspondence. Form 2.21B is enclosed for this purpose. Creditors should note that the Joint Administrators are entitled to ask the creditors requiring a meeting to deposit with them the costs of summoning and holding the meeting.

The meeting of creditors will be given the opportunity to appoint a creditors' committee. A committee is made up of between three and five representatives of creditors who will meet to discuss the Administration of the company. If a committee is appointed then it will be for them to approve my remuneration (and category 2 expenses). If a committee is not appointed then approval of my remuneration (and category 2 expenses) will be considered as part of these formal proposals.

10. End of the Administration

It is proposed that the company shall exit administration by way of conversion to Liquidation under paragraph 83 of Schedule B1 to the Insolvency Act 1986. When the realisation of the company's interests is completed, the Joint Administrators believe that the purpose of the administration will have been achieved. Following payments to the preferential creditors and the expenses of the administration, the Joint Administrators will bring the administration to an end by conversion of the administration to a Creditors Voluntary Liquidation in accordance with paragraph 3 of my proposals.

The liquidator for the purpose of the winding up shall be

- (a) a person nominated by the creditors of the company in the prescribed manner and within the prescribed period,
- (b) if no person is nominated under paragraph (a), the Joint Administrators

11. The Joint Administrators' Proposals

The Joint Administrators' formal proposals in respect of the Company are attached to this report.

12. Other matters

Should you require any further information relating to these proposals or the Administration of the company please do not hesitate to contact Alistair Whipps on 020 8524 1447.



AJ Clark
Joint Administrator
18 August 2015

**A.C.Wellard & Partners Limited
- In Administration**

**STATEMENT OF THE JOINT ADMINISTRATORS'S PROPOSALS
PURSUANT TO PARA 49 OF SCHEDULE 1B OF THE INSOLVENCY ACT 1986**

In accordance with Paragraph 49 of Schedule B1 to the Insolvency Act 1986, We, Alan John Clark of Carter Clark, and Jamie Taylor of The Old Exchange 237 Southchurch Road, Southend on Sea SS1 2EG the Joint Administrators of A C Wellard & Partners Limited - In Administration ("the Company"), make to the creditors the following proposals for achieving the purposes of the Administration which commenced on 23 June 2015

Proposals

The Joint Administrators propose

- 1 That they continue to receive and manage the assets of the company, with a view to realising the company's assets and making a distribution to the preferential creditors. We do anticipate that there will be a distribution to the unsecured creditors. We are, however, not empowered to make a distribution to the unsecured creditors within the Administration, except from the prescribed part, unless we make an application to court. It is proposed that the Joint Administrators be empowered to realise the assets of the company at such time and on such terms as they consider most beneficial, should they consider this course of action to be appropriate.
- 2 The Joint Administrators may investigate and, if appropriate, pursue any claims that the company may have under the Companies Act 2006 or the Insolvency Act 1986 or otherwise. In addition the Joint Administrators shall carry out all acts and generally exercise his powers in a way that he considers to be appropriate and beneficial for the achievement of these purposes for which the Administration was sought.
- 3 That once they believe that the purposes of the Administration have been achieved or are no longer capable of implementation he will bring the Administration to an end. At the conclusion of the Administration the company will move to a creditors' voluntary liquidation.
- 4 During the course of the Administration they will receive and deal with the claims of unsecured creditors.
- 5 The release of the Joint Administrators will occur upon the filing at Companies House of the appropriate form to dissolve the company or convert the administration to a creditors' voluntary liquidation. In addition, the Joint Administrators shall be granted their discharge from all liability in accordance with paragraph 98 of Schedule B1 to the Insolvency Act 1986, 14 days after ceasing to act.
- 6 That the Joint Administrators' remuneration, where no Creditors' Committee is established, be fixed by reference to the time properly given by them (as Joint Administrators) and the various grades of his staff calculated at the prevailing hourly charge-out rates of Carter Clark and Begbies Taynor for attending to matters arising in the Administration.
- 7 That the Joint Administrators be authorised to draw disbursements, including disbursements for services provided by their firms (defined as Category 2 disbursements in Statement of Insolvency Practice 9), in accordance with their respective firm's policies.

- 8 That the Joint Administrators' statement of pre-administration costs be authorised in the sum of £ 22,071 50 plus VAT and disbursements of £159 , under Rule 2 33, where no Creditors' Committee is established, be approved for payment in accordance with Rule 2 67A
- 9 That the Joint Administrators' statement of pre-administration costs, in respect of Gordon Brothers (Europe) Limited, in the sum of £1,950 plus VAT and disbursements of £331 45, under Rule 2 33 of the Insolvency Rules 1986, be approved for payment in accordance with Rule 2 67A of the Rules



AJ Clark
Joint Administrator

The affairs, business and property of the Company is being managed by the Joint Administrators, A J Clark and Jamie Taylor, as agent of the Company and without personal liability

**A.C.Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 1

A.C.Wellard & Partners Limited

STATUTORY INFORMATION

The Company

Company Name	A C Wellard & Partners Limited	
Trading Name	A C Wellard & Partners	
Previous Company Name	-	
Registered Number	02467256	
Date of Incorporation	6 February 1990	
Nature of Business	Wholesale of fruit and vegetables	
Trading Addresses	Channel House, Channel View Road, Dover, Kent CT17 9TJ Unit 15 Menzies Road, Whitfield, Dover, Kent CT16 3NJ The Farm Store, Waldershare Road, Dover, Kent CT15 5HZ Covent Garden Market	
Registered Office	Recovery House Hainault Business Park 15 - 17 Roebuck Road Ilford, Essex IG6 3TU Formerly Thames House Roman Square Sittingbourne Kent ME10 4BJ	
Issued Share Capital	70,000 Ordinary shares of £1 each	
Shareholders	Matthew Hayes Christopher Hayes	20,000 Ordinary £1 shares 50,000 Ordinary £1 shares
Directors	Christopher Hayes Matthew Hayes Timothy Hayes	App 06/02/1990 App 01/03/1995 App 06/02/1990 Res 31/12/2006
Company Secretary	Maureen Hayes	App 06/02/1990
Mortgages & Charges	Barclays Bank plc Debenture Created 30 March 2007	

Barclays Bank plc
Legal Charge
Created 22 June 2007

Barclays Bank plc
Fixed and Floating Charge
Created 31 March 2011

A.C.Wellard & Partners Limited

STATUTORY INFORMATION

The Administrator

Name of Administrators	Alan John Clark of Carter Clark Jamie Taylor of Begbies Traynor
Date notice of intention to appoint Administrator presented to court	12 June 2015
Date of appointment of Administrator	23 June 2015
Court reference number	4119 of 2015
Court in which Administration proceedings were brought	The High Court of Justice, Chancery Division, Companies Court, London
Appointment made by	Directors
Address	Recovery House Hainault Business Park 15 - 17 Roebuck Road Ilford, Essex IG6 3TU

The EC regulation on Insolvency Proceedings will apply in this matter and accordingly the Administration will constitute main proceedings

**A.C. Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 2

A.C.WELLARD & PARTNERS LIMITED

Extracts from Accounts

	<u>Draft</u> Accounts YE 28 02 2014	Unaudited Accounts YE 24 02 2013	Unaudited Accounts YE 26 02 2012
Profit & Loss account	£	£	£
Turnover	7,060,648	6,619,760	5,987,158
Cost of Sales	(4,948,583)	(4,840,350)	(4,236,985)
Gross Profit	<u>2,112,065</u>	<u>1,779,410</u>	<u>1,750,173</u>
Administration expenses	(3,424,616)	(2,673,682)	(2,534,329)
Other operating income	900,963	861,880	755,103
Operating profit/(loss)	<u>(411,588)</u>	<u>(32,392)</u>	<u>(29,053)</u>
Interest Receivable	-	-	-
Interest payable	(34,968)	(10,346)	(16,086)
Profit / (loss) before tax	<u>(446,556)</u>	<u>(42,738)</u>	<u>(45,139)</u>
Taxation	-	-	-
Profit/ (Loss) after tax	<u>(446,556)</u>	<u>(42,738)</u>	<u>(45,139)</u>
Dividends	-	-	-
Retained Profit/Loss brought forward	(153,551)	(110,813)	(65,674)
Prior year adjustment	-	-	-
Reserves carried forward	<u>(600,107)</u>	<u>(153,551)</u>	<u>(110,813)</u>
	£	£	£
Directors remuneration	<u>56,856</u>	<u>53,463</u>	<u>78,278</u>

Balance Sheet

	£	£	£	£	£	£
Fixed assets		315,023		353,881		356,139
Current assets	958,180		1,210,608		726,864	
Creditors amounts < one year	<u>(1,718,299)</u>		<u>(1,572,456)</u>		<u>(1,029,179)</u>	
		<u>(760,119)</u>		<u>(361,848)</u>		<u>(302,315)</u>
Total assets less current liabilities		(445,096)		(7,967)		53,824
Creditors amounts > one year		(85,011)		(75,584)		(94,637)
Provisions for liabilities		-		-		-
		<u>(530,107)</u>		<u>(83,551)</u>		<u>(40,813)</u>
Share Capital		70,000		70,000		70,000
Profit & Loss account		<u>(600,107)</u>		<u>(153,551)</u>		<u>(110,813)</u>
		<u>(530,107)</u>		<u>(83,551)</u>		<u>(40,813)</u>

No management accounts for the subsequent period have been prepared

The statutory accounts for year ended 24 February 2013 were signed by the Board of directors on 27 November 2013

The draft accounts made up to the year ended 28 February 2014 were not filed at Companies House

**A.C. Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 3

Insolvency Act 1986

A C Wellard & Partners Limited
Estimated Statement Of Affairs as at 23 June 2015

	Book Value £	Estimated to Realise £	£
ASSETS			
Leasehold Land & Property	141,628 00	141,628 00	
Goodwill	1,979 00	10,000.00	
Book Debts	297,683 14	178,609 88	
Barclays Bank Plc		(219,631 00)	
		110,606 88	110,606 88
Motor Vehicles	14,500 00	14,500 00	
Lombard North Central Plc		(16,954.00)	
Deficiency c/d		(2,454 00)	
Plant & Equipment	105,452 00		54,500 00
Motor Vehicles	96,756 00		39,500 00
			204,606 88
LIABILITIES			
PREFERENTIAL CREDITORS -			
			NIL
			204,606 88
DEBTS SECURED BY FLOATING CHARGE PRE 15 SEPTEMBER 2003			
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS			
			NIL
			204,606 88
Estimated prescribed part of net property where applicable (to carry forward)			43,921 38
			160,685.50
DEBTS SECURED BY FLOATING CHARGE POST 15 SEPTEMBER 2003			
			NIL
			160,685.50
Estimated prescribed part of net property where applicable (brought down)			43,921 38
			204,606.88
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)			
Deficiency b/d		2,454 00	
Trade & Expense Creditors		1,811,134 16	
HMRC - PAYE/NIC		64,361 47	
HMRC - VAT		9,304 05	
			1,887,253.68
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F C's post 14 September 2003)			(1,682,646.80)
			(1,682,646.80)
Issued and called up capital			
Ordinary Shareholders		70,000 00	
			70,000 00
TOTAL SURPLUS/(DEFICIENCY)			(1,752,646 80)

**A.C. Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 4

Carter Clark
A.C.Wellard & Partners Limited
B - Company Creditors

Key	Name	Address	£
CA01	Arco	Cray Ave, Orpington, Kent, BR5 3QB	504 00
CA06	Absolute Graphix	Unit 6 Swanton Farm, Swanton Lane, Lydden, Kent, CT15 7EY	1,284 40
CA07	Acorn Labels	15 & 17 Burrell Road, St Ives, Cambs, PE27 3LE	2,323 80
CA08	Actionpoint Packaging	Chestnut Court, Otterham Quay, Rainham, Gillingham, Kent	13,722 65
CA09	Andy Graphix Ltd	Unit 7 The Glenmore Centre, Pent Road, Shearway Business Park, Folkestone, Kent, CT19 4RJ	67 20
CA0A	AWM Potatoes Ltd	Cressing Park Farm, Braintree Road, Cressing, Braintree, Essex, CM77 8JB	10,878 00
CA0B	A G Axton & Sons	127/131 Albert Road South, Southampton, SO14 3FR	69 00
CA0C	Affinity Water	Tamblin Way, Hatfield, Herts, AL10 9EZ	0 00
CA0D	AS Import	3 Rue De L'Eglise, 66 680 Canohes, FRANCE	59,273 94
CA0E	Asset Alliance Limited t/a Total Reefer	Alliance House, 85 Main Street, Newmans, ML2 9BG	3,735 13
CB00	British Telecom	Insolvency Operations, Alexander Bain House, 15 York Street, Glasgow, G2 8LA	21 00
CB01	British Gas	c/o Baker Tilly, National Client Service Centre, Salisbury House, 31 Finsbury Circus, London EC2M 5SQ	0 00
CB03	Berries	Chartway Street, Maidstone, Kent, ME17 3JA	44,924 85
CB04	Biffa Municipa Ltd	Lakeside Pavilion, Chaucer Business Park, Watery Lane, Kemsing, Sevenoaks	3,648 38
CB05	Boarderwell Ltd	25a Singledge Lane, Whitfield, Dover, Kent, CT16 3EL	834 00
CB06	Break Bros Ltd	P O Box 222, Ashford, Kent, TN24 8ZL	23 71
CB07	Bruce White Ltd	C58-59, Fruit & Veg Market, New Covent Garden, London, SW8 56JJ	188 78
CB08	Berendsen	PO Box 6114, Basingstoke, RG24 8JP	3,100 93
CB09	Bowlender Limited	Mill House, Sawley, Clitheroe, BB7 4LE	1,027 49
CB0A	Bowlender Limited	C/O Forbes Solicitors, Rutherford House, 4 Wellington Street (st Johns), Blackburn, Lancashire, BB1 8DD	1,056 14
CB0B	Barclays Bank plc (I D)	Churchill Plaza, Churchill Way, Basingstoke, RG21 7GP	149,489 47
CB0C	Barclays Bank plc	1 Churchill Place, London, E14 5HP	67,887 89
CC01	C/M Hayes	September Place, Downs Road, East Studdal, Dover, Kent, CT15 5BX	3,006 00
CC04	Chapple Farm Eggs Limited	Chapple Farm, Gifford Road, Normandy, Surrey, GU3 2AU	2,000 00
CC05	C J Bean & Son	Links Farm, Worth, Sandwitch, Kent, CT14 OBG	6,993 38
CC06	Carlise Refrigeration	Brunthill Road, Kingstown Ind Estate, Carlise, Cumbria, CA3 0EH	9,894 63
CC07	Channel Weighing ITD	16 Chislet Close, Lakes View Int Business Park, Hersden, Canterbury, Kent	340 80

Signature

Carter Clark
A.C.Wellard & Partners Limited
B - Company Creditors

Key	Name	Address	£
CC08	C-Mech Services Ltd	Unit 2 D2 Trading estate , Castle Road, Eurolink, Sittingbourne, Kent, ME10 3RH	557 88
CC09	CMW Group	Ferry Approach, Maison Dieu Road, Dover, Kent, CT16 1QQ	1,815 08
CC0A	Compact & Bale Ltd	Unit 6 The Hop Kils, Goblands Farm Business Centre, Court Lane, Hadlow Tonbridge, Kent, TN11 0LT	442 60
CC0B	Coolload Ltd	27 Ryder Street, Cardiff, South Glamorgan, CF11 9BS	36 00
CC0C	CVME Rental Ltd	Aylesham Ind Estate, Aylesham, Canterbury, Kent, CT3 3EP	7,781 04
CC0D	C & M Hayes	September Place , Downs Road, East Studdal, Dover, Kent, CT15 5BX	5,565 00
CC0E	C & V Tucker	Brecon , Cherry Lane, Mongeham, Deal, Kent, CT14 0HG	856 96
CC0F	CelaVita B V	PO Box 22, 8090 AA Wezep, the Netherlands	0.00
CC0G	Carlisle Refrigeration	Brunthill Road, Kingstown Industrial Estate, Carlisle, Cumbria, CA3 0EH	9,894 63
CD02	Dover Council	2A Brookfield Avenue, Dover, Kent, CT16 3PF	4,752 75
CD03	Dover Glass Centre	2 A Brookfield Avenue, Dover, Kent, CT16 2AH	72 00
CD04	P F Dunford	58 Beresford Road, River, Dover, Kent, CT17 0QR	284 50
CD05	Dover College	Effingham Crescent, Dover, Kent	1,114 91
CE00	East Kent Components	1 Poulton Close, Dover, Kent, CT17 0HL	1,364 15
CE01	E K Fire Protection Ltd	72 Deanwood Road, River, Dover, Kent, CT17 0NU	81 06
CE02	Eclipse Scientific Ltd	Sands Mill, Huddesfield Road, Mirfield, West Yorkshire, WF14 9DQ	3,945 13
CE03	Ecolab Ltd	Pest Accounts, PO Box 11, Northwich, Cheshire, CW8 4DX	257 22
CE04	European Diesel Card	Unit 1 Floor 3, Chalfont Square, Old Foundry Road, Ipswich, Suffolk	3,001 16
CE05	Esso Petroleum Company Ltd	The Cornerstone, PO Box 269, GU21 5AN	286 57
CE06	Electronic Petroleum Company Ltd	The Cornerstone, PO Box 269, GU21 5AN	103 20
CE07	European Salads	Downs Farm, Reigate Road, Ewell, Surrey, KT17 3BY	108 48
CE08	E Russums & Sons Ltd	Edward House, Tenter Street, Rotherham, S60 1LB	101 53
CE09	EDF Energy	Gadeon House, Greenadier Road, Exeter Business Park, Exeter, EX1 3UT	1,238 28
CF02	Frukar B.V.	Handelscentrum Z H Z 61, 2991 LD Barendrecht	23,671 30
CF03	Ferry Fast	Ascot Road, Pershore, Worcs, WR10 2JJ	22,357 87
CF04	Focus Engineering Solutions	5 Milner Road, Elvington, Dover, Kent, CT15 4EQ	1,104 00
CF05	Foresolutions	35 Industrial Park, Southern Roan, Southampton, Hampshire, SO15 1HG	7,318 80
CF06	FF Harvey	16 Tower Hamlets Road, Dover, Kent, CT17 0BJ	1,833 62
CG01	Gilgrove LTd	C144- 147 , New Covent Garden Market, London	4,749 30

Signature _____

Carter Clark
A.C.Wellard & Partners Limited
B - Company Creditors

Key	Name	Address	£
CG02	GE Capital	2630 The Quadrant, Aztec West, Bristol, BS32 4GQ	0 00
CH00	HMRC - VAT	ICHU, Benton Park View, Longbenton, Newcastle, NE99 1ZZ	9,304 05
CH01	HMRC - CT	Insolvency Services, 3rd Floor, Euston Tower, 286 Euston Road, London NW1 3UQ	0 00
CH04	Hallfuels	Esso West London Terminal , Bedfont Road, Stanwell, Stanes, Middx, TW19 7LZS	7,505 52
CH05	Hanrow Ltd	Unit B5 Pegasus Court, Ardglen Road, Whitchurch, Hampshire, RG28 7BP	3,959 76
CH06	Hydraquip Ltd	Station Approach, Adisham, Canterbury, Kent, CT3 3JE	1,044 18
CH07	Universal Hose and Hydraulics t/a Hydraquip	Station Approach, Addishame, Canterbury, Kent, CT3 3JE	0 00
CI00	HMRC - PAYE/NIC	Insolvency Services, 3rd Floor, Euston Tower, 286 Euston Road, London NW1 3UQ	64,361 47
CI01	ING Lease UK Limited	60 High Street, Redhill, Surrey, RH1 1NY	359.99
CI02	Investec	c/o Baker Tilly, Salisbury House, 31 Finsbury Circus, London, EC2M 5SQ	2,928 16
CJ02	J N Fox & Sons UK Ltd	Unit A , The Ridgeway, Ridgeway Trading Estate, Iver, Bucks	3,612 00
CK01	Kent Workwear Ltd	4 Easry Park, Easry, Sandwich, Kent, CT13 0JL	1,655 52
CK02	The Kent Potato Co Ltd	The Packhouse, Wantsum Way, St Nicholas at Wade, Kent, CT7 0NE	7,677 50
CL00	Lingwood Food Services	Units 7&8 Tomo Business Park, Creeping Road, Stowmarket, Suffolk, IP14 5AY	1,580 26
CL01	Logi- France Sarl	Cours D'Alsace , Pla 423, F94619 Rungis Cedex, France	10,849 00
CL02	Lombard North Central PLC	PO Box 520, Rotherham, S63 3BR	16,954 00
CM03	Mendian Fresh Products Limited	c/o CMR Insurance Services, Central House, 3-4 Chalice Close, Wallington, Surrey, SM6 9RU	27,606 10
CM04	McCain Foods Europe BV	Oranjeplaatweg 4A, 4458 NM, S-Heer, Arendskerke, Netherlands	16,987 10
CM05	Moorhouse & Mohan	30-35 Commercial Road, March, Cambridgeshire, PE15 8QP	29,037 96
CM06	Mushroom Man	Unit D61, New Covent Garden Market, London, SW8 5LL	353 25
CN00	Nicesheriffs	Registry Trust Limited, 153-157 Cleveland Street, London, W1T 6QW	0 00
CN02	Newton Trailers	Station Yard, Station Road, Ridgmont, Bedfordshire, MK43 0XP	694 28
CN03	Nisbet Plc	Fourth Way, Avonmouth, Bristol, BS11 8TB	448 48
CN04	NHS Supply	West Way Cotes Park Ind Estate, Alfreton, Derbyshire, DE55 4QJ	7,718.91
CO01	Online MBT	Menzies Road, Dover Port Zone, Whitfield, Dover, CT16 2HQ	1,864 38
CO02	Office Depot	Hampshire, SP10 4JZ	781 18
CP01	Premier Fruits Catering	New Covent Garden, London	6,312 00
CP02	Provenance Potatoes Limited	The coach house Mews, Quex Park, Birchington, Kent, CT7 0BH	5,073 25
CP03	Phillip Court	18 Ardent Road , Whitfield, Dover, Kent	720 00

Signature _____

Carter Clark
A.C.Wellard & Partners Limited
B - Company Creditors

Key	Name	Address	£
CP04	Pinnacle Support	153 Uper Newtownards Road, Belfast, BT4 3HX	2,549 56
CP05	Premier Catering Ltd	Units A65/68, New Covent Garden Market, London, SW8 5EE	1,527 80
CP06	Principle Ltd	Principle House, Parsonage Business Park, Horsham, West Sussex, RH12 4AL	7 16
CP07	Premier Fruits (Covent Garden) Limited	Units D139/142, Fruit and Vegetable Market, London, SW8 5JJ	549,516 07
CQ00	Quality Produce International	Jogchem Van Der Houtweg 33, 2678 Ha De Lier, Netherlands	201,230 54
CQ01	Que Catering Supplies Limited	11 Styles Close, Eurolink East, Sittingbourne, Kent, ME10 3BF	145 00
CR02	Reedlink Ltd	Reedlink House, Frogmore, Hemel Hemstead, Herts, HP3 9RW	284 35
CR03	Riou Pound	Zi De Kerranou , BP1, 29250 St Pol De Leon, France	14,398 40
CS06	Sage (UK) Ltd	Sage House, Benton Park Road, Newcastle Upon Tyne, NE7 7LZ	634 92
CS07	Scania (G B) Ltd	Delaware Drive, Tongwell, Milton Keynes, Bucks, MK15 8HB	1,495 48
CS08	Sharp & Enright	133 Snargate Street, Dover, Kent, CT17 9DA	248 12
CS09	Stanley Security Solutions	Stanley House, Bramble Road, Swindon, Wilts, SN2 8ER	718 20
CS0A	Scania finance GB Limited	Regus House, Fairbourne Drive, Atterbury, Milton Keynes, MK10 9RG	1,828 10
CT02	Thanet Waste Ltd	Richborough Hall Waster Centre , Richborough Hall, Ramsgate Road, Sandwich, Kent, CT13 9NW	766 80
CT03	Town & Country Cleaners Ltd	St Andrews House, Station Road East, Canterbury, Kent, CT1 2BJ	1,022 40
CT04	Toyota Material Handling Ltd	706 Stirling Road Trading Estate, Slough, Berkshire, SL1 1YT	3,826 57
CT05	Trafalgar Equipment Ltd	Unit C, Foundry Close, Horsham, West Sussex, RH13 5TX	48 01
CT06	T W Services Limited	Whitchborough Hall, Ramsgate Road, Sandwich, Kent, CT13 9NW	0 00
CU03	UK Fuels Ltd	Eurosales Drive, Herald Park, Herald Drive, Crewe	2,821 26
CU04	UHY Hacker Young	Thames House, Roman Square, Sittingbourne, Kent, ME10 4BJ	5,302 00
CV00	VGI	C-O Bank Of America, PO Box 524, Sheffield, S98 1AB	396,872 00
CV03	Vaughn Howland	Dunkirk, Faversham, Kent, ME13 9LL	3,337 30
CV04	Verduyn	Galestraat 9 , B-8610, Kortemark	47,903 06
CV05	Vodafone	Vodafone House, The Connection, Newbury, Berkshire, RG14 2FN	4 94
CW00	Western Sussex Hospitals NHS Trust	PO Box 140 Phoenix House , Knowsleys Ind Park, Moorgate Road, Kirby, Liverpool, L33 7RX	7,269 78
CW02	Westbourne Ltd	Aylesham Ind Estate , Aylesham, Canterbury, Kent	75,853 05
CW03	Worldwide Exotics Ltd	C25/27 Fruit & Veg Market, Covent Garden Market, London, SW8 5JJ	3,288 23
CW04	Woods Commercial Services Limited	Aylesham Ind Estate, Aylesham, Canterbury, Kent	75,853 05

Signature _____

Carter Clark
A.C.Wellard & Partners Limited
B - Company Creditors

Key	Name	Address	£
RC00	Mr Christopher Hayes	September Place, Downs road, East Studdal, Dover, Kent, CT15 5BX	0 00
RH00	Mr Matthew Timothy Hayes	Braithwaite, Downs Road, East Studdal, Dover, Kent, CT15 5BX	0 00
115 Entries Totalling			2,119,131.04

Signature _____

Carter Clark
A.C.Wellard & Partners Limited
C - Shareholders

Key	Name	Address	Pref	Ord	Other	Total
HH01	Mr Christopher Hayes	September Place, Downs road, East Studdal, Dover, Kent, CT15 5BX	0	50,000	0	50,000
HH00	Mr Matthew Hayes	Braithwaite, Downs Road, East Studdal, Dover, Kent, CT15 5BX	0	20,000	0	20,000
2 Entries Totalling						70,000

**A.C. Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 5

**A.C.Wellard & Partners Limited
(In Administration)**

**Joint Administrators' Abstract Of Receipts And Payments
To 18 August 2015**

RECEIPTS	Statement of Affairs (£)	Total (£)
Leasehold Land & Property	141,628 00	0 00
Goodwill	10,000 00	0 00
Book Debts	178,609 88	0 00
Motor Vehicles	14,500 00	0 00
Plant & Equipment	54,500 00	0 00
Motor Vehicles	39,500 00	0 00
		<hr/>
		0 00
		<hr/>
PAYMENTS		
Barclays Bank Plc	(219,631 00)	0 00
Lombard North Central Plc	(16,954 00)	0 00
Trade & Expense Creditors	(1,811,134 16)	0 00
HMRC - PAYE/NIC	(64,361 47)	0 00
HMRC - VAT	(9,304 05)	0 00
Ordinary Shareholders	(70,000 00)	0 00
		<hr/>
		0.00
		<hr/>
Net Receipts/(Payments)		0 00
		<hr/>

MADE UP AS FOLLOWS

0 00

Alan J Clark
Joint Administrator

**A.C.Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 6

[illegible]

Staff Grade		Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time cost £	Average hourly rate £
Administration	Administration	0 8							1 2		2 00	552 00	276 00
	Case planning	10 1	10 2								20 30	8,574 00	422 36
Assets	Negotiation of sale of business +/- assets												
Creditors	Other creditors												
	Secured - correspondence and meetings	0 6	4 4								5 00	2 008 00	401 60
Other Matters	Meetings and correspondence with directors	1 0									1 00	450 00	450 00
	Travel												
Total hours by staff grade		12 5	14 6						1 2		28 3		
Total time cost by staff grade £		5,625 00	5,767 00						192 00			11,584 00	
Average hourly rate £		450 00	395 00						160 00				409 33
Total fees drawn to date £												0 00	

Time Entry - Detailed SIP9 Time & Cost Summary

ACW3015 - A C Wellard & Partners Limited
To 23/06/2015
Project Code PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
A01 Initial Client Meetings	0.00	2.00	3.10	0.00	5.10	1,239.00	242.94
A06 Administration	0.00	0.50	47.60	0.00	48.10	9,113.50	189.47
Administration & Planning	0.00	2.50	50.70	0.00	53.20	10,352.50	194.50
A15 Creditor Claims	0.00	0.00	0.50	0.00	0.50	135.00	270.00
Creditors	0.00	0.00	0.50	0.00	0.50	135.00	270.00
Total Hours	0.00	2.50	51.20	0.00	53.70	10,487.50	195.30
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

ACW3015 - A C Weiland & Partners Limited
From 23/06/2015 To 14/08/2015
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
A06 Administration	0.60	3.50	20.70	0.00	24.80	5,275.50	212.72
A26 Drafting Proposals	0.00	0.40	0.00	0.00	0.40	130.00	325.00
Administration & Planning	0.60	3.90	20.70	0.00	25.20	5,405.50	214.50
A14 Customs & Excise	0.00	0.00	0.10	0.00	0.10	17.00	170.00
A15 Creditor Claims	0.00	0.00	9.60	0.00	9.60	1,632.00	170.00
A17 Employee Claims	0.00	0.00	0.50	0.00	0.50	135.00	270.00
Creditors	0.00	0.00	10.20	0.00	10.20	1,784.00	174.90
A10 Investigations	0.00	0.00	0.20	0.00	0.20	34.00	170.00
Investigations	0.00	0.00	0.20	0.00	0.20	34.00	170.00
A11 Debt Recovery	0.00	0.00	3.40	0.00	3.40	648.00	190.00
A09 Asset Realisation	0.00	0.10	0.80	0.00	0.90	168.50	187.22
Realisation of Assets	0.00	0.10	4.20	0.00	4.30	814.50	189.42
Total Hours	0.60	4.00	35.30	0.00	39.90	8,038.00	201.45
Total Fees Claimed						0.00	

Time Cost Summary and Fee Policy

Joint administrators' pre appointment costs

	Fees Charged £	Expenses Incurred £
Pre-administration costs		
Carter Clark	10,487	159.00
Begbies Traynor	11,584	
Agents Fees	4,150	331 45
Amounts paid		-
Unpaid pre-administration costs	26,221	-
Pre administration costs for which approval is being sought (see Statement of Proposals)	<u>26,221</u>	<u>-</u> 490 45

Notes

- 1 The terms of the work undertaken by Carter Clark were subject to an engagement letter signed by the company, dated 20 May 2015
- 2 The pre-appointment work carried out by the Joint Administrators and their teams, in addition to work associated with the Administration appointment, included initial meetings and discussions with the company, reviewing the company's financial position, agreeing a strategy with the directors to place the company into Administration and filing various notices in Court to facilitate the appointment of an Joint Administrators. Further work undertaken included attending the company's premises in conjunction with Gordon Brothers, agents, safeguarding the company's physical assets and assisting the directors with their review of debtors, and ongoing contracts. Discussions with the company's charge holder were also necessary. This furthered the purpose of the Administration by helping to enhance realisations and protect the assets of the company.

This work was undertaken prior to appointment to determine if future trading would be possible and to consider with management invitations for the purchase of the business. A breakdown showing the Joint Administrators schedule of time costs is attached. Time costs are based on six minute units.

The pre-appointment work of Begbies Traynor included meeting the representative of Carter Clark following their request to provide a letter of recommendation to the secured creditor. This included a full review of the available financial information, proposed strategy and effecting the recommendation letter, liaising with the secured creditor and the proposed joint administrator. No payment has been made to Begbies Traynor.

- 3 The payment of the unpaid pre-administration costs set out above is subject to approval in accordance with the Insolvency Rules 1986, Rule 2.67A and is not part of the proposals subject to approval under the Insolvency Act 1986, Schedule B1, Paragraph 53.
- 4 All amounts are exclusive of VAT.

**A.C.Wellard & Partners Limited
In Administration**

Time Cost Summary and Fee Policy

Joint administrators' post appointment costs

Following appointment, the Joint Administrators and his team have been actively managing the remaining business and attempting to find buyers for both the business and the assets. In addition, following discussions with various creditors, investigation work has been undertaken into the affairs of the company and transactions prior to Administration. The work done included the following matters:

- reviewing on going orders,
- discuss sales strategy with agents and directors,
- dealing with employees and the payment of wages and preferential dividends,
- dealing with customers,
- dealing with retention of title claims,
- statutory duties post appointment,
- dealing with potential purchasers and liaising with agents,
- interviews and ongoing discussions with creditors regarding antecedent transactions,
- a detailed review of the company's management accounts,
- consultation and instructions to solicitors regarding antecedent transactions,
- preparing the Joint administrators' report and proposals,

This work was required to further the purposes of the Administration and to enable the Joint Administrators to fulfil his statutory duties.

A summary of costs is set out below. Time costs are based on six minute units. An additional breakdown showing the Joint Administrators' schedule of time costs is also attached.

	INCURRED £	UNPAID £	Fee basis
Joint Administrators' fees	23,241 00	23,241 00	Time costs
Joint Administrators' disbursements	329 52	329 52	Cost
Agents fees	3,300 00	3,300 00	Time costs
Legal fees	2,096 00	2,096 00	Time costs
	<u>28,966 52</u>	<u>28,966 52</u>	

Disbursements	Cost	Basis	Status
Advertising	72 97	Actual	Unpaid
Bond	231 75	Actual	Unpaid
Travel	24 80	Actual	Unpaid
Total	329 52		

Gordon Brothers Europe have assisted with marketing and disposal of the business and assets. Their costs are a combination of percentage realisations, plus office time costs as set out above.

Matthew Arnold Baldwin LLP have assisted in the preparation of the Sale and Purchase Agreement, advised on the validity of the Joint Administrators Appointment and provided other advice where required. Their time costs are based on six minute units as set out above.

In accordance with the split of duties, it may be required for the storage of the Company's books and records to be with Archive Facilities (Southend) Limited.

Archive Facilities (Southend) Limited Collection, scheduling, delivery and subsequent storage of books and records (when not rechargeable as a *Category 1 expense*) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes, Four to Two Hundred Boxes charged at £11 per quarter per box, over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net. This expenditure relates to services provided by an entity that a licensed insolvency practitioner within the firm has an interest in.

Introduction

This statement has been prepared in accordance with the guidelines set out in Statement of Insolvency Practice (SIP) 9 issued by the Association of Business Recovery Professionals. The following information applies to all appointments of partners, associates or staff of Carter Clark to act as any of the following -

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or LLP
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order

When acting as a Nominee, the provisions of the Insolvency Act require that the amount of the fees payable to the office holder be specified within the Debtor's Proposal. Such fees will nevertheless be fixed to take account of the office holder's expected time costs arising as referred to below.

SIP 9, revised on 6 April 2010, applies to all appointments held by Insolvency Licence Holders. The purposes of the SIP include the following -

- set out best practice with regard to the observance of the statutory provisions,
- set out best practice with regard to the provision of information to those responsible for the approval of fees to enable them to exercise their rights under the insolvency legislation,
- set out best practice with regard to the disclosure and drawing of disbursements

SIP's are not to be regarded as definitive statements of the law and no liability attaches to any body or person involved in the preparation or promulgation of SIP's. However, Insolvency Practitioners are expected to have regard to SIP's in carrying out their professional work. This statement sets out the policy of Carter Clark in complying with SIP9 and the manner in which information will be disclosed to creditors.

Remuneration of Insolvency Practitioners

As mentioned above, insolvency legislation was changed on 6 April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This guide explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the court.

Once the basis of the office holders remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn and the time costs incurred. It will also enable the recipient to see the average rates of such costs. Under the new legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once time to challenge the officeholders remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under the old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for insolvency practitioners' fees to be challenged.

Creditors' guides to fees

SIP9 has several appendices that are creditors' guides to fees in relation to the various appointments that may be held by an Insolvency Licence Holder. Our website, www.carterclark.co.uk, provides details of the appropriate creditors' guide to fees which is included in the first notice sent to creditors. Thereafter, the website reference or a link will be repeated with each progress report to creditors. Hard copies are also made available to creditors upon request by writing to Carter Clark, Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford, Essex, IG6 3TU.

Basis of calculating remuneration

Carter Clark will normally seek creditors' approval for remuneration to be fixed on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is one of the bases permitted by the statutory provisions. Once the basis of remuneration has been approved, Carter Clark will be able to draw remuneration from time to time on account without specific reference to creditors. In order to assist creditors in considering whether to grant this approval, the hourly charge out rates in force at the time authority is sought will be disclosed at the earliest opportunity.

The time spent by Carter Clark's partners, associates and staff working on insolvency appointments is recorded on a time recording system. That time is recorded in six minute units and is analysed according to work type and tasks undertaken. Further details are set out below.

Disclosure of time costs

Since 1996, Carter Clark has routinely disclosed the time spent in reports to creditors. The information has been analysed by category and by staff time, including average hourly rates, together with sums drawn on account. This information is reported to creditors in each progress report.

SIP9 recommends that time spent is disclosed by reference to a number of standard activities undertaken by each category of staff. The total time cost relating to each activity will be disclosed together with the average hourly rate. The total time cost and hours spent will also be disclosed. The SIP sets out the following standard activities and examples of work -

Standard Activity	Examples of Work
Administration & Planning	Case planning, administrative set up, appointment notification, maintenance of records, statutory reporting
Investigations	Liquidators / Administrators investigation into affairs of an insolvent company, Company Directors Disqualification Act report, investigation of antecedent transactions
Realisation of assets	Identifying, securing, insuring assets, retention of title claims, debt collection, sale of property, business and assets
Trading	Management of operations, accounting for trading, supplier and employee issues
Creditors	Communication with creditors, dealing with creditors claims, calculation and payment of dividends
Other	Material case specific matters

Our reports disclose total time spent in each category along with an analysis of the time spent by the office holder and his staff in dealing with the case. We also disclose sums drawn on account of remuneration, together with any payments made to third parties in connection with the case. Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The case team will usually consist of a Partner, Associate / Manager, Senior and Assistant. The exact make up of the team depends upon the size and complexity of the assignment and on more complex cases several Seniors/Assistants may be allocated to meet the demands of the case.

Charge out rates

Unless otherwise fixed in accordance with the Insolvency Act 1986, our offices holders fees are often charged by reference to time costs, as incurred, charged at the firms usual rates applicable at the time the work is carried out. Rates may be varied from time to time, and are adjusted to take account of inflation and the firm's overheads. Any changes are at the sole discretion of Carter Clark, and such changes will be notified in retrospect with each report to Creditors. As at 1 November 2014 the maximum* rates applicable, are -

Period	From 01/11/14 £	01/05/10 to 31/10/14 £	01/01/05 to 30/04/10 £
Partners (or equivalent)	310 - 385	300 - 375	250 - 290
Managers	270 - 325	250 - 300	150 - 260
Senior administrators	200 - 250	200	175
Administrators	150 - 190	120 - 175	90 - 160

* Rates vary between individuals, reflecting experience. For certain more complex tasks, Carter Clark may seek to apply a higher rate in respect of work to be undertaken, but subject to prior authorisation in accordance with the Act. For further information on the manner in which an office holder's fees may be fixed, please refer to the applicable Creditors' guide to fees. Support staff will also occasionally charge their time when performing a substantial administrative task within a case. Support staff charge their time at the lower Administrators rate of £150 per hour.

Percentage Basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. Where we would like to realise any assets or type of assets on a percentage basis we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

Fixed Fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Where we would like to charge a set amount for a task or different set amounts for different tasks we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

All bases

Any invoices raised by the firm for any work undertaken will be subject to VAT at the prevailing rate.

Agent's costs

From time to time the office holder will seek the assistance of others to handle insolvency cases. Such expenses are charged at cost based upon the charge made by the Agent instructed. The term Agent includes solicitors, legal advisors, auctioneers, valuers, accountants, tax advisors, quantity surveyors, debt collectors, estate agents and other specialist advisors.

Disbursements

In accordance with Statement of Insolvency Practice 9 the basis of disbursement allocation in respect of disbursements incurred by office holders in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses and disbursements relate to specific expenditure to an independent third party for which an invoice will normally be payable. Examples of such include company searches, postage, advertising, courier costs, external room hire etc. Category 1 expenses and disbursements are recoverable in full without the need for creditor approval.

Category 2 expenses and disbursements for which there will be no third party invoice may include shared or allocated costs. Examples of these include stationery, photocopying, faxes, room hire, storage costs etc. Category 2 expenses and disbursements are recoverable in full with the approval of creditors subject to the basis of the charges being disclosed. The basis of these charges is set out below.

	£	
Ordinary correspondence		No charge for stationery or postage
Reports and circulars	3 50	Administration Proposals / CVL Notices
	2 50	Voluntary Arrangement Proposals / S98 Notices
	1 50	Other reports and meeting notices
	1 00	Other statutory notices
Room hire	A charge will be made by reference to comparable commercial facilities available locally as follows -	
	200	London
Travel & subsistence		At cost to the firm
Storage	An associated company, Ideal Data Limited, may be utilised in handling storage and transportation for the firm. Costs currently are as follows -	
Storage	0 50	Per box, per week
Collection	20 00	Per hour
Listing of documents	1 50	Per box
Box charges	2 25	Per box
Transportation costs	150 00	Per load

Provision of Information

Each statutory report made by the office holder containing an account of receipts & payments relevant to that appointment will generally be accompanied by a Summary of the office holders fees and expenses in the form suggested by SIP9. Where further information is requested, reports will be provided on receipt of a written request to Carter Clark. Carter Clark reserves the right to either refuse to comply with such request or to insist upon payment of costs by the recipient wherever, in their professional opinion, the request is manifestly frivolous or out of proportion to the circumstances.

Authorising Body

Alan J Clark is licensed to act as an Insolvency Practitioner in the UK under the authority of the Institute of Chartered Accountants in England & Wales and holds an enabling bond for the purpose of receiving appointments under his licence.

BEGGIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below:

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below:

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

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

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

Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting.
Car mileage is charged at the rate of 45 pence per mile.
Storage of books and records (when not chargeable as a Category 1 disbursement)

In addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements. The following items of expenditure which relate to services provided by entities within the Begbies Traynor Group are to be charged to the case (subject to approval):

Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by entities within the Begbies Traynor group of which the office holder's firm is a member are also to be charged to the case (subject to approval):

Instruction of Eddisons Commercial Limited to provide assistance with the sale of assets. Their charges will be based on a percentage of realisations plus disbursements.

Instruction of Eddisons Commercial Limited to provide a valuation of the Company's physical assets. Their charges will be based on a fixed fee to be agreed plus disbursements.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services not currently anticipated during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time cost basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100

Administration
Porters

£80
£35

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

Services provided by an entity in which an Office Holder has an interest

The following items of expenditure which relate to services provided by an entity that a licensed insolvency practitioner within the firm has an interest in are also to be charged to the case (subject to approval):

Storage of books and records (when not rechargeable as a Category 1 expense) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes. Four to Two Hundred Boxes charged at £11 per quarter per box over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required and at £15 per hour for each hour thereafter. All figures stated are net.

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

Telephone and facsimile, Printing and photocopying, Stationery

BEGGIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally but vary to suit local market conditions. The rates applying to the Southend-on-Sea as at the date of this report are as follows:

Charge-out rate (£ per hour)
1 May 2011 –
until further notice

Grade of staff

Partner	495
Director	395
Senior Manager	365
Manager	315
Assistant Manager	270
Senior Administrator	235
Administrator	185
Trainee Administrator	160
Support	160

Time spent by support staff such as secretarial, administrative and cashing staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

The office holder may use the services of BTG Contentious Insolvency Division during the course of the case. BTG Contentious Insolvency Division is a specialist department of the office holder's firm which provides forensic investigating services. The current charge-out rates applying to work carried out by BTG Contentious Insolvency Division are as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	395
Senior Manager	365
Assistant Manager	270

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales
² Ibid 1

**A.C.Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 7

Rule 2.48

Notice of conduct of business by correspondence

Name of Company

A C Wellard & Partners Limited

Company number

02467256

In the
High Court of Justice

(full name of court)

Court case number
4119 of 2015(a) Insert full name(s)
and address(es) of
administrator(s)

Notice is hereby given by (a)

Alan J Clark, Carter Clark
Recovery House
15-17 Roebuck Road
Hainault Business Park
Ilford, Essex IG6 3TUJamie Taylor, Begbies Traynor
The Old Exchange
234 Southchurch Road
Southend-on-Sea
Essex SS1 2EG(b) Insert full name and
address of registered

to the creditors of (b) A C Wellard & Partners Limited

Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford Essex IG6 3TU

(c) Insert number of
resolutions enclosed

that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are five resolutions for your consideration Please indicate below whether you are in favour or against each resolution

(d) Insert address to
which form is to be
delivered

This form must be received at

Recovery House 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU

(e) Insert closing date

by 12 00 hours on 2 September 2015 in order to be counted It must be accompanied by details in writing of your claim unless those details have already been submitted for the purpose of a meeting of creditors Failure to do so will lead to your vote(s) being disregarded

Repeat as necessary for
the number of

Resolution (1) That the Joint Administrators proposals are accepted

I am *in
Favour /
Against

resolutions attached

Resolution (2) That a creditors committee be established and I nominate
as a member of the creditors committeeI am *in
Favour /
AgainstIn the event that a Creditors Committee is not established the following resolutions are
proposed

*Delete as appropriate

Resolution (3) That the unpaid Joint Administrators pre administration costs of £10,487 plus
VAT (A J Clark) and £11,584 plus VAT (J Taylor) as detailed in the statement annexed to the
Administrators proposals are approved for paymentI am *in
Favour /
AgainstResolution (4) That the unpaid Joint Administrators disbursements of £159 (A J Clark) as
detailed in the statement annexed to the Administrators proposals is approved for paymentI am *in
Favour /
AgainstResolution (5) That the Joint Administrators pre administration costs, in respect of ITC Valuers
Limited and Gordon Brothers Europe Limited in the sum of £1,500 and £1,950 respectively plus
VAT and disbursements of £331 45, under Rule 2 33 of the Insolvency Rules, be approved for
payment in accordance with Rule 2 67A of the RulesI am *in
Favour /
Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

Name of creditor

Signature of creditor (If signing on behalf of creditor, state capacity e.g. director/solicitor)

If you require any further details or clarification prior to returning your votes, please
contact me/us at the address above

Signed

Joint Administrator(s)
Dated 14 August 2015

**A.C.Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 8

PROOF OF DEBT - GENERAL FORM

**In the matter of A.C.Wellard & Partners Limited
In Administration
and in the matter of The Insolvency Act 1986**

Date of Administration 23 June 2015

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	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 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

**A.C. Wellard & Partners Limited
(IN ADMINISTRATION)**

**JOINT ADMINISTRATORS'S REPORT TO CREDITORS
IN ACCORDANCE WITH RULE 2.33
OF THE INSOLVENCY RULES 1986**

APPENDIX 9

Rule 2.37

Creditor's request for a meeting

Name of Company A C Wellard & Partners Limited	Company number 02467256
In the High Court of Justice (full name of court)	Court case number 4119 of 2015

(a) Insert full name and address of the creditor making the request

I (a)

(b) Insert full name and address of registered office of the company

request a meeting of the creditors of (b)
A C Wellard & Partners Limited

Recovery House
Hainault Business Park
15-17 Roebuck Road
Ilford
Essex

(c) Insert amount of claim

My claim in the administration is (c)

(d) Insert full name(s) and address(es) of creditors concurring with the request (if any) and their claims in the administration if the requesting creditor's claim is below the required 10%

(d)

concur with the above request, and I attach copies of their written confirmation of concurrence

(e) Insert details of the purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated
