

The Insolvency Act 1986

**Statement of administrator's
proposals****2.17B**Name of Company
R L RUGGLES & SONS LIMITED

Company number

~~2765231~~

2675231

In the
THE HIGH COURT OF JUSTICE, COMPANIES COURTCourt case number
4939 OF 2004(a) Insert full name(s) and
address(es) of
administrator(s)I / We (a) Nicholas Hugh O'Reilly and Colin Ian Vickers of Numerica PO Box 2653 66 Wigmore Street,
London, W1A 3RT

* 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

(b) Insert date

(b) 24 September 2004

Signed

Joint / Administrator(s)

Dated

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 searchers of the public record

Mark Siddall, Numerica, PO Box 2653, 66 Wigmore Street, London, W1A 3RT

Tel: 020 7467 4278

DX Number

DX Exchange

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



A618GZ78

A15
COMPANIES HOUSE
COMPANIES HOUSE0210
09/10/04
0301
28/09/04

our ref:

our ref: AO048/J

date: 23 September 2004

please ask for: Mark Siddall

P.O. Box 2653
66 Wigmore Street
London W1A 3RT

T +44 (0)20 7467 4000
F +44 (0)20 7467 4250
DX 42741 Oxford Circus North
www.numerica.biz

TO ALL KNOWN CREDITORS

Dear Sirs

**R L RUGGLES & SONS LIMITED
(IN ADMINISTRATION) ("THE COMPANY")
IN THE HIGH COURT OF JUSTICE
NO. 4939 OF 2004**

1. Introduction

The purpose of this report prepared pursuant to Paragraph 49 of Schedule B1 of the Insolvency Act 1986, is to inform creditors of the joint administrators' proposals.

2. The Administration

Nicholas Hugh O'Reilly and Colin Ian Vickers both of Numerica, PO Box 2653, 66 Wigmore Street, London, W1A 3RT were appointed joint administrators of the Company by the qualifying floating charge holder, Barclays Bank Plc, on 2 August 2004.

The objectives of the administration were:-

- a) to rescue the company as a going concern, or
- b) to 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) to realise property in order to make a distribution to one or more secured or preferential creditors.

The appointment of the joint administrators included a declaration that during the period of the administration they may act jointly or concurrently as the administrators of the Company.

AO048

Numerica is a member of



Numerica LLP is a Limited Liability Partnership
registered in England with number OC307453
Registered Office:
66 Wigmore Street, London W1U 2HQ.

3. Statutory Information

P.O. Box 2658
66 Wigmore Street
London W1U 2HQ

Filed at the Companies House on 13 September 2003
in accordance with section 106 of the Companies Act 1985

Date of incorporation: 6 January 1992

Company number: 2675231

Trading name(s): R L Ruggles & Sons

Registered office: 66 Wigmore Street
London
W1U 2HQ

Previous registered office: Pegasus House
13 Sunnyhill Road
Streatham
London
SW16 2UG

Trading address: Pegasus House
13 Sunnyhill Road
Streatham
London
SW16 2UG

Directors: Andrew Leonard Alexander

Secretary: Susan Elizabeth Pearce

The shareholders of the company are as follows:-

Name of shareholder	Shares	Type
A.L. Alexander	900	Ordinary
D. Terret	100	Ordinary
	<u>1,000</u>	

Extracts from the financial statements available are summarised below:-

Period Ended	Turnover	Gross Profit	Net Profit/ (Loss)	Dividend Paid	Profit & Loss Account Balance
	£	£	£	£	£
28/02/2003	3,212,093	440,029	10,693	Nil	(248,583)
28/02/2002	5,735,084	170,853	(441,967)	50,406	(259,276)

4. Events Leading Up To The Administration

The Company traded as external and internal painters and decorators and was established in 1969. The business was incorporated as a Limited company on 6 January 1992.

The Company encountered increasing competition in the last few years resulting in a reduction in margins and losses being incurred. The director recognised that the business could not continue and therefore decided to cease trading in May 2004. At that time, Mr Eames, the contracts manager, incorporated his own company called Ruggles & Co Limited ("Ruggles & Co") and took over 25 of the 28 employees. The new company also acquired the assets and any associated goodwill attached to the trading name without there being a formal sale agreement. Thereafter all new contracts were entered into by Ruggles & Co.

The Company continued only to complete the existing contracts. For this purpose two employees were kept on.

The Company was encountering severe creditor pressure culminating in winding up petitions being presented to the Court by two creditors. The petitions were due to be heard on 3rd and 4th August 2004.

In view of this the secured creditor, Barclays Bank Plc ("Barclays"), instructed Numerica to carry out an independent solvency review of the Company. As a result of the findings in the review, the Company invited Barclays to appoint administrators in order to protect the value of the Company's remaining assets. Barclays subsequently appointed Nicholas Hugh O'Reilly and Colin Ian Vickers of Numerica as Joint Administrators on 2 August 2004 under its qualifying floating charge.

5. Conduct of the Administration

Immediately following appointment the two petitioning creditors were contacted and the petitions that were due to be heard on 3 and 4 August 2004 have been dismissed.

The assets of the Company comprised the current retentions, final accounts, old claims and disputed debts along with any value there may be in the goodwill of the old business that was transferred to Ruggles & Co.

Roger Metcalfe Associates, a firm of quantity surveyors, were instructed upon my appointment to review the position of the contract debts and to advise on the only outstanding contract to be completed.

A meeting was held between Ruggles & Co and the administrators in relation to agreeing the amount of consideration to be paid for the transfer of the business prior to the appointment of the joint administrators. It was agreed at the meeting that Ruggles & Co would arrive at a figure to begin negotiations. To date we have not yet received an offer and steps will be taken to prevent

numERICA

Ruggles & Co using the trading name should this matter not be concluded in the near future.

Upon appointment, the Company employed two members of staff who were finishing the requisite snagging works on the one remaining contract. These two remaining members of staff were made redundant by the joint administrators on 16 August 2004.

The one remaining contract is in the process of being novated to Ruggles & Co. We have agreed terms for the proposed novation agreement and have issued formal documentation to the employer for engrossment.

To date a total of £16,592 has been received in relation to the outstanding book debts. The remaining book debts are being collected by the director with our collection agent overseeing the process in order to keep costs to a minimum. Should realisations in this respect not meet the joint administrators' expectations, our agent may be instructed to take control of the entire collection process.

Thus far the administration has been financed through the realisation of the outstanding book debts and will continue to be financed in this way.

Objective a) of the administration cannot be achieved as the business was transferred prior to the appointment of the joint administrators.

Objective b) should be achievable as the administration should increase the potential realisation of the Company's book debts compared to if the Company had entered compulsory liquidation. Should there be insufficient realisations to fully distinguish the secured and preferential creditors; objective b) will not be achieved.

It is proposed to exit the administration via a Creditors Voluntary Liquidation ("CVL"). It is proposed that the joint liquidators be the joint administrators, Nicholas Hugh O'Reilly and Colin Ian Vickers of Numerica, PO Box 2653, 66 Wigmore Street, London, W1A 3RT. In accordance with Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117(3) of the Insolvency Rules 1986, creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of the proposals and before the proposals are approved.

Should the joint administrators think that the Company has no property which might permit a distribution to its unsecured creditors, they will send a notice to the Registrar of Companies in accordance with Paragraph 84 of Schedule B1 to the Insolvency Act 1986 and three months after the filing of the notice the Company will be deemed to be dissolved.

6. Directors' Statement of Affairs

In accordance with Paragraph 47 of Schedule B1 of the Insolvency Act 1986, a Statement of Affairs was requested from the director, Andrew Alexander. To date we have not received the document. Upon receipt, a copy of the verified Statement of Affairs will be filed at Companies' House and the Court.

Please find attached at Appendix A, a copy of the statement of affairs that was produced by this firm on 27 July 2004 for use by the Company's secured creditor. This statement was prepared using information provided by the Company but has not been verified by the director.

I also attach at appendix B a list of the Company's creditors including their names, addresses and amounts owed as per information provided by the Company upon the joint administrators' appointment.

7. Outcome for Secured Creditor

Barclays has a fixed and floating charge over the company's assets and undertaking under a debenture created on 18 July 2001. As at the date of appointment the outstanding indebtedness was £167,660 excluding accrued interest. The bank's charge pre-dates the introduction of the corporate insolvency provisions of the Enterprise Act 2002 ("EA2002") on 15 September 2003 ("the implementation date").

Barclays Bank plc also holds security by means of an unlimited cross guarantee and debenture over Pegasus House Limited, which owns the freehold to the Company's former trading premises. In addition the bank also has a personal guarantee from the director Mr. Alexander of £50,000.

8. Position as regards the Preferential Creditors

The preferential claims in respect of the two employees' accrued holiday and unpaid wages have been agreed at £4,165. Upon present information it is uncertain as to whether a dividend will become available.

9. Prescribed Part for Unsecured Creditors

As the company had not granted a floating charge after the implementation date there is no prescribed part available for the unsecured creditors.

10. Estimated Outcome for Unsecured Creditors

Upon present information it is unclear as to whether any funds will become available to make a distribution to unsecured creditors.

11. Meeting of Creditors

An initial creditors meeting in accordance with Paragraph 51 of Schedule B1 to the Insolvency Act 1986, will be held at 66 Wigmore Street, London, W1U 2HQ at 14:00 on 11 October 2004.

12. Administrators' Remuneration

The Administrators are to propose a resolution that the joint administrators' remuneration be based on time properly incurred by the joint administrators and their staff in the course of their duties and that they be authorised to draw fees, plus disbursements and VAT, as and when funds become available in the administration. A creditors' guide to Administrators' fees is enclosed

13. Administrators' Receipts and Payment Account

The administrators' receipts and payment account is attached as Appendix C.

14. E C Regulation

The E C Regulation on insolvency proceedings will apply to these proceedings, which are main proceedings.

15. Administrators' Proposals

We attach a statement of our proposals at Appendix D, which will be considered at the meeting of creditors.

16. Directors' Conduct

Finally, as part of our statutory duties, it is our responsibility to report on the conduct of the directors under the Company Directors Disqualification Act 1986. Should you have any information concerning matters to which reference should be made in that report, we should be grateful if you would write to us formally setting out any facts which you believe should be considered for inclusion.

Dated this 23rd day of September 2004



Nicholas Hugh O'Reilly and Colin Ian Vickers

Joint Administrators

Both licensed by the Association of Chartered Certified Accountants

The joint administrators act as agents of the company and without personal liability.

The affairs, business and property of the company are being managed by Nicholas Hugh O'Reilly and Colin Ian Vickers.

APPENDIX A

RL RUGGLES & SONS LIMITED

ESTIMATED STATEMENT OF AFFAIRS
AS AT 27 JULY 2004

		Book Value £	Administraion £	Compulsory Liquidation £
Assets Subject to Fixed Charge				
Goodwill	1	Nil	Uncertain	Uncertain
Less: Amounts due to Barclays Bank Plc		(185,000)	(185,000)	(185,000)
Estimated surplus/(deficiency) as regards Barclays Bank Plc	c/d	(185,000)	c/d (185,000)	c/d (185,000)
Assets Subject to Floating Charge				
Book Debts	2	882,263	96,681	48,340
Ruggles & Co Limited	1		Uncertain	Uncertain
Inter Company	3	Uncertain	Uncertain	Uncertain
		882,263	96,681	48,340
Amount available for preferential creditors		882,263	96,681	48,340
Liabilities				
Preferential Creditors				
None		Nil	Nil	Nil
Surplus/(deficit) available for floating charge creditors		882,263	96,681	48,340
Deficiency as regards Barclays Bank	b/d	(185,000)	b/d (185,000)	b/d (185,000)
Surplus/(deficit) available for unsecured creditors		697,263	(88,320)	(136,660)
Unsecured Creditors				
Inter Company	3	Uncertain	Uncertain	Uncertain
Inland Revenue	4	(716,992)	(716,992)	(716,992)
HM Customs & Excise	5	(127,316)	(127,316)	(127,316)
Trade and Expense		(415,941)	(415,941)	(415,941)
Accruals	6	(34,602)	(34,602)	(34,602)
Director's Loan Account	7	Uncertain	Uncertain	Uncertain
Hire Purchase	8	(24,531)	(24,531)	(24,531)
Total unsecured creditors		(1,319,382)	(1,319,382)	(1,319,382)
Surplus/(deficit) as regards unsecured creditors		(437,119)	(1,407,702)	(1,456,042)
Share Capital				
Ordinary shares of £1 each		(1,000)	(1,000)	(1,000)
Estimated total surplus/(deficiency) as regards shareholders		(438,119)	(1,408,702)	(1,457,042)

RL RUGGLES & SONS LIMITED
NOTES TO THE
ESTIMATED STATEMENT OF AFFAIRS
AS AT 27 JULY 2004

1 Goodwill

The goodwill of the business, along with the motor vehicles, chattel assets and equipment was transferred to Ruggles & Co Ltd along with the company's chattel assets on 1 May 2004.

At present it is uncertain what value will be attributable to the transfer

2 Book Debts

The book debts can be broken down as follows:

Total	To be agreed	Final Account	Liquidated and Ascertained Damages	Retentions	Contras	Bad/ Not Passed	Uncertain	Future
£	£	£	£	£	£	£	£	£
882,263	128,881	20,121	48,663	87,781	55,277	459,822	62,218	19,500

The company believes that approximately £193,361 will be collectable. A provision of 50% has been applied for the purpose of the Statement of Affairs should the company enter Administration and a further provision of 50% has been made should the company enter compulsory liquidation.

3 Inter company debts

The inter company accounts are yet to be reconciled therefore the amount is shown as uncertain.

The group companies are as follows:

Icarus Services Limited (in Liquidation)

Pegasus House Limited (Formerly Ruggles Group Limited)

Winters Electrical Services Limited

4 Inland Revenue

The figure relates to the previous two years in respect of PAYE/NIC contributions as well as subcontractors tax deductions and is split as follows:

	£
PAYE	326,520
NIC	301,366
Subcon	88,107
Tax credits	999
Total	<u>716,992</u>

5 HM Customs & Excise

The figure of £127,316 relates to the period 1 December 2003 to the present date in respect of unpaid VAT.

6 Accruals

Provisions made for invoices due to be received.

7 Directors Loan Account

It is understood that the company owes Andrew Alexander in respect of a loan account however this is yet to be verified.

As such the debt is shown as uncertain.

8 Hire Purchase Creditors

This relates to the finance outstanding on the motor vehicles. As the vehicles were transferred to Ruggles & Co. Ltd it is assumed that the outstanding finance will transfer as well.

APPENDIX B

RL Ruggles & Sons Ltd B - Company Creditors

Key	Name	Address	£
C400	4 Com Ltd	Brunei House, Mitchell Road, Churchfields, Salisbury, Wiltshire, SP2 7PY	1,528.25
C500	5M	134 Whittingham Lane, Broughton, Preston, Lancashire, PR3 5DD	8,005.41
CA00	Allytower Services Ltd	6-7 Beaulah Crescent, Thornton Heath, Croydon, CR7 8JL	83.67
CA01	Alpha Access and Company	21 Lyconby Gardens, Croydon, Surrey, CR0 7NT	5,016.24
CA02	Anglo Leasing	Anglo Finance Services, Capital House, Bond Street, Bristol, BS1 3LA	96.09
CA03	Anthony Gold	Lloyds Bank Chambers, 186 Streatham High Road, London, SW16 1BG	5,053.52
CA04	APS HSBC Finance UK Ltd	Farncombe Road, Worthing, West Sussex, BN11 2BW	13,672.62
CB00	Beacon Industries Ltd	88 Bartholomew Road, London, NW5 2AS	6,680.40
CB01	Bow Scaffolding Ltd	35-39 Marshgate Lane, Stratford, London, E15 2NQ	38,965.28
CB02	Breeze Resources Ltd	Kingmaker House, Station Road, New Barnet, Herts, EN5 1NZ	17,242.25
CB03	British Telecom	Southern London District, Delta Point, 35 Wellesley Road, Croydon, CR9 2YW	28.48
CB04	Bridget Teahan	35 Westbourne House, Wheatlands, Heston, London, TW5 0SL	750.00
CC00	Canon (UK) Ltd	Canon House, Manor Road, Wallington, Surrey, SM6 0AJ	364.57
CC01	Carpets Direct	Unit 4 Abbots Close, West Byfleet, Surrey, KT14 7JN	3,945.57
CC02	Castleton Signs	25 Mitcham Lane, Streatham, London, SW16 6QL	311.38
CC03	Caswell Environmental Services	Caswell House, Cavendish Road, Stevenage, Hertfordshire, SG1 2ET	3,259.30
CC04	Charles Wilson Engineers Ltd	86 High Street, Harpenden, Herts, AL5 2SP	1,504.03
CC05	Chelsea Glass Ltd	650 Portslade Road, London, SW8 3DH	3,010.36
CC06	Clow Group Ltd	562-584 Lea Bridge Road, Leyton, London, E10 7DW	543.61
CC07	Construction Industry Training Board	Bircham Newton, Kings Lynn, Norfolk, PE31 6RH	17,380.00
CC08	Coronet Cleaning Services	298 Manor Road, Wheathamstead, Herts, AL4 8JG	117.50
CC09	Cory Environmental Ltd Pcs Industrial	Crown Cottage, Mucking Wharf Road, Mucking, Stanford-Le-Hope, Essex, SS17 0RN	1,152.13
CC0A	Cusdens (Victoria) Ltd	52-56 Camden High Street, London, NW1 0LT	449.95
CD00	Dappa Flooring Specialists	Unit 3, Eagle Trading Estate, 25 Willow Lane, Mitcham, Surrey, CR4 4UY	141.00
CD01	Dave Davey	354 King Henrys Drive, New Addington, Croydon, Surrey, CR0 0AB	281.87
CD02	Direct Scaffold Services	15 Maypole Crescent, Darent Industrial Park, Erith, Kent, DA8 2JZ	1,480.15
CE00	Eco Environmental Services Ltd	Wingfield Mansions, 137 Wingfield Road, Plymouth, PL3 4ER	3,908.54
CE01	Electricity Direct UK Ltd	The Courtyard, Alban Park, St Albans, Herts, AL4 0LA	216.82
CE02	Element Roofing	49 Cressingham Grove, Suttbn, Surrey, SM1 4EN	2,661.37
CF00	Fine Art Plasterwork Ltd	638-640 Streatham High Road, Norbury, London, SW16 3QL	3,326.97
CF01	Flypast	6 Churchill B Park, The Flyers Way, Westerham, Kent, TN16 1BT	1,707.18
CG00	Grove Services (UK) Ltd	Pegasus House, 13 Sunnyhill Road, London, SW16 2UG	587.50
CH00	Hertfordshire Stone	5 St Katherine s Close, Ickleford, Hert, SG5 3XS	4,744.60
CH01	HSS Hire Group Ltd	25 Willow Lane, Mitcham, Surrey, CR4 4TS	2,316.84
CI00	ICI Contract Direct	PO BOX 12, Altrincham, WA14 5PU	1,210.07
CI01	Icarus Office Services Ltd	In Liquidation, Pegasus House, 13 Sunnyhill Road, London, SW16 2UG	1,324.57
CI02	Inland Revenue	Receivables Management, Enforcement & Insolvency, Durrington Bridge House, Barrington Road, Worthing, BN12 4SE	0.00
CJ00	James Todd & Co	No's 1 & 2 The Barn, Oldwick, West Stoke Road, Lavant, Chichester, West Sussex, PO19 9AA	2,136.17

Signature

RL Ruggles & Sons Ltd B - Company Creditors

Key	Name	Address	£
CJ01	Jays Scaffold Sev Ltd	7 Grinstead Road, London, SE8 5AD	382.63
CK00	Kevin Eames	25 South Drive, Orpington, Kent, BR6 9NG	235.00
CK02	Kalon Group Plc	Huddersfield Road, Birstall, Bailey, West Yorkshire, WF17 9XA	23.75
CL00	London's partnership	26 Oliver Road, Rainham, Essex, RM13 7UH	681.50
CM00	M & D Services Ltd	183 Greenvale Road, Eltham, London, SE9 1PG	5,393.21
CM01	Metwin Limited	104 Chingford Mount Road, Chingford, London, E4 9AA	6,004.91
CM02	Minorplanet Limited	Greenwicj House, Sheepsca, Leeds, LS7 2AA	117.50
CM03	MSR	11 Northallerton Way, Romford, Essex, RM3 7XP	972.95
CN00	N.V. Braimbridge	22 Upper Park Road, London, NW3 2UP	3,400.00
CN01	Nicholas West Brickwork Specialist	Barnsdale Road, Cuxton, Rochester, Kent, ME2 1HB	3,531.46
CO00	O2	260 Bath Road, Slough, Berks, SL1 4DX	189.36
CO02	Orange	Payments Processing, South End on Sea, SS99 6LU	1,600.03
CO03	Orion Electrotech Ltd	5 Alton House, Gatehouse Way, Aylesbury, Buks, HP19 8HN	1,439.81
CP00	Prefergrant Services T/A Loft Ladders	Unit C2, 83 Copers Cope Road, Beckenham, Kent, BR3 1NR	2,852.61
CP01	Paint Service Company (Victoria) Ltd	19 Eccleston Street, London, SW1	4,616.38
CP02	PJM Construction	34 Sundown Avenue, Dunstable, Beds, LU5 4AJ	2,090.39
CP03	Poletech Scaffolding Services	Sailors Bridge Cottage, Woburn Road, Kempston, Bedford, MK43 9AH	10,408.53
CP04	Poujoulat	Keddy-Pujoulat (UK) Ltd, 105-109 Oyster Lane, Blyfleet, Surrey, KT14 7HJ	2,385.25
CP05	Power Cradles Ltd	52B Florence Road, New Cross, London, SE14 6QL	39,432.01
CP06	Premier Despatch (Croydon) Ltd	15-21 Risborough Street, London, W8 5EH	136.89
CR00	Royal Borough of Kensington & Chelsea	The Town Hall, Hornon Street, London, W8 7NX	0.00
CR01	RPH Hire Services	Brook Road, Redhill, Surrey, RH1 6DW	0.00
CS00	Sean Mahoney	48A Ridge Avenue, Upminster, Essex, RM14 2LX	1,439.37
CS01	Scaffix Erections	The Office at Woodside Cottage, Nethyergate Street, Hopton, Dias Norfolk, IP22 2QZ	9,999.28
CS02	Scottish Windows	Pension Department, POBOX 918, 15 Dalkeith Road, Edinburgh, EH16 5XA	558.13
CS03	S.D.S (LONDON) Ltd	185-189 Northcote Road, Battersea, London, SW11 6QF	181.27
CS04	Select Roofing	170 Thornley Lane South, Reddish, Stockport, SK5 6QL	12,080.00
CS05	Simply Alarming	Pegasus House, 9 Sunnyside Road, London, SW16 2UG	13,256.99
CS06	Skyway Scaffolding Ltd	3 Cherry Hill Gardens, Croydon, Surrey, CR0 4QL	1,425.00
CS07	South London Decorators Merchants	547-549 Norwood Road, West Norwood, London, SE27 9DL	2,129.14
CS08	Speedy Hire Centres (Southern) Ltd	Northern Way, Bury St Edmunds, Suffolk, IP32 6NL	58.40
CS09	Stone Age Restoration Limited	104 Colne Road, East Tilbury, Essex, RM18 8RF	9,040.95
CS0A	System Clad Ltd	82 Riverside III, Sir Thomas Longley Road, Medway City Estate, Rochester, Kent, ME2 4BH	3,595.36
CS0B	Speedy Lifting Limited	Pentagon Island, Nottingham Road, Derby, DE21 6BW	0.00
CT00	The Royal Borough of Kensington & Chelsea	Environmental Services, 19-27 Young Street, London, W8 5EH	1,220.00
CT01	Tonerflow	Montrose House, 412-416 Eastern Avenue, Ilford, Essex, IG2 6NQ	757.86
CT02	Tower Asphalt Limited	Raine Street, Wapping, London, E1W 3RG	4,300.94
CT03	Train Kemp	Consulting Engineers, 10 Kennington Park Place, London, SE11 4AS	1,313.06

Signature

**RL Ruggles & Sons Ltd
B - Company Creditors**

Key	Name	Address	
CT04	TVF (UK) Ltd	59/69 Queens Road, High Wycombe, Bucks, HP13 8HA	412.42
CV00	V J Orma & Co	45 South View Drive, South Woodford, London, E18 1NR	919.94
CW00	Wing Preservation Ltd	207 Kingsbridge Road, Morden Park, Surrey, SM4 4PX	1,713.92
CW01	Winters Electrical Services Ltd	1st Floor Smitham House, 127 Brighton Road, Coulsdon, Surrey, CR5 2XB	61,143.31
EJ00	Anthony Johnson	48 Norbury Crescent, London, SW16 4TF	0.00
ES00	Mr P Sheehan	3 Howard Road, South Norwood, London, SW25 5BU	0.00
82 Entries Totalling			366,641.78

Signature _____

APPENDIX C

RL Ruggles & Sons Ltd
(In Administration)
Joint Administrator's Abstract of Receipts And Payments
To 24/09/2004

	Total
	£
RECEIPTS	
Book Debts	16,591.97
VAT Payable - Fixed	2,722.80
	<hr/>
	19,314.77
	<hr/>
 PAYMENTS	
Direct Wages	1,929.04
Direct Expenses	29.20
Bank Charges	4.63
Legal Fees (1)	2,695.19
Statutory Advertising	84.60
Bank Charges	2.10
VAT Receivable - Float	486.47
	<hr/>
	5,231.23
Balances In Hand	14,083.54
	<hr/>
	19,314.77
	<hr/>

U.S. Department of Justice
Federal Bureau of Investigation
Washington, D.C. 20535
U.S. Administrative Administration

APPENDIX D

THE INSOLVENCY ACT 1986

**STATEMENT OF THE PROPOSALS OF THE JOINT ADMINISTRATORS
OF R L RUGGLES & SONS LIMITED (IN ADMINISTRATION)**

**PURSUANT TO PARAGRAPH 49(1) OF SCHEDULE B1 TO
THE INSOLVENCY ACT 1986**

1. These are the proposals of Nicholas Hugh O'Reilly and Colin Ian Vickers, the Joint Administrators of R L Ruggles & Sons Limited pursuant to paragraph 49(1) of schedule B1 to the Insolvency Act 1986.
2. The joint administrators think that objective (a) of the administration, as detailed in paragraph 3(1) of Schedule B1 of the Insolvency Act 1986, will not be achieved as the business had been transferred prior to their appointment. As such it is envisaged that objective (b) or (c) will be achieved.
3. The Joint Administrators propose:
 - a) that they will continue to realise the remaining assets of the company.
 - b) that following a reasonable period of time to achieve proposal (a) and if they think the company has sufficient property to permit a distribution to its unsecured creditors, they will send notice to the Register of Companies in accordance with paragraph 83 of schedule B1 to the Insolvency Act 1986 for the company to be placed into Creditors Voluntary Liquidation. The proposed liquidators are to be Nicholas Hugh O'Reilly and Colin Ian Vickers of Numerica.
 - c) that if they think the company has no property which might permit a distribution to its unsecured creditors, they will send a notice to the Registrar of Companies in accordance with paragraph 84 of schedule B1 to the Insolvency Act 1986 and three months after the filing of the notice the company will be deemed to be dissolved having given due consideration to points (a) and (b) above. .
 - d) the joint administrators' fees be agreed on a time cost basis in accordance with their charge out rates applicable from time to time plus disbursements, including those disbursements known as category 2 disbursements and VAT and be drawn when they see fit.

Dated this 23rd September 2004


.....
Nicholas Hugh O'Reilly
Joint Administrator

Notice of a meeting of creditors

Name of Company
R L RUGGLES & SONS LIMITED

Company number
2675231

In the
HIGH COURT OF JUSTICE, CHANCERY
DIVISION, COMPANIES COURT [full name of court]

Court case number
4939 OF 2004

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

Notice is hereby given by (a) NICHOLAS HUGH O'REILLY AND COLIN IAN
VICKERS OF NUMERICA, PO BOX 2653, 66 WIGMORE STREET, LONDON,
W1A 3RT

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

that a meeting of the creditors of (b) R L RUGGLES & SONS LIMITED, 66
WIGMORE STREET, LONDON, W1A 3RT

(c) Insert details of place
of meeting

is to be held at (c) NUMERICA, 66 WIGMORE STREET, LONDON, W1A 3RT

(d) Insert date and time of
meeting

on (d) MONDAY 11 OCTOBER 2004 at 14.00 hrs.

The meeting is:

an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act
1986 ("the Schedule");

I invite you to attend the above meeting.

A proxy form is enclosed which should be completed and returned to me by the date
of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me,
not later than 12.00 hours on the business day before the day fixed for the meeting,
details in writing of your claim.

Signed

Joint / Administrator(s)

Dated

22/9/2004

A copy of the proposals is attached

Proxy (Administration)

R L RUGGLES & SONS

Name of Creditor _____

Address _____

Name of Proxy Holder

1 _____

2 _____

3 _____

Please insert name of person (who must be 18 or over) or the Chairman. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy-holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on 11 October 2004, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting Instructions for resolutions

*Please delete as appropriate

1. For the *acceptance/rejection of the joint administrators' proposals as circulated (*with the following modifications):-

2. For the appointment

of _____

of _____

representing _____

as a member of the creditors' committee.

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS _____

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature

Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be the joint administrator or an experienced member of his staff.

R L RUGGLES AND SONS (IN ADMINISTRATION)

Proxy (Administration)

Date of Administration: 2 August 2004

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 of the company went into administration.	£
4.	Details of any documents by reference to which the debt can be substantiated. (Note: any document or evidence to substantiate the claim may be called for)	
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 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 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	

Admitted to vote for £

Admitted preferentially for £

Admitted non preferentially for £

Date

Date

Administrator

Administrator

A CREDITORS' GUIDE TO ADMINISTRATORS' FEES**ENGLAND AND WALES****1 Introduction**

- 1.1 When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees and explains the basis on which fees are fixed.

2. The nature of administration

- 2.1 Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court in order to achieve the following statutory purposes:-
- to rescue the company as a going concern; or
 - to achieve of 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
 - to realise property in order to make a distribution to one or more secured or preferential creditors.

Administration may be followed by a company voluntary arrangement or liquidation.

3 The Creditors' Committee

- 3.1 The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is established at the meeting of creditors which the administrator is required to hold within 10 weeks of the commencement of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee ask for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide such information as it may require.

4 Fixing the administrator's fees

- 4.1 The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed either:
- as a percentage of the value of the property which the administrator has to deal with, or
 - by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration.

It is for the creditors' committee (if there is one) to determine on which of these bases the remuneration is to be fixed, and if it is fixed as a percentage, to fix the percentage to be applied. Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case;
- any responsibility of an exceptional kind or degree which falls on the administrator;
- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties.
- the value and nature of the property which the administrator has to deal with.

- 4.2 If there is no creditors' committee, or the committee does not make the requisite determination, the administrator's remuneration may be fixed by a resolution of a meeting of creditors having regard to the same matters as the committee would. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator.

5 What information should be provided by the Administrator?

5.1 When seeking fee approval

5.1.1 When seeking agreement to his fees the administrator should provide sufficient supporting information to enable the committee or the creditors to form a judgement as to whether the proposed fee is reasonable having regard to all the circumstances of the case. The nature and extent of the supporting information which should be provided will depend on:

- the nature of the approval being sought;
- the stage during the administration of the case at which is being sought; and
- the size and complexity of the case.

5.1.2 Where, at any creditors' or committee meeting, the administrator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case.

5.1.3 Where the administrator seeks agreement to his fees during the course of the administration, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the administrator should disclose to the committee or the creditors the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case. The additional information should comprise a sufficient explanation of what the administrator has achieved and how it was achieved to enable the value of the exercise to be assessed (whilst recognising that the administrator must fulfil certain statutory obligations that might be seen to bring no added value for creditors) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4.1 above. To enable this assessment to be carried out it may be necessary for the administrator to provide an analysis of the time spent on the case by type of activity and grade of staff. The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff:

- Director
- Manager
- Other senior professionals
- Assistants and support staff.

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the administrator's own initial assessment, including the anticipated return to creditors. To the extent applicable it should also explain:

- Any significant aspects of the case, particularly those that affect the amount of time spent.
- The reasons for subsequent changes in strategy.
- Any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make.
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement.
- Any existing agreement about fees.
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees.

It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases.

- 5.1.4 Where the fee is to be charged on a percentage basis the administrator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by a administrator or his staff.

5.2 After fee approval

Where a resolution fixing the basis of fees is passed at any creditors' meeting held before he has substantially completed his functions, the administrator should notify the creditors of the details of the resolution in his next report or circular to them. In all subsequent reports to creditors the administrator should specify the amount of remuneration he has drawn in accordance with the resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the administrator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out.

5.3 Expenses and disbursements

There is no statutory requirement for the committee or the creditors to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the administrator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the administrator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

6 What if a Creditor is Dissatisfied?

- 6.1 If a creditor believes that the administrator's remuneration is too high he may, if at least 25 per cent in value of the creditors (including himself) agree, apply to the court for an order that it be reduced. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing. Unless the court orders otherwise, the costs must be paid by the applicant and not as an expense of the administration.

7 What if the Administrator is Dissatisfied?

- 7.1 If the administrator considers that the remuneration fixed by the creditors' committee is insufficient he may request that it be increased by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient, he may apply to the court for it to be increased. If he decides to apply to the court he must give at least 14 days notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

8 Other matters relating to fees

- 8.1 Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.
- 8.2 If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

8.3 In a case where the administrator has made a statement that the company has insufficient property*to enable a distribution to be made to unsecured creditors other than by virtue of the prescribed part, a resolution of the creditors shall be taken as passed if (and only if) passed with the approval of:

- (a) each secured creditor of the company; or
- (b) if the administrator has made or intends to make a distribution to preferential creditors:-
 - (i) each secured creditor of the company; and
 - (ii) preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval.