

AM03

Notice of administrator's proposals



Companies House

SATURDAY



A8HVW1MR

A22

09/11/2019

#257

COMPANIES HOUSE

1 Company details

Company number 02760232

Company name in full Jena Tec Precision Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Michael

Surname Solomons

3 Administrator's address

Building name/number 82 St John Street

Street

Post town London

County/Region

Postcode EC1M4JN

Country

4 Administrator's name

Full forename(s) James

Surname Robinson

1 Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address

Building name/number Tong Hall

Street

Post town Tong

County/Region West Yorkshire

Postcode BD40RR


Country

1 Other administrator

Use this section to tell us about
another administrator.

AM03

Notice of Administrator's Proposals

6		Statement of proposals	
		<input checked="" type="checkbox"/> I attach a copy of the statement of proposals	
7		Sign and date	
Administrator's Signature	Signature 		
Signature date	^d 0 ^d 7	^m 1 ^m 1	^y 2 ^y 0 ^y 1 ^y 9

AM03 Notice of Administrator's Proposals



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Louise Bennett

Company name BM Advisory

Address 82 St John Street

Post town London

County/Region

Postcode E C 1 M 4 J N

Country

DX

Telephone 020 7549 8050



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

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

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

TO THE MEMBERS AND ALL KNOWN CREDITORS

82 St John Street
London EC1M 4JN

T +44 (0)20 7549 8050
F +44 (0)20 7549 2400
E info@bm-advisory.com

www.bm-advisory.com

Our ref: LB/JEN001MS

7 November 2019

Dear Sirs

Jena Tec Precision Limited - In Administration ("the Company")
Company Number: 02760232

I refer to my initial circular to creditors dated 20 September 2019, which advised that James Robinson of Finn Associates and I of BM Advisory were appointed as Joint Administrators of the Company on 17 September 2019. Please find enclosed the Administrators' proposals to creditors, pursuant to paragraph 49 of Schedule B1 of the Insolvency Act 1986 (as amended).

Should you have any queries or require further information, please do not hesitate to contact Nick Stratten on 020 7549 2365 or nick.stratten@bm-advisory.com.

Yours faithfully

For and on behalf of
Jena Tec Precision Limited



Michael Solomons
Joint Administrator

Enc.

JENA TEC PRECISION LIMITED – IN ADMINISTRATION

**ADMINISTRATORS' PROPOSALS PURSUANT TO PARAGRAPH 49
OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986 (AS AMENDED) ("the Act")**

1. INTRODUCTION

Michael Solomons of BM Advisory of 82 St John Street, London, EC1M and James Robinson of Finn Associates of Tong Hall, Tong, West Yorkshire, BD4 0RR were appointed Administrators of the Company on 17 September 2019, following an application by the director of the Company.

The Administrators' appointment specified that they would have the power to act jointly and severally. They have exercised and will continue to exercise all of their functions jointly and severally as stated in the notice of appointment. The Administrators are bound by the Insolvency Code of Ethics and the regulations of their licensing body when carrying out all professional work relating to this matter. The duties between BM Advisory and Finn Associates have been divided and it has been agreed BM Advisory will deal with all matters relating to administration and planning, statutory compliance, asset realisations, trading and creditor obligations and Finn Associates will deal with investigation matters only.

Statutory information relating to the Company is attached at **Appendix I**. These proposals are deemed to be delivered to creditors on 11 November 2019.

2. BACKGROUND AND EVENTS LEADING TO THE APPOINTMENT OF ADMINISTRATORS

Company background

The Company was incorporated on 29 October 1992 on behalf of S & D Lawrence, with the purpose of manufacturing machine tool spindles. Originally set up as Jena Rotary Technology Ltd, the business later became Kuroda Jena Tec Ltd and has used the trade names: Boneham & Turner, Moss Machine Tools and Kuroda Jena Tec. The trading premises have always been at Unit C2, Willow Drive, Annesley, which are leased premises. The premises were subject to a lease guarantee by the former tenant, Kuroda Holdings Ltd, who were liable for all costs and dilapidations up to the next break, which falls in March 2022. It is estimated that vacating the premises would create a liability of c.£400,000.

The principal activities of the Company were the design and manufacture of specialist rotating equipment, such as spindles, largely for the machine tool industry. The Company also supplied linear technology such as actuators and ballscrews. The business also specialised in the "all makes" repair of spindles and linear products.

The Company was acquired by Vinco Engineering Ltd, a company which is wholly owned by the sole director, John C Truman ("the Director"), from Kuroda Holdings Limited, in 2018, and the transaction was funded by him personally. The business utilised an Invoice Discounting facility from HSBC Invoice Finance Ltd ("HSBCIF"), to assist in cash flow. The purchase involved a sum on completion and a deferred element which incorporated staged payments.

The business has traded with between fifteen and twenty staff during the past three years, these being skilled machinists, assemblers, mechanical engineers, sales professionals and administrative staff.

In the financial year leading up to the failure of the Company, there was a loss of several staff relating to the sale function, including the sales director, additionally there were back office staff that were not available to the Company for a prolonged period.

Please note that the Company background and history is based on publically available information and information provided to the Administrators by the director.

Summary of financial history

A summary of the Company's recent trading performance is shown below:

Profit and loss account	Year ended 28 February 2018 Audited £	Year ended 28 February 2017 Audited £	Year ended 29 February 2016 Audited £
Turnover	2,037,074	2,028,707	1,828,946
Costs of Sales	(1,286,907)	(1,305,047)	(1,279,867)
Gross margin	750,167	723,660	549,079
<i>Gross margin %</i>	<i>37%</i>	<i>36%</i>	<i>30%</i>
Distribution costs	(39,356)	(33,585)	(39,736)
Administrative expenses	(862,177)	(720,167)	(703,115)
Operating profit/(loss)	(151,366)	(30,092)	(193,772)
Interest receivable and similar income	-	26	-
Interest payable and expenses	(769)	(4,133)	(4,779)
Profit/(loss)	(152,135)	(34,199)	(198,551)

Source: Audited accounts

Balance sheet	As at 28 February 2018 Audited £	As at 28 February 2017 Audited £	As at 29 February 2016 Audited £
Fixed assets	134,301	199,327	274,282
Current assets			
Stocks	210,130	243,045	468,956
Debtors	254,056	354,741	304,277
Cash at bank	125,572	94,605	47,289
	724,059	891,718	1,094,804
Liabilities			
Creditors: within one year	(452,665)	(477,102)	(650,526)
Net assets/(liabilities)	271,394	414,616	444,278
Called up share capital	1,351,000	1,351,000	1,351,000
Other reserves	16,624	16,624	16,624
Profit and loss account	(1,096,230)	(953,008)	(923,346)
	271,394	414,616	444,278

Source: Audited accounts

It should be noted that the accounts have not been verified for accuracy and therefore, may not reflect the Company's true trading position.

Reasons attributable to the appointment of Administrators

In July 2019, the second phase of payments were due to the previous owners. The cashflow forecast, upon which the Director relied, had anticipated that the payments would be possible. Unfortunately, due to lower than predicted trading volumes and late supplier deliveries, turnover was significantly below expected levels. This was due to a combination of the reduced sales staff and a general downturn in the industry. During this period there was also an accrual of liability to HM Revenue & Customs ("HMRC").

At this point the Director negotiated a "time to pay" arrangement with HMRC, he looked to restructure the payment terms with Kuroda Holdings Ltd and he reduced the overheads through not replacing the staff that had left. Whilst this provided short-term relief, turnover was not sufficient to service the existing debt and, in August, the Director then sought professional advice from James Robinson of Finn Associates Ltd ("Finn Associates").

Finn Associates subsequently introduced the Company to Michael Solomons of BM Advisory as they have specific sector knowledge. BM Advisory initially met with the director of the Company, on 11 September 2019 to advise on possible options for restructuring the business as a result of the business having insufficient turnover to service its existing debts. The potential options of continuing the business on the basis of securing additional funding, Creditors' Voluntary Liquidation and Administration were all considered together with selling the business as a whole.

Due to the Company's financial position, the lack of back office resources necessary to facilitate any recovery, and in order to preserve the business as a whole, the Company was placed into Administration on 17 September 2019.

Neither the Administrators nor BM Advisory or Finn Associates have had any prior relationship with the Company, its director or shareholder, other than the work undertaken in the pre-appointment (details of which are set out in this report) and to assist with placing the Company into Administration.

3. OBJECTIVES OF ADMINISTRATION AND STRATEGY FOR ACHIEVEMENT BY THE ADMINISTRATORS

The Administrators are officers of the Court and must perform their duties in the interests of the creditors as a whole. The purpose of the Administration process is to achieve one of the three objectives set out in the Act, namely:-

- (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 as the financial circumstances of the Company meant that it could not be rescued as a going concern through a share sale and a Company Voluntary Arrangement was not appropriate either.

The purpose of the Administration is therefore objective (b), being to achieve a better result for the creditors as a whole than would be likely if the Company was placed directly into Liquidation. This has been accomplished through trading the Company whilst a subsequent sale of the business as a going concern was achieved which allowed for the transfer of employees and the continuation of the business. Further details are set out in this report.

The insolvency legislation has set a 12 month maximum duration for Administrations, unless the period is extended by the Court or the creditors. If the Administration cannot be completed within 12 months then it will be necessary to either apply to Court, or seek approval from creditors, to extend the Administration.

Further information can also be found at www.creditorinsolvencyguide.co.uk which is designed to provide creditors with a step by step guide to the insolvency process.

4. CONDUCT OF THE ADMINISTRATION

Actions of the Administrators following appointment

On the date of appointment one of the Administrators and his staff attended the trading premises of the Company. Having previously met with the director the preceding week, it had been preliminarily agreed that the Joint Administrators would trade the business whilst a purchaser was sought for the business and assets. Key Appraisal Ltd ("Key Appraisal"), a firm of professional valuers and assets had visited the site prior to appointment and had given an indicative valuation of the business and assets.

On day one the Administrators' team reviewed the staffing costs and overheads in order to assess the costs which would be accrued during a short trading period. A review of the sales and repairs pipeline was also undertaken in order to ascertain whether trading would be justified. Although the sales pipeline did not indicate that a short-term trading period would be profitable, the overheads were not such that trading would be prohibited and would allow for the asset realisations to be maximised.

Due to the nature of the business, that being precision engineering, ensuring that the factory floor was operational when interested parties visited the premises was deemed essential. Also, the ongoing works being carried out protected the value of the business. The director also indicated that the staff, if stood down, may find alternative employment, which would increase the start-up costs for any acquirer and may preclude the opportunity to generate a going concern sale.

The Administrators' team held regular meetings with the staff in order to keep them apprised of the sale process. *In the period leading up to the Administration a number of staff of the Company were unavailable, this left the back-office with insufficient cover leading to a back-log in administrative duties.* The Administrators attempted to remedy this through the provision of staff to reconcile the debtor ledger for the purpose of ensuring that HSBCIF would be in a position to collect the sums due in advance of reassigning the ledger to the Company.

In the first two weeks of trading the Joint Administrators, the Director and Key Appraisal met with a number of interested parties. Whilst this generated interest for the chattel assets of the Company, no offers for the business as a going concern were made. Following ten days of trading, it was decided that, should no offer for the business be received by 27 September 2019 then the Company would cease trading and a chattel sale be conducted. At this time one party which had made an offer for the chattel assets offered to fund an offer from Mr Truman for the business and assets as a going concern and an offer was received on 27 September 2019.

Although the cash-flow forecast indicated that further trading would unlikely to be profitable in the short term, in order to protect the value of the business and ensure the employees did not waiver in their support, it was decided to continue to trade. During this period a number of customers requested that their products, which were with the Company for repair, be delivered up. This was facilitated wherever possible.

Those orders that were completed within the trading period were invoiced for and either dispatched or made available for collection. Although it was not possible to afford warranties on these goods, Mr Truman gave certain customers an assurance that works would be made good should he be in a position to acquire the business as a going concern.

As the business continued to trade it was necessary to process a month end payroll. As turnover had not been sufficient to discharge the payroll costs, the Joint Administrators relied upon the funds that were available from the Company's cash at bank.

As mentioned above, the value of the business would have been significantly reduced should the Company have ceased trading. Due to there being no back-office staff in a position to support the Director in the day-to-day running of the business, an expedited Administrators' appointment was required. As the Notice Of Intention to appoint an Administrator had been filed on 9 September 2019, and served on the Qualifying Floating Charge Holders, electronically, the same day, the earliest the Board could appoint an Administrator was 17 September 2019. In a meeting between the proposed Administrators and Mr Truman on 12 September 2019, he expressed his concerns that the lack of staffing meant that he could not perform his fiduciary duties and protect the value of the business. As such, he requested that the Administration appointment be made on 17 September 2019.

The Company granted the following registered charges:

- HSBC Invoice Finance Limited holds a fixed charge over the book debts dated 25 June 2004.
- HSBC Invoice Finance Limited holds a floating over all other assets dated 25 June 2004.
- HSBC Bank plc holds a fixed and floating charge over the Company assets dated 28 May 2004, subject to further modifications made on 5 June 2013.

The business or business assets have not been acquired through an insolvency process within the previous 24 months.

Estimated outcome statement	Notes	Going Concern £	Chattel Sale £
Assets subject to a fixed charge			
Book debts subject to Invoice Discounting Agreement	1	313,931	221,410
Interest in Lease, website, Goodwill, Intellectual Property		4	-
Less: HSBC Invoice Finance Limited (Debenture, dated 26.06.2004)		(128,888)	(128,888)
ESTIMATED SURPLUS FROM FIXED CHARGE REALISATIONS		185,047	92,522
Assets subject to a floating charge			
Trading Sales		11,513	-
Plant and Machinery	2	54,991	125,000
Cash at bank		64,025	64,025
Stock, Contracts, IT, Vehicles, Records		9	-
		130,538	189,025
Surplus of Fixed Charge Realisations		185,047	92,522
Cost of realisation			
Staff Wages		(39,540)	(59,310)
Legal Costs		(5,000)	(5,000)
IT Costs		(1,000)	(1,000)
Rent		(3,000)	(14,000)
Joint Administrators Fees		(137,815)	(100,000)
Agents fees		(8,000)	(17,500)
Collection fee		(49,350)	(21,133)
Sundries		(3,000)	(3,000)
Total Cost of realisation		(246,705)	(220,943)
TOTAL FUNDS AVAILABLE TO PREFERENTIAL CREDITORS		68,880	60,604
Preferential creditors			
Preferential employee claims (arrears of wages)		-	(5,000)
Preferential employee claims (holiday pay)		-	(2,500)
Estimated surplus/(shortfall) available to floating chargeholders		68,880	53,104
Estimated prescribed part of net property (to c/fwd)	3	-	-
Floating chargeholders			
HSBC Bank Plc		-	-
ESTIMATED TOTAL SURPLUS/(SHORTFALL) FROM FLOATING CHARGE REALISATIONS		68,880	53,104
Estimated surplus from floating charge realisations		68,880	53,104
Estimated prescribed part of net property (b/down)		-	-
ESTIMATED TOTAL SURPLUS AVAILABLE TO UNSECURED CREDITORS		68,880	53,104
Unsecured creditors			
Trade and expense creditors	4	(410,054)	(686,723)
HM Revenue & Customs		(183,142)	(183,142)
Unsecured employee claims		-	(60,000)
		(593,196)	(929,865)
ESTIMATED DIVIDEND TO UNSECURED CREDITORS p/£		0.12	0.06

- 1 Book debts at the date of Administration totalled £360,192, with HSBCIF owed £128,888. The director anticipates that the acquiring entity shall collect 80% of the surplus, after HSBCIF have been paid in full. In a chattel sale a non-connected collection agent would anticipate recovering 40%
- 2 The realisation is net of the costs of the sale process as the offers requested 2 months in the premises to conduct an auction process
- 3 The only secured creditor, with an outstanding balance due at the date of Administration, is anticipated to be satisfied under their fixed charge.
- 4 The increase in chattel sale claims is attributed to the potential claim for dilapidations and loss of rent from the landlord and guarantor.

Marketing and valuation of the business and assets

Independent agents, namely Mark Humphrey (MRICS) of Key Appraisal were instructed on 2 September 2019 to carry out a valuation of the business and physical assets and to market the business for sale. The agents confirmed their independence to act in this matter and that they carry adequate professional indemnity insurance.

Key Appraisal reached out directly to seven parties with whom it was perceived, by the Board and the main creditor, may have an interest in acquiring the business and/or assets. Key Appraisal also broadcast the potential for an acquisition on IP-Bid.com and Deal.Opportunities.com, two portals specific to the marketing of distressed business assets. A summary of the responses is provided below:-

Marketing Action	Direct Contact	Deal Opportunities	IP BID	Total
Responses	7	19	15	41
NDA's Sent	7	19	15	41
NDA's Returned	2	13	11	26
Site Visits	2	2	2	6

Offering party	Business & Assets	Debtors £000s	Physical Assets £000s	Total
Motion Control Engineering	55	145	0	200
Bowland Trading	N/A	N/A	178.5	178.5
Fairfield Industries	N/A	N/A	140	140
Surplex	N/A	N/A	130	130
New England	N/A	N/A	105	105

The valuation was prepared on an in and ex situ basis. Whilst a significant valuation was afforded to the entity as a going concern, the matter of the dilapidations being estimated in excess of £200,000 and the guarantor expressly stating that any acquiring entity would be required to step into their shoes, meant that the sale as a going concern would be precluded unless the transactional value was significantly reduced.

The valuation provided by the agents is summarised below by asset category:

Asset valuation	Market value in working place £	Market value for removal £
Plant & Machinery	225,000	125,000
Stock - Raw Materials (£10k est CP)	2,500	500
- Work in Progress (£76k net val)	50,000	500
- Finished Goods (£205k CP)	8,500	1,000
Office Furniture & Equipment	2,500	500
Motor Vehicles	3,000	2,500
Goodwill (IVS210 income approach)	13,500	-
Debtors	145,000	-
Total	450,000	130,000

Sale of the business and assets

Following the extensive marketing campaign and on the recommendation of Key Appraisal, the business and assets were sold to Motion Control Engineering Limited ("MCEL") for the total consideration of £55,000. The sale was completed on 17 October 2019. Whilst the sale did not represent the highest transactional amount, the overall position of the Company, based on a number of presumptions detailed below, and therefore the greatest benefit to creditors, was the sale as a going concern.

MCEL has a common sole director and sole shareholder, being Mr Truman. The purchaser was advised to seek independent legal advice but declined to. No other former directors are involved in the management or ownership of the purchaser.

The Company's largest creditor was the former parent group, this being the Kuroda Group. The Administrators met with their representative both before appointment and during the trading period. This dialogue outlined the proposed trading strategy and the sale transaction, upon which the Kuroda Group consented.

The sale price achieved was the best reasonably obtained in the circumstances as the purchaser has undertaken to place the guarantor of the lease in a position whereby a forfeit of the lease would not generate a claim against the Company, this has significantly reduced the unsecured creditor claim pool and, as such, increased the return to ordinary unsecured creditors. Under the terms of the sale agreement, all employees of the Company have transferred to the purchaser under the Transfer of Undertakings (Protection of Employment) Regulations 2006. This means that the potential preferential liabilities now vest in the acquirer, thus also increasing the potential dividend to unsecured creditors. The sale was not part of a wider transaction.

The terms of the deal were such that £35,000 was payable on completion with a further ten monthly contribution of £2,000. The purchaser has also agreed to honour the warranties of the Company. The deferred consideration is secured by a personal guarantee from Mr Truman. Whilst the initial offer included the purchaser acquiring the debtor ledger, it was further negotiated that the sale of the ledger would not take place but that the Purchaser would assist in the collection of debtors. The continuity of trade with the existing customers and the existing relationship between the business and those debtors would maximise the recoveries for the benefit of the Company and its creditors. It should be noted that the debtor ledger shall only become an asset of the Company subsequent to its reassignment from HSBCIF, once they have been paid in full.

Due to the nature of the works undertaken by the Company, the debtor ledger would have been severely compromised had the warranties afforded by the Company to its customers not been honoured. Whilst it is not possible to quantify this gain to the Administration, the majority US debtor has already stated that they would not have paid had the warranty fallen away.

5. FINANCIAL POSITION OF THE COMPANY

On 1 November 2019, the director provided the Administrators with a Statement of Affairs ("SoA") as at 17 September 2019, which is attached at **Appendix II**.

The SoA records the assets and liabilities at their estimated book value and realisable value at the date of the Administration, together with details of the names, addresses and the amounts due to the Company's creditors.

The values at which creditor claims are stated in the SoA are those which are reflected in the books and records of the Company and may not be (wholly) correct. In addition, certain claims may be subject to reduction in respect of mitigation, set-off or retention of title. Creditors' claims will be adjudicated if and when a dividend is available for creditors. In accordance with the standard format of the SoA, no provision has been made for the costs of the Administration (including agents, legal and other professional fees).

Commentary on the SoA is detailed below:

Assets Subject to fixed Charge

The debtor ledger has a book value of £370,000 and an estimated to realise value of £350,000 and stated the amount secured against it by HSBCIF was £130,000. The figure taken from the records of the Company at the date of appointment indicate that the balance owed was £360,192, with £128,888 due to HSBC Invoice Finance Ltd. It is anticipated that the recovery on the surplus, subsequent to reassignment to the Company from HSBC Invoice Finance Ltd, would be c.80% with the warranties in place and the collection performed by the Purchaser. Should the warranties not be in place and the ledger be collected by an independent agent, collections of the surplus are estimated to be at c.40%.

Business and Assets

Whilst no book value has been attributed to this figure, the tangible and intangible assets in the Company's latest accounts to 28 February 2018 were £134,301 and had, in previous years, been written down by 10%-33.3%. The sale contract apportioned £54,991 to Plant and Machinery and £1 each to:-Intellectual Property, Goodwill, Leasehold Property, Website, Business Contracts, IT Equipment, Motor Vehicles, Seller's Records and Stock.

Cash at bank

The Company has an account with HSBC and the credit balance was paid into the BM advisory client account prior to the Administrators' appointment in order to ensure there were funds available to facilitate a brief trading period, this transaction was consented to by HSBC.

Secured creditor

The Company granted the following registered charges:

- HSBC Invoice Finance Limited holds a fixed charge over the book debts dated 25 June 2004.
- HSBC Invoice Finance Limited holds a floating over all other assets dated 25 June 2004.
- HSBC Bank plc holds a fixed and floating charge over the Company assets dated 28 May 2004, subject to further modifications made on 5 June 2013.

HSBC Invoice Finance Limited have confirmed £128,888.09 is owed under its fixed charge and they have started to collect the debtor ledger to recover this balance. Once the facility has been paid in full the surplus ledger shall be reassigned to the Company. HSBC Bank plc have confirmed that nothing is owed under their respective charge.

Preferential creditors

There are no preferential creditors. Under the terms of the sale agreement, all employees of the Company were transferred to the purchaser under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Unsecured creditors

Unsecured trade and expense creditors are owed an estimated total £469,723, including HM Revenue & Customs owed £183,000 in respect of outstanding VAT and PAYE.

6. PRESCRIBED PART

The Prescribed Part Fund is created out of the Company's net floating charge property pursuant to Section 176A of the Act, as long as the floating charge was registered later than 15 September 2003. The Administrators have to set aside (up to a maximum of £600,000):

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property.

The Company gave fixed and floating charges as detailed above. HSBC Bank plc are not owed anything under its respective charges. HSBCIF are owed approximately £128,888 under its fixed charge and it is expected that this shall be satisfied in full. Therefore the prescribed part provisions will not apply.

7. ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

The Administrators' receipts and payments account to 7 November 2019 is attached at **Appendix III** and reflects a balance on hand of £67,579. The funds are held in a non-interest bearing estate account.

8. PROPOSED FUTURE ACTIONS OF THE ADMINISTRATORS TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration, the remaining tasks will be to collect the outstanding sale consideration due, realise any residual amounts held in the Company's bank account, monitor the collection of the debtor ledger and assign (when applicable), assign the Company's lease, carry out statutory investigations and finalise all administrative matters.

There are several exit routes available to the Administrators and the exit route chosen will largely depend upon the specific circumstances of the Administration. In the event that there are sufficient funds available (other than the Prescribed Part) to enable a distribution to unsecured creditors, the Company will be placed into Creditors' Voluntary Liquidation ("CVL") and creditors will be invited to prove their debts.

If the Administrators consider it appropriate to exit into a CVL, then pursuant to paragraph 83(7) of Schedule B1 to the Act, the creditors may nominate a different person(s) as the proposed liquidator(s) provided that the nomination(s) is made after the receipt of the proposals but before the proposals are approved. If the Company exits into Compulsory Liquidation, the Administrators propose to accept the appointment as Joint Liquidators, pursuant to section 140(1) of the Act.

9. DIVIDEND PROSPECTS

On current information a dividend payment to unsecured creditors is likely based on the quantum of asset realisations that is expected to be achieved. A Proof of Debt form is attached to this report for the purpose of lodging your claim (if not already provided), should a dividend become available. Please also forward any supporting documentation in order to validate your claim.

10. ADMINISTRATORS' INVESTIGATIONS

As part of the Administrators' statutory duties, it is their responsibility, to report on the conduct of any person who has acted as a director of the Company and also consider any areas requiring investigation with a view to making asset recoveries. The Administrators are also required to consider whether any civil proceedings should be taken. Should you have any information concerning the way that the Company's business was conducted or potential asset recoveries that you believe the Administrators should be aware of, then please write to this office formally setting out all relevant information or use the attached form at **Appendix IV**. This request for information forms part of the normal investigation procedure.

11. ADMINISTRATORS' REMUNERATION

The Administrators are proposing that they should be remunerated on a time costs basis, in accordance with their normal charge out rates as prevailing at the time the work is performed and by reference to the time properly given by them and their staff. It is believed that this is an appropriate and reasonable basis for the nature and complexity of work required in this matter, based on previous experience of similar matters and due to the significant costs incurred in trading the business during the Administration. Attached, at **Appendix V**, is a fee estimate which sets out the work that will be undertaken, the average rates expected to be charged for each category and the time it is expected to take, together with details of this firm's charge out and disbursement rates. In respect of the work to be undertaken on a time cost basis, the amount set out in the fee estimate will act as a cap. Should time costs exceed this cap, further approval will be sought as appropriate. Based on current information, it is estimated that the total time costs in this matter will be £101,598 for BM Advisory and £17,057 for Finn Associates.

Please note that the list of work to be undertaken includes tasks that typically arise in an Administration and are expected to be necessary in this matter. It also includes tasks that will be undertaken should the Administration convert to a Liquidation. However, if any one task is not required it will not make a material difference to the estimated cost. If the Administrators' investigations lead to potential further asset recoveries or legal proceedings, in addition to those reported, it may be necessary to seek additional fee approval in excess of this original estimate.

The approval of the basis of the Administrators' remuneration and category 2 expenses is being sought from creditors under separate resolution. A guide to fees can be found at www.bm-advisory.com/resources/ and provides information relating to Administrators' remuneration. A hard copy is available on request.

Attached at **Appendix VI**, is a summary of the actual time costs to date and the work undertaken. Since the Administration commenced to 7 November 2019, a total of 257 hours at a cost of £72,145 has been incurred, which represent in an average hourly charge out rate of £281 has been incurred by BM Advisory and 10.9 hours at a cost of £2,782.50 and an average hourly rate of £255 has been incurred by Finn Associates.

Detailed below are the expenses expected to be incurred during the Administration and what has been incurred to date. The estimated figures are based on BM Advisory's policy on fees.

		Estimated total cost £	Incurred to date £
Statutory advertising	Category 1	220.65	73.55
Advertising	Category 1	100.00	89.82
Printing	Category 2	220.50	92.10
Postage	Category 1	474.68	76.58
Delivery of goods	Category 1	450.00	418.79
Hotels	Category 1	175.00	152.17
Subsistence	Category 1	100.00	93.52
Taxis	Category 1	250.00	234.27
Travel	Category 1	700.00	662.50
Phone charges	Category 1	30.00	11.41
Land Registry search	Category 1	6.00	-
Storage	Category 1	450.00	-
Bond	Category 1	480.00	480.00
TOTAL		3,656.83	2,384.71

The following agents and professional advisors will be used in the Administration, with details of the agreed fee arrangements:

	Fee arrangement	Estimated total cost £	Incurred to date £
Hillyer McKeown Solicitors	Time costs	5,000	4,819
Key Appraisal Ltd	Time costs	8,000	8,000

During the Administration I instructed Hillyer McKeown to assist with all post appointment matters concerning the sale agreement, assist with the documentation required to assign the Company's lease (if necessary) and review the validity of HSBCIF's security in relation to their fixed charge over the book debts of the Company.

The choice of professionals is based on their experience and ability to perform the type of work, the complexity and nature of this assignment and the basis of the fee arrangement with them. The fees charged will be reviewed for reasonableness.

Category 1 expenses do not have to be approved, but actual expenses incurred will be compared to the original estimate when reporting to creditors.

12. PRE-ADMINISTRATION COSTS

Pre-Administration costs are the remuneration, charges and expenses incurred by the Administrators before the Company entered into Administration but with a view to it doing so. Pursuant to an engagement letter dated 5 September 2019, the directors agreed that this firm's pre-Administration costs and expenses would be based upon time properly spent at the firm's standard charge out rates and the total costs. It was also agreed that expenses would be incurred for agents' and legal fees.

The total costs for the pre-Administration period principally relate to the following work which was undertaken:

- producing an independent valuation report and business sale memorandum
- marketing the business and assets of the Company and liaising with interested parties
- liaising with the secured creditor with regards to the Company's financial position
- negotiations with the short listed interested parties
- statutory planning work and preparation in relation to the appointment of the Administrators.

This work had to be undertaken prior to the appointment to ensure the correct insolvency process was undertaken, to ensure there was support from the business and to liaise with the key stakeholders. This was in the best interests of the creditors as a whole and enabled the purpose of the Administration to be achieved. The statutory and preparation work undertaken to assist the directors place the Company into Administration was required by statute and regulatory guidance but does not produce any direct benefit for creditors.

BM Advisory's pre-Administration costs amounted to £11,872.00 plus VAT, being 32.8 hours at an average hourly rate of £362. Finn Associates incurred pre-appointment fees of £7,289.50.

The following statement sets out those pre-Administration costs that were paid by the Company prior to the Administration and those where approval is being sought from the creditors by a separate resolution. Payment of any unpaid pre-Administration costs, as an expense of the Administration, is subject to approval under rule 3.52 and not part of the proposals subject to approval under paragraph 53 of schedule B1 of the Act.

	Paid prior to the Administration	Seeking approval to be paid as an expense
	£	£
BM Advisory - pre-Administration fees and costs	-	11,872.00
Finn Associates - pre-Administration fees and costs	-	7,288.50

13. ADMINISTRATORS' PROPOSALS

Pursuant to Paragraph 49 of Schedule B1 of the Act, in order to achieve the objective of the Administration as set out in section 3 above, it is proposed to creditors that:

- (a) The Administrators continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration such that:
- (i) they monitor and realise any further consideration due under the sale agreement, including from book debt collections, realise any residual funds held in the Company's bank account and assign the Company's lease.
 - (ii) they dispose of the Company's ownership of such assets at such time(s) on such terms as they consider expedient;
 - (iii) they investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company;
 - (iv) in addition, they do all such things and generally exercise all their powers as Administrators as they in their discretion consider desirable or expedient in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals.
- (b) The Administration will continue (subject to the statutory provisions relating to automatic termination) until the realisable assets of the Company have been realised and all liabilities incurred during the Administration have been discharged or until such a time as deemed appropriate by the Administrators. Based on current information, it is anticipated that the Administration will end by:

- (i) placing the Company into Creditors' Voluntary Liquidation in order to facilitate a dividend payment to unsecured creditors.
 - (ii) *or if the above route is not possible, filing notice of dissolution with the Registrar of Companies. The Company will then be automatically dissolved three months after the notice is registered.*
- (c) In the event that the Administration cannot be completed within twelve months and the Administrators are of the view that it is in the creditors' interest, they may propose to seek an extension of their appointment from the creditors and/or the Court pursuant to paragraph 76 of Schedule B1 to the Act.
- (d) In the event that the Administrators are of the view that it is appropriate for the Company to move from Administration into Liquidation, whether compulsory or voluntary, the Administrators be authorised to take steps to place the Company into whichever Liquidation process they, at their discretion, deem appropriate. In either circumstance, it is proposed that the Administrators would take the appointment as Joint Liquidators of the Company and that they will act jointly and severally in their duties. In relation to moving into Creditors' Voluntary Liquidation, and in accordance with paragraph 83(7), creditors may nominate a different person as the proposed Liquidator(s), provided that the nomination is made after the receipt of these proposals but before these proposals are approved.
- (e) The Administrators be at liberty to incur and pay such costs and expenses, including professional fees, as are considered to be incidental to the achievement of the purpose of the Administration or for the purposes set out herein or to the Administrators' statutory duties.
- (f) The Administrators propose to be remunerated by reference to time properly spent both for their services as Administrators and also for their staff in attending to matters as set out in their fee estimate. The Administrators' remuneration will be agreed by the Creditors' Committee or by creditors, in the event that no Committee is formed.
- (g) The Administrators be at liberty to recharge category 2 disbursements as detailed in the circulated Creditors' guide to Administrators' fees.
- (h) The Administrators be at liberty to pay costs and remuneration in relation to proposals (e) and (f) above when funds become available.
- (i) The Administrators will consult with the creditors' committee, if formed, at appropriate intervals concerning the conduct of the Administration and the implementation of these proposals and where they consider it expedient, obtain the sanction of that committee on behalf of the creditors of the Company (and without further reference to the general body of creditors) to any proposed action on the part of the Administrators.
- (j) The Administrators be discharged from liability in respect of any act of theirs immediately after they cease to be Administrators of the Company.

14. APPROVAL OF PROPOSALS

The Administrators propose to hold a creditors' decision procedure, under Paragraph 51(1) of Schedule B1 of the Act, to consider the proposals by correspondence. The decision procedure will also give creditors the opportunity to appoint a creditors' committee. A notice of the decision procedure, a voting form and a proof of debt form are attached at **Appendix VII**. A creditor's completed voting form must be received by no later than 11.59pm on 25 November 2019 (the decision date).

A vote can only be accepted if the voting form is accompanied by a proof of debt form (if not already provided) and received on or before the decision date. A creditor is not required to vote and if they do not then their rights against the Company will not be affected. A creditor whose claim is wholly secured is not entitled to vote.

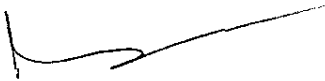
Should a creditors' committee not be appointed, a separate resolution is included on the voting form to approve BM Advisory's pre-Administration costs and expenses as set out in this report. The approval of the Administrators' remuneration, as well as Category 2 expenses, will also be considered as part of these proposals.

Creditors may request that a physical creditors' meeting is summoned if at least 10% of the creditors in value or number, measured against the Company's total debts, or at least ten creditors request a meeting and the request is made within five business days from the delivery of this notice.

15. FURTHER INFORMATION

It is considered that the EC Regulation on Insolvency Proceedings 2000 ("the EC Regulation") will apply as the Company's registered office is from where the Company carries on its business. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom. If the EC Regulation does apply, these proceedings will be the main proceedings as defined in article 3(1).

During the course of the Administration, I will be required to hold certain personal data about creditors in order to process any creditor claims. This data will only be processed and held to comply with my obligations as Administrator. BM Advisory's Data Compliance Manager is responsible for how personal data information is handled and in this matter they have nominated Michael Solomons to control the data received. Information about BM Advisory's privacy policy, complaints procedure, Professional Indemnity insurance and the Provision of Services Regulations, can be found at www.bm-advisory.com/about/legals-compliance/.



Michael Solomons
Joint Administrator

JENA TEC PRECISION LIMITED – IN ADMINISTRATION

STATUTORY INFORMATION

Company information

Company Number	02760232								
Previous name(s)	Kuroda Jena Tec UK Limited								
Date of Incorporation	29 October 1992								
Principal trading activity	Manufacture of bearings, gears, gearing and driving elements Manufacture of other general-purpose machinery not elsewhere classified Manufacture of other machine tools								
Trading name(s)	Jena Tec								
Trading Address	Unit C2 Willow Drive Annesley Nottingham NG15 0DP								
Registered Office	c/o BM Advisory 82 St John Street London EC1M 4JN								
Former Registered Office	Unit C2 Willow Drive Annesley Nottingham NG15 0DP								
Directors	The directors of the Company over the last 3 years are detailed below: <table><tr><td>John Truman</td><td>14 August 2017 to present</td></tr><tr><td>Christopher Parker</td><td>8 November 2012 to 17 May 2018</td></tr><tr><td>Yoshifumi Sako</td><td>14 August 2017 to 17 May 2018</td></tr><tr><td>George Partington</td><td>11 December 2018 to 17 July 2019</td></tr></table>	John Truman	14 August 2017 to present	Christopher Parker	8 November 2012 to 17 May 2018	Yoshifumi Sako	14 August 2017 to 17 May 2018	George Partington	11 December 2018 to 17 July 2019
John Truman	14 August 2017 to present								
Christopher Parker	8 November 2012 to 17 May 2018								
Yoshifumi Sako	14 August 2017 to 17 May 2018								
George Partington	11 December 2018 to 17 July 2019								
Company Secretary	None registered at Companies House								
Related entities	Vinco Engineering Limited								

Share Capital

The Company's authorised share capital consists of 1,351,000 ordinary shares with a nominal value of £1 each.

Vinco Engineering Limited	1,351,000 Ordinary Shares
---------------------------	---------------------------

Registered charges

HSBC Bank plc	
Fixed and Floating	
Created:	5 June 2013
Registered:	6 June 2013
HSBC Invoice Finance (UK) Limited	
Floating charge	
Created:	25 June 2004
Registered:	26 June 2004

Appointment details

Date of appointment	17 September 2019
Appointment made by	Director
Court name	High Court of Justice

Court reference

CR - 2019 - LIV - 000130

Joint Administrators

Michael Solomons of BM Advisory and James Robinson of Finn Associates

Statement of affairs

Name of Company

Jena Tec Precision Limited

Company number

02760232

In the

High Court of Justice, Business and Property
Courts in Liverpool, Insolvency & Companies List

Court case number

CR-2019-LIV-000130

(a) Insert name and
address of registered
office of the company

Statement as to the affairs of (a) Jena Tec Precision Limited, Unit C2, Willow Drive,
Annesley, Nottingham NG15 0DP.

(b) Insert date

on the (b) 17 September 2019, the date that the company entered administration.

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete
statement of the affairs of the above named company as at (b)
17 September 2019 the date that the company entered administration.

Full name JOHN CHRISTOPHER TRUMAN


Signed 

Dated 1st November 2019

Jena Tec Precision Limited – In Administration
Statement of Affairs as at 17 September 2019

A – Summary of Assets

Assets	Book Value £	Estimated to realise £
Assets subject to fixed charge		
Fixed Charge on purchased debts (HSBC)	~£370,000	£350,000
Assets subject to floating charge		
All assets – floating charge with HSBC for all monies owed	~£380,000	
Estimated realise value based on sale price of assets		£55,000
Uncharged assets		
None		
Estimated total assets available for preferential creditors		<u>£405,000</u>

Signature  Date 1/11/2019

Jena Tec Precision Limited – In Administration
Statement of Affairs as at 17 September 2019

A1– Summary of Liabilities

Liabilities	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£405,000
Liabilities	
Estimated value owed against fixed charge	£130,000
Estimated deficiency /surplus as regards to preferential creditors	<u>+£275,000</u>
Estimated prescribed part of net property where applicable (to carry forward)	
Estimated total assets available for floating charge holders	<u>+£275,000</u>
Debts secured by floating charges	nil
Estimated deficiency/surplus of assets after floating charges	<u>+£275,000</u>
Estimated prescribed part of net property where applicable (brought down)	
Surplus of assets after floating charges brought down	
Total assets available for unsecured creditors	<u>+£275,000</u>
Unsecured non preferential claims	
Creditors	-£469,723
Employees/former employees (no. of creditors = 0) (following sale/ TUPE of employees)	Nil
Consumers claiming amounts paid in advance for the supply of goods and services (no. of creditors = 0) (following sale of business – newco is honouring any)	Nil
Estimated deficiency/surplus as regards non preferential creditors	<u>-£194,723</u>
Issued and called up capital	
	£1,316,000
Estimated total deficiency/surplus as regards members	<u>-£,1510,723</u>

Signature  Date 1/11/2019

BM Advisory
Jena Tec Precision Limited Trading As: Jena Tec
B - Company Creditors

Key	Name	Address	£
C300	3D Lasertec Limited	Mansfield I-Centre, Oakham Business Park, Hamilton Way, Mansfield, NG18 5BR	462.00
CA0001	Above The Rest Cleaning Services Midlands Ltd	29 Corbiere Avenue, Millers Croft, Watnall, Nottingham, NG1 1JR	467.74
CA0002	Acorn Industrial Services Limited	Unit A, Denby Way, Hellaby Industrial Estate, Rotherham, S66 8HR	13.22
CA0003	Actis (UK) Ltd	Unit 27, Hamilton Road, Sutton In Ashfield, Nottingham, NG17 5LD	687.60
CA0004	Airport Bearing Co Ltd	Unit 4D, Blenheim Park Road, Nottingham, NG6 8YP	61.68
CA0005	Amazon.co.uk		84.74
CA0006	AMB Training	31 Somersby Road, Mapperley, Nottingham, NG3 5QB	220.00
CA0007	A.M. Philipot (Hard Chrome) Ltd	Unit D, Cradock Road Ind Estate, Luton, Beds, LU4 0JF	1,383.60
CA0008	Automation Control Warehouse Ltd	c/o PMB Taxation, 6b Hunter Street, East Kilbride, Glasgow, G74 4LZ	113.05
CB0002	Balluff Ltd	20 Cheshire Business Park, Cheshire Avenue, Lostock Grlam, Northwich, CW9 7UA	102.10
CB0003	BHIB Insurance Brokers	3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ	128.68
CB0004	BLIS Kugelgewindetriebe GmbH	PO Box 11 55, Katzbachstrasse 12, D58256 Ennepetal, Germany	2,251.95
CB0005	Brammer	Claverton Court, Claverton Road, Wythenshawe, Manchester, M23 9NE	1,106.43
CB0006	Bosch Rexroth Ltd	15 Cromwell Road, St Neots, Cambs, PE19 2ES	1,554.05
CC0001	CBS Engineering & Heat Treatment Ltd	ABN AMRO Commercial Finance, PO Box624 (57720264147), Haywards Heath, West Sussex, RH16 1WW	358.80
CC0002	Cassells Industrial Products Ltd	60 Littleworth, Mansfield, Nottinghamshire, NG18 2SH	134.42
CC0003	Cleaning Services Limited	40 Deeley Close, Chaworth Place, Watnall, Nottingham, NG16 1FY	54.00
CC0004	Coil Springs Direct Ltd	Unit 5, Hale Trading Estate, Lower Church Lane, Tipton, DY4 7PQ	25.85
CC0005	Cromwell Tools Ltd	PO Box 14, Chartwell Drive, Wigston, Leicester, LE18 1AT	5,754.59
CC0006	Cutwel Ltd	Unit A Riverside Drive, off Hunsworth Lane, Cleckheaton, West Yorkshire, BD19 4DH	288.62
CC0007	CET Calibration	Division Of CET Structures, 3 Boundary Court, Willow Farm Business Park, Castle Donington, Derbyshire, DE74 2UD	1,353.96
CC08	Hm Revenue & Customs	ICHU, Benton Park View, Longbenton, Newcastle, NE98 1ZZ	183,000.00
CD0001	Dichtomatik Limited	Donington House, Riverside Road, Pride Park, Derby, DE24 8HX	30.34
CE0001	E. Bennett (Electrical) Ltd	6-8 Reginald St, Burslem, Stoke on Trent, ST6 1DU	714.89
CE0002	E-Drive Actuators INC	120 Vanderbilt Avenue, West Hartford, United States, CT 06110	240.62
CE0003	Electrotech Solutions (UK) Ltd	Unit 2 Swan Park, Kettlebrook Road, Tamworth, Staffs, B77 1AG	1,232.41
CE0004	Easynet Enterprise Services	St James House, Oldbury, Bracknell, RG12 8TH	94.80
CF0001	F & R Products Ltd	Unit 12, Blackdown Business Park, Wellington, TA21 8ST	40.20

Signature

BM Advisory
Jena Tec Precision Limited Trading As: Jena Tec
B - Company Creditors

Key	Name	Address	£
CG0001	Gewefa UK Ltd	Edinburgh Way, Leafield Industrial Estate, Corsham, Wiltshire, SN13 9XZ	1,258.44
CG0002	GMN Paul Muller Industrie GmbH & Co. KG	Postfach 13 01 65, D-90113, Nurnberg, Germany	1,607.89
CG0003	Google Ireland Ltd	Gordon House, Barrow Street, Dublin 4, Ireland	0.07
CH0001	HSBC Credit Card		40.70
CH0002	Helical Components Ltd	Unit 2 Telford Road, Bayton Road Industrial Estate, Exhall, Coventry, CV7 9ES	795.60
CH0003	HTML Studio	160, Alexandra Road, Mutley, Plymouth, PL4 7EH	300.00
CH0005	Haines Watts UK	Cliffe Hill House, 22-26 Nottingham Road, Stapleford, Nottingham, NG9 8AA	105.00
CI0001	IBC Walzlagel GMBH	P/O Box 1825, D-35528, WETZLAR, Germany	1,906.48
CI0002	Ivan Henshaw		132.50
CJ0001	JGWT10 (01.03.17-28.02.19)	Goschwtzler STR 39, 07745 Jena, Germany	78,400.00
CK0001	KB Packaging	Merlin Way, Quarry Hill Ind Estate, Ilkeston, Derbyshire, DE7 4RA	96.00
CK0002	Kingston Engineering Co (Hull)	Pennington Street, Hull, HU8 7LD	366.00
CK0003	Kluber Lubrication GB Ltd	*** addressee gone away	217.32
CK0004	Kuroda Precision Industries Ltd	c/o Kuroda Jena Tec Holdings Limited, Q014, The Quadrant, Nuart Road, Beeston, Nottingham, NG9 2NH	3,559.40
CK06	Kuroda Jena Tec holdings Ltd	Q104]The Quadrant, Nuart Road, Beeston, Nottingham, NG9 2NH	131,006.00
CL0001	Lion Secure Despatch Ltd	W48 Lenton Business Centre, Lenton Boulevard, Nottingham, NG7 2BY	876.29
CL0002	Lockerkeys.biz	PO Box 759, Edgware, London, HA8 4QG	8.22
CM0001	Metalworking Lubricant Services (MWF)	HSBC invoice Finance-03053/00311616/D49, 21 Farncombe Road, Worthing, BN11 2BW	792.00
CM0002	Mewa UK Textile Services Ltd	Unit 44 Elmdon Trading Estate, Bickenhill Lane, Birmingham, B37 7HE	147.30
CM0003	Middlebrook Garage Ltd	4 Middlebrook Road, Underwood, Nottinghamshire, NG16 5HA	449.75
CM0004	Mollart Cox Engineering Ltd	Unit 1, Broombank Road, Chesterfield Trading Estate, Chesterfield, S41 9QJ	1,080.00
CM0005	Multy-Lift Fork Trucks Ltd	Unit 4, Gilberts Way, Burma Road Industrial Estate, Blidworth, Nottinghamshire, NG21 0RT	234.00
CN0001	Northern Corrugated Cases Limited	Unit 16 , Middlewich Road, Byley, Middlewich, Cheshire, CW10 9NX	1,163.06
CN0002	Notjustcooling	41 High Field Drive, Carlton, Nottingham, NG4 1JQ	480.00
CN0003	NSK UK Ltd	Northern Road, Newark, Nottinghamshire, NG24 2JF	4,325.54
CO0001	Octagon Technology Ltd	Octagon House, Gibson Close, Branston, Lincolnshire, LN44 1NF	90.00
CO0002	Office Essentials	Kirkland House, Byron Avenue, Lowmoor Business Park, Kirkby In Ashfield, Nottingham, NG17 7LA	235.57

Signature _____

BM Advisory
Jena Tec Precision Limited Trading As: Jena Tec
B - Company Creditors

Key	Name	Address	£
CO0003	OMLAT S.r.L.	Via Carmagnola, 24, 12040 Ceresole d'Alba (CN), Italy	153.51
CO0004	Ondrives Ltd	Foxwood Road, Foxwood Industrial Park, Chesterfield Trading Estate, Derbyshire, S41 9RN	407.29
CP0001	Parkside Steel	Unit 9A Little Oak Drive, Sherwood Park, Annesley, Nottingham, NG15 0DR	1,545.13
CP0002	Proactive Despatch Ltd	Unit 17, Lea Green Business Park, St Helens, WA9 4TR	2,426.94
CQ0001	Quality Bearings Online	Unit 4, Edison Business Centre, Edison Business Centre, Bramley, Leeds, LS13 4ET	13.20
CR0001	RAC Motoring Services	Thomas Street, Stretford, Manchester, M32 0HX	231.30
CR0002	Random Surfer	144 Burford Road, Forest Fields, Nottingham, NG7 6AX	480.00
CR0003	Rhondama Ltd	Units 5-7, Windmill Road Ind Estate, Windmill Road, Loughborough, Leicestershire, LE11 1RA	98.99
CR0004	RIKU Maschinenteile GmbH	Ar Wald 14, Monheim am Rhein D-40789, Germany	225.48
CR0005	Ringspann (U.K.) Limited	3 Napier Road, Bedford, MK41 0QS	1,687.63
CR0006	RS Components Ltd	PO BOX 888, Corby, Northants, Corby, Northants, NN17 5UB	302.67
CR0007	Safety Kleen UK Ltd	Profile West, 950 Great West Road, Brentford, Middlesex, TW8 9ES	3,377.48
CS0001	SBC Linear Co Ltd	RM. 815, Ace Hightech City 2, 25, Seonyu-RO 13-GIL, Yeongdeimg[P-GU, Seoul, Korea	411.82
CS0002	Shaw & Goodwin	3, Wenlock Way, Thurmaston, Leicester, LE4 9HU	864.00
CS0003	Shelley Steels Ltd	Fall Bank Industrial Estate, Dodworth, Barnsley, S75 3LS	350.40
CS0004	Silva Management (Chq payable D NORRIS)	1A Gillam Butts, Countesthorpe, Leicestershire, LE8 5PX	24.00
CS0005	SKF ENG. Products Ltd	Portacabin 2, Sundon Park Road, Luton, LU3 3BL	135.07
CS0006	SKF (UK) Ltd	Sundon Park Road, Luton, Bedfordshire, LU3 3BL	2,198.13
CS0007	SKF Motion Technologies UK Ltd	Sundon Park Road, Luton, Bedfordshire, LU3 3BL	1,464.41
CS0008	Solutek Ltd	Unit H Harlow House, Willowbrook Industrial Estate, Shelton Road, Corby, NN17 5XH	207.60
CS0009	Southern Lubricants Ltd	Moorlands House, North Road, Okehampton, Devon, EX20 1BQ	159.12
CS000A	Summitglow Ltd	45 Harleston Street, Sheffield, S4 7QB	1,235.04
CS000B	SV Engineering Consultancy Ltd	5 Avocet Close, Hucknall, Nottinghamshire, NG15 7SG	6,000.00
CS000C	Sycotec GMBH & Co	Wangenerstrasse 78, Leutkirch, Germany, 88299	152.09
CT0001	Trade UK	Trade House, Mead Avenue, Houndstone Business Park, Yeovil, Somerset	52.77
CT0002	The Dollie Dusters	106 Pedmore Valley, Bestwood Park, Nottingham, NG5 5NN	405.00
CT0003	TNT International Ltd	PO Box 186, Ramsbottom, Bury, Lancashire, BL0 9GR	1,365.40
CT0004	TNT UK Ltd	PO Box 4, Ramsbottom, Bury, Lancashire, BL0 9AR	304.73

Signature _____

BM Advisory
Jena Tec Precision Limited Trading As: Jena Tec
B - Company Creditors

Key	Name	Address	£
CT0005	Tyler Brothers Ltd	Hunt Close, Lowmoor Business Park, Kirkby In Ashfield, Notts, NG17 7ER	1,920.00
CU0001	United Parcels Services Ltd	AR Dept, St Davids Way, Bermuda Park, Nuneaton, CV10 7SD	510.37
CU0002	UPS SCS (UK) Ltd	Blackthorne Road, Poyle, Berkshire, SL3 0DA	769.92
CW0001	Waelag GMBH	Walzlager Vertriebs-GmbH, Saganer STR. 22, 90475 Nurnberg, Germany	4,179.97
CW0002	WDS Component Parts Limited	Richardshaw Road, Grangefield Industrial Estate, Pudsey, Leeds, West Yorkshire, LS28 6LE	10.20
CX0001	Xero (UK) Ltd	Bank House, 171 Midsummer Blvd, Milton Keynes, 171 Midsummer Blvd, Milton Keynes, MK9 1EB	172.03
CX0002	Xuper Ltd	Orient House, Stanier Way, Wyvern Business Park, Derby, DE21 6BF	4,248.18
90 Entries Totalling			469,723.34

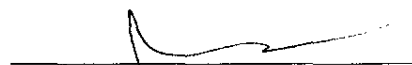
Signature _____

Jena Tec Precision Limited Trading As: Jena Tec
(In Administration)
Joint Administrators' Trading Account
To 07/11/2019

S of A £	£	£
POST APPOINTMENT SALES		
Sales	11,512.63	11,512.63
OTHER DIRECT COSTS		
Sub Contractors	1,813.05	
Direct labour	27,558.88	(29,371.93)
TRADING EXPENDITURE		
Rates	2,767.87	
Insurance	597.75	
Repairs & maintenance	90.00	
NI/PAYE	11,982.32	(15,437.94)
TRADING SURPLUS/(DEFICIT)		(33,297.24)

Jena Tec Precision Limited Trading As: Jena Tec
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 07/11/2019

S of A £		£	£
	SECURED ASSETS		
1.00	Leasehold property	1.00	
1.00	Website	1.00	
1.00	Goodwill	1.00	
350,000.00	Book debts	NIL	
1.00	Business Intellectual Property Rights	1.00	
			4.00
	SECURED CREDITORS		
(128,888.09)	HSBC Invoice Finance Limited	NIL	
			NIL
	ASSET REALISATIONS		
54,991.00	Plant & machinery	34,991.00	
1.00	Stock	1.00	
1.00	Business contracts	1.00	
1.00	IT Equipment	1.00	
1.00	Motor Vehicles	1.00	
64,000.00	Cash at bank	64,025.44	
1.00	Seller's Records	1.00	
	Trading Surplus/(Deficit)	(33,297.24)	
			65,724.20
	COST OF REALISATIONS		
	Statutory advertising	73.55	
			(73.55)
	UNSECURED CREDITORS		
(286,723.00)	Trade & expense creditors	NIL	
(183,000.00)	HMRC	NIL	
			NIL
	DISTRIBUTIONS		
(1,316,000.00)	Ordinary shareholders	NIL	
			NIL
(1,445,611.09)			65,654.65
	REPRESENTED BY		
	VAT receivable		377.32
	Estate account - non interest bearing		67,579.86
	VAT payable		(2,302.53)
			65,654.65


 Michael Solomons
 Joint Administrator

CREDITOR'S QUESTIONNAIRE

INVESTIGATION INTO THE AFFAIRS OF JENA TEC PRECISION LIMITED - IN ADMINISTRATION

Creditor's name:	
Creditor's address:	
Claim, £:	
1. Does your claim exceed the credit limit provided to the company? If yes, on what terms was the additional credit allowed?	
2. Please provide details of any security or assurance given to you to allow continuance of credit.	
3. When were you first aware of any difficulties and what was the evidence of this? i.e. extended credit, lump sum payments, dishonoured payments. Please provide details of any dates and amounts.	
4. Please provide details and dates of any writs, summons, decrees or other legal action taken to recover your debt.	
5. Are there any other matters you feel should be reviewed? If so, please provide details.	

Signature	
Name in BLOCK LETTERS	
Position with creditor or relationship to creditor or other authority for signature. (Only to be completed if the creditor has not signed in person)	
Date	

**Should there be insufficient space on this form, please use a separate piece of paper clearly indicating which question the continuation sheet refers to.*

JENA TEC PRECISION LIMITED - IN ADMINISTRATION

Fees estimate for work to be undertaken during the Administration

The Administrators are proposing to be remunerated on a time cost basis. Detailed below is an analysis of the work we expect to undertake, the time we expect it to take and an estimate of the cost. The average charge out rate has been calculated for each task and the case as a whole, which takes into account the different grades of staff who will be carrying out each task. It is the policy of BM Advisory to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum. Time is recorded in 6 minute units. BM Advisory's statement of policy on fees details our full policy on fees and our hourly rates by grade.

Please note that this estimate has been provided as soon as practicable but before full knowledge of the case is known. Every effort has been made to estimate the costs based on our current knowledge of the case, as well as our experience of cases of a similar nature and complexity. If the time costs incurred exceed, or are likely to exceed, the estimate we will provide an explanation to creditors and seek further approval before drawing remuneration in excess of the estimate.

Task	Estimated hours	Estimated cost £	Average charge out rate £
ADMINISTRATION AND PLANNING			
Strategy & planning - devising an appropriate strategy for dealing with the case and giving instructions to staff.	16.20	5,813.50	358.86
Opening, maintaining and managing the officeholders' estate bank account.	1.70	369.00	217.06
Creating, maintaining and managing the officeholders' cashbook.	1.00	245.50	245.50
Undertaking regular reconciliations of the officeholders' estate bank account.	8.30	1,029.50	124.04
Subtotal	27.20	7,457.50	274.17
STATUTORY COMPLIANCE			
Setting up physical/electronic case files.	1.10	241.00	219.09
Setting up the case on insolvency practice management software and inputting necessary data.	1.10	235.00	213.64
Dealing with all correspondence and emails relating to the case.	34.00	10,945.00	321.91
Delivering statutory notifications to creditors and others as required on appointment, including advertising the officeholders' appointment in the Gazette.	7.50	1,545.00	206.00
Conduct statutory searches to identify company pension schemes.	0.50	148.00	296.00
Deal with statutory obligations in relation to identified company pension schemes	2.10	451.00	214.76
Obtaining a specific penalty bond.	0.70	171.00	244.29
Convening and holding general meetings of members, and enacting decision procedures of creditors (as applicable).	1.20	348.50	290.42
Reviewing the adequacy of the specific penalty bond on a quarterly basis.	1.60	432.00	270.00
Undertaking periodic reviews of the progress of the case.	13.00	3,410.00	262.31
Overseeing and controlling the work done.	14.00	4,900.00	350.00
Preparing, reviewing and issuing progress reports to creditors and members.	22.00	5,250.00	238.64
Filing returns at Companies House and/or Court (as applicable).	1.40	373.50	266.79
Preparing and filing VAT returns.	2.20	470.00	213.64
Preparing and filing Corporation Tax returns.	2.20	470.00	213.64
Seeking closure clearance from HMRC and other relevant parties.	1.40	370.00	264.29
Preparing, reviewing and issuing final accounts/reports to creditors and members.	5.40	1,356.50	251.20
Filing final accounts/reports at Companies House and/or Court (as applicable).	0.60	166.50	277.50
Completing appropriate documentation to convert the Administration to Creditors' Voluntary Liquidation for the purposes of paying a dividend to unsecured creditors, other than by prescribed part provisions.	2.30	632.00	274.78
Subtotal	114.30	31,915.00	279.22
ASSET REALISATIONS			
Arranging suitable insurance over assets.	0.70	216.00	308.57
Regularly monitoring the suitability and appropriateness of the insurance cover in place.	1.40	370.00	264.29
Liaising with the bank to recover any credit balances and close the account(s).	2.60	535.50	205.96
Liaising with agents to realise known assets.	11.60	4,008.50	345.56
Instructing solicitors to assist in the realisation of assets.	1.90	478.00	251.58
Negotiate and assign lease to the purchaser.	5.40	1,522.00	281.85
Monitoring additional consideration due under the sale agreement.	7.50	1,779.00	237.20
Liaising with the secured creditors over the realisation of the assets subject to a mortgage or other charge.	14.70	4,321.00	293.95
Monitor payments due under the licence to occupy and payments to the landlord.	7.00	1,631.50	233.07
Instructing specialised agents to review potential business rate refunds.	2.70	554.00	205.19
Negotiations regarding the sale of the business and assets.	16.70	5,987.00	358.50
Determining true position of the debtor ledger for collection.	23.60	4,543.00	192.50
Subtotal	95.80	25,945.50	270.83
TRADING			
Obtaining appropriate information about the business and preparing a business plan and cash flow forecasts.	7.00	2,497.00	356.71
Arranging suitable insurance for the business.	0.90	302.50	336.11
Setting up suitable systems and controls in respect of purchases and sales for the business.	7.60	2,692.00	354.21
Liaising with staff.	7.00	2,542.00	363.14
Payroll and associated HMRC tasks.	13.80	4,397.50	318.66
Monitoring and controlling the day to day trading of the business.	22.80	8,579.00	380.66
Monitoring compliance with Health and Safety obligations in respect of the business.	1.10	401.00	364.55
Subtotal	60.20	21,511.00	357.33
CREDITORS			
Liaising with secured creditors regarding details of security and estimated outcome.	4.10	1,424.50	347.44
Review validity of charges and (if appropriate) make a distribution to secured creditor(s).	3.30	943.50	285.91
Dealing with all creditor correspondence, emails and telephone conversations regarding their claims.	15.50	3,525.00	227.42
Maintaining up to date creditor information on the insolvency practice management system.	8.70	1,663.50	191.21
Issuing a notice of intended dividend to unsecured creditors, and advertising notice of intention to pay a dividend to unsecured creditors in the Gazette.	4.60	971.00	211.09
Reviewing proofs of debt received from unsecured creditors, adjudicating on them and formally admitting them for the payment of a dividend.	20.60	4,014.00	194.85
Requesting additional information from unsecured creditors in support of their proofs of debt in order to adjudicate on their claims.	4.50	881.00	195.78
Calculating and paying a dividend to unsecured creditors, and issuing the notice of declaration of dividend.	6.40	1,346.50	210.39
Subtotal	67.70	14,769.00	218.15
TOTAL	365.20	101,598.00	278.20

Notes:

- 'Administration and planning' represents the work involved in the routine administrative functions of the case. It does not give direct financial benefit to the creditors, but has to be undertaken to meet requirements and obligations under the insolvency legislation and the Statements of Insolvency Practice.
- 'Statutory Compliance' represents the work involved in the statutory functions of the case, together with the necessary control and supervision by senior staff. It does not give direct financial benefit to the creditors, but has to be undertaken to meet requirements and obligations under the insolvency legislation and the Statements of Insolvency Practice.
- 'Investigators' represents the work required to undertake an initial investigation to determine whether there are potential recovery actions for the benefit of creditors. If potential recoveries or matters are identified that require further investigation, additional time costs will be incurred to investigate them in detail and to bring recovery actions where necessary. If further fee approval is required, creditors will be provided with additional information as necessary and asked to approve the fee request. The office holder is also required by legislation to report to the Insolvency Service on the conduct of the directors and the work to enable them to comply with this statutory obligations is of no direct benefit to the creditors, although it may identify potential recovery actions.
- 'Asset realisations' represents the work required to realise the known assets in the case, for the estimated realisable values provided to creditors.
- 'Trading' represents the work required where the decision has been made to trade the business of the company in order to achieve a sale of the business as a going concern, which will result in greater realisations for the benefit of the creditors as a whole. The tasks detailed are required in order to enable the office holder to monitor and control the trading of the business, including statutory functions as required when running the business.
- 'Creditors' represents the work required to deal with the various creditors of the Company. The claims of trade and expense creditors need to be maintained and recorded, together with the amounts of the claims to ensure notices and reports can be issued. All queries and correspondence will be dealt with as part of our statutory obligations. In order to pay a dividend, all creditor claims must be adjudicated and agreed, which may involve additional work if further supporting information is required.

BM ADVISORY

STATEMENT OF POLICY ON FEES

Introduction

This statement has been prepared in accordance with guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3).

The following information applies to all appointments of partners, directors, consultants or staff of BM Advisory, to act as any of the following:-

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

When acting as Nominee, the provisions of the Insolvency Act 1986 ("the Act") require that the amount of the fees payable to the Office Holder be specified within the Debtor's proposals. Such fees will nevertheless be fixed to take account of the Office Holder's expected time costs arising as referred to below.

Policy on fees

In accordance with the Act, the Office Holder may seek approval of their remuneration either on a fixed fee basis, on a percentage basis or on a time costs basis. When an Office Holder's fees are charged by reference to time costs, they will be charged at the firm's usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of BM Advisory, and such changes will be notified in retrospect with each report to Creditors. It is the policy of BM Advisory to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum. Time is recorded in 6 minute units with supporting narrative to explain the work undertaken.

As at 1 March 2014 the hourly rates applicable are:

Grade	£
Partner 1	430
Partner 2	380
Associate Director	360
Senior Manager	340
Manager	310
Assistant Manager	285
Senior Administrator	240
Administrator	185
Junior Administrator	125
Cashier	115
Support staff	85

Rates vary between individuals, reflecting experience and qualification. For certain more complex tasks, BM Advisory may seek to apply a higher rate in respect of work undertaken, but subject to prior authorisation in accordance with the Act.

Further information on the manner in which an Office Holder's fees may be fixed, can be found in the guidance notes on our website: www.bm-advisory.com/resources/.

Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the case or BM Advisory; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the case. These disbursements are recoverable in full from the case without the prior approval of creditors either by a direct payment from the case or, where BM Advisory has made payment on behalf of the case, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage and specific bond insurance.

Category 2 expenses are incurred by BM Advisory and recharged to the case; they are not attributed to the case by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the case, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, internal room hire and internal storage.

It is proposed that the following Category 2 disbursements are recovered:

Meeting room hire	Up to £200
Postage	£0.51 - £2.25
Mileage (per mile)	At the HMRC approved mileage rate at the time the mileage was incurred
Photocopies (per sheet)	£0.15
Storage (per box per month)	£0.35

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

FINN ASSOCIATES' FEE ESTIMATE

Further to our appointment as administrators, we are seeking to be remunerated on a time costs basis. Details of each firm's hourly charge-out rates are set out in the charging policy which accompanies this estimate. Prior to creditors determining the basis upon which we are to be remunerated, we are obliged to produce a fees estimate and to provide it to each creditor of whose details we are aware so that it can be approved at the same time as the basis of our remuneration.

Our fees estimate for the administration is set out below. Please note that blended hourly rates have been used which take account of the various levels of staff that are likely to undertake each area of work. These can be seen in the average hourly rate column.

Details of work that the administrators and their staff propose to undertake	Hours	Time Costs £	Average hourly Rate £
General case administration and planning	25.00	5,055.25	202.21
Compliance with the Insolvency Act, Rules and best practice	12.50	2,498.75	199.90
Investigations	40.00	9,503.00	237.57
Realisation of assets	-	-	-
Trading	-	-	-
Dealing with all creditors' claims (inc employees), correspondence and distributions	-	-	-
Total Hours	77.50		
Total time costs		17,057	
Overall average hourly rate £			220.09

For the avoidance of any doubt, the above estimate relates to the period of administration only, it does not relate to any work that is to be undertaken in any insolvency procedure following the administration.

Should creditors require further information on how this estimate has been produced this will be provided on written request.

Creditors' Guide to the Fees, Expenses and Disbursements charged by Finn Associates
Rates applicable from 01 January 2019

Insolvency Practitioner's Licensing Body

Paul Howard Finn (no. 5367) and James David Robinson (no. 1827) are licensed by The Institute of Chartered Accountants in England and Wales, Chartered Accountants' Hall Moorgate Place, PO box 433, London, EC2R 6EA

Insolvency Practitioners' Fees

Where it has been agreed by resolution of the creditors or the creditor's committee that the office holder's remuneration will be calculated by reference to the time properly given by the insolvency practitioner and his staff in attending to matters arising in the administration, then such remuneration will be calculated in units of 6 minutes at the following hourly rates:

Grade	Hourly Rate	Hourly Rate
	Standard	Complex
	£	£
Principals/Consultants	320 – 460	595
Managers	235 – 325	415
Administrators	200 – 295	325
Assistants / Support Staff	60 – 95	

Charge out rates are exclusive of valued added tax and subject to an annual review. Creditors will be advised of any alteration thereto.

For remuneration purposes the insolvency practitioner's staff includes other directors and consultants within Finn Associates together with Finn Associates employees. A copy of a guide for creditors about the fees of a Liquidator is available on request or can be downloaded from the firm's website at www.finnassociates.com/links-and-downloads.php.

Expenses and Disbursements

Category 1 – Disbursements charged at actual cost.

The payment of Category 1 disbursements will be a charge against the estate to recover the costs of the actual disbursement, including insolvency bonds, oath fees, company searches, redirection of mail, accommodation and subsistence, hire of meeting rooms or any other miscellaneous item paid out in respect of the administration of the estate. A separate amount will be charged by way of an expense to recover the cost of Category 2 disbursements provided by the insolvency practitioner's firm.

Category 2 – Disbursements involving a service provided by the Insolvency Practitioner's firm.

Category 2 disbursements will include storage of company's books and records at the insolvency practitioner's own storage facility. The books and records will be stored in archive boxes and a storage fee will be charged at the rate of £3.75 per box per month for the first 20 boxes and £2.50 per month for all additional boxes. The charge covers the cost of provision of the box, transport to and from the storage facility, storage charges and removal and destruction of the stored books and records. Where boxes are held at the firm's offices (for example to facilitate forensic/general investigation) a fixed charge of £2.50 per box per month will be charged in respect of each box irrespective of number.

The charge for the use of in-house meeting rooms will be a flat rate of £100 per meeting. This includes where requested, the use of computer and media facilities and refreshments.

Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate per mile at the appropriate rate currently published by the "AA" for the type of vehicle and engine size used.

All circulars will be sent out by first class post, with the actual cost of postage charged as a Category 1 disbursement. Stationery and photocopying will be charged out at a flat rate per sheet depending upon the size of the circular run; viz

No. of Sheets	Pence per Sheet
1 – 25	35
26 – 50	21
51 plus	14

Facsimile costs are charged at £1.50 per sheet outgoing and 75p per sheet incoming. No charge is made in respect of telephone, mobile or email costs.

Identity checks are carried out on (amongst others) all instructing directors. These form part of our obligations under the Money Laundering Regulations and are charged at £5 per identity check. Company searches are charged at £25 per company.

Registered Office Charge

Where a company's registered office is changed to the office-holder's address, a payment of £180 per annum will be made to Manorhead Limited (the landlord) in respect of charges incurred in the provision of said registered office. Manorhead Limited is a company 50% owned by Paul Finn of Finn Associates

All 'Category 2' charges are subject to periodic review, notice of which will be provided to creditors as part of the normal reporting procedure.

Professional Indemnity

Finn Associates hold Professional Indemnity cover with CNA Insurance Company Limited. The limit of each claim is £2 m and the cover holds worldwide jurisdiction excluding USA and Canada.

Complaints Procedure

In the first instance any complaints should be addressed in writing to the senior partner Paul Finn at Tong Hall, Tong Lane, Tong, West Yorkshire, BD4 0RR.

In the event that any complaint is not rectified to your satisfaction then further representations may be made to the respective Insolvency Practitioners' licensing body via the Insolvency Service Complaints Gateway as given below:

- By calling the Insolvency Service Enquiry Line on 0845 602 9848 (Monday to Friday - 8am to 5pm)
- By completing an online complaints form at www.gov.uk/complain-about-insolvency-practitioner (Guidance for those who wish to complain can also be found on this site)
- Alternatively, by sending the completed complaints form by post to: IP Complaints, Insolvency Service, 3rd Floor, 1 City Walk, Leeds, LS11 9DA

Further information on the Gateway can be found at www.gov.uk/insolvency-service

In any event we would recommend that you initially contact this office for any further information which is required regarding any aspect of this case.

Task	ORIGINAL ESTIMATE			REPORTING PERIOD		
	Estimated hours hrs	Estimated cost £	Average charge out rate £	Actual hours hrs	Actual cost £	Average charge out rate £
Administration and planning	27.20	7,457.50	274.17	48.20	13,277.50	275.47
Statutory compliance	114.30	31,915.00	279.22	40.90	8,970.50	219.33
Investigations	-	-	-	2.90	491.50	169.48
Asset realisations	95.80	25,945.50	270.83	80.60	22,795.00	282.82
Trading	60.20	21,511.00	357.33	60.20	21,511.00	357.33
Creditors	67.70	14,769.00	218.15	23.70	5,099.00	215.15
TOTAL	365.20	101,598.00	278.20	256.50	72,144.50	281.27

A summary of the work undertaken in this reporting period is detailed below and was required to be undertaken to deal with the specific circumstances of the case, as well as meet our statutory duties obligations:

ADMINISTRATION AND PLANNING

Strategy & planning - devising an appropriate strategy for dealing with the case and giving instructions to staff.
Opening, maintaining and managing the officeholders' estate bank account.
Creating, maintaining and managing the officeholders' cashbook.
Undertaking regular reconciliations of the officeholders' estate bank account.

STATUTORY COMPLIANCE

Setting up physical/electronic case files.
Setting up the case on insolvency practice management software and inputting necessary data.
Dealing with all correspondence and emails relating to the case.
Delivering statutory notifications to creditors and others as required on appointment, including advertising the officeholders' appointment in the Gazette.
Conduct statutory searches to identify company pension schemes.
Deal with statutory obligations in relation to identified company pension schemes
Obtaining a specific penalty bond.
Convening and holding general meetings of members, and enacting decision procedures of creditors (as applicable).
Reviewing the adequacy of the specific penalty bond on a quarterly basis.
Undertaking periodic reviews of the progress of the case.
Overseeing and controlling the work done.
Preparing, reviewing and issuing progress reports to creditors and members.
Filing returns at Companies House and/or Court (as applicable).
Preparing and filing VAT returns.
Preparing and filing Corporation Tax returns.
Seeking closure clearance from HMRC and other relevant parties.
Preparing, reviewing and issuing final accounts/reports to creditors and members.
Filing final accounts/reports at Companies House and/or Court (as applicable).
Completing appropriate documentation to convert the Administration to Creditors' Voluntary Liquidation for the purposes of paying a dividend to unsecured creditors, other than by Prescribed part provisions.

INVESTIGATIONS

Recovering the Company's books and records.
Scheduling the Company's books and records.
Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any suspicious transactions or actions the officeholder may take against a third party in order to recover funds for the benefit of creditors.

ASSET REALISATIONS

Arranging suitable insurance over assets.
Regularly monitoring the suitability and appropriateness of the insurance cover in place.
Liaising with the bank to recover any credit balances and close the account(s).
Liaising with agents to realise known assets.
Instructing solicitors to assist in the realisation of assets.
Negotiate and assign lease to the purchaser.
Monitoring additional consideration due under the sale agreement.
Liaising with the secured creditors over the realisation of the assets subject to a mortgage or other charge.
Monitor payments due under the licence to occupy and payments to the landlord.
Instructing specialised agents to review potential business rate refunds.
Negotiations regarding the sale of the business and assets.
Determining true position of the debtor ledger for collection.

TRADING

Obtaining appropriate information about the business and preparing a business plan and cash flow forecasts.
Arranging suitable insurance for the business.
Setting up suitable systems and controls in respect of purchases and sales for the business.
Liaising with staff.
Payroll and associated HMRC tasks.
Monitoring and controlling the day to day trading of the business.
Monitoring compliance with Health and Safety obligations in respect of the business.

CREDITORS

Liaising with secured creditors regarding details of security and estimated outcome.
Review validity of charges and (if appropriate) make a distribution to secured creditor(s).
Dealing with all creditor correspondence, emails and telephone conversations regarding their claims.
Maintaining up to date creditor information on the insolvency practice management system.
Issuing a notice of Intended dividend to unsecured creditors, and advertising notice of intention to pay a dividend to unsecured creditors in the Gazette.
Reviewing proofs of debt received from unsecured creditors, adjudicating on them and formally admitting them for the payment of a dividend.
Requesting additional information from unsecured creditors in support of their proofs of debt in order to adjudicate on their claims.
Calculating and paying a dividend to unsecured creditors, and issuing the notice of declaration of dividend.

Notes:

- 'Administration and planning' represents the work involved in the routine administrative functions of the case. It does not give direct financial benefit to the creditors, but has to be undertaken to meet our statutory requirements and obligations under the Insolvency legislation and the Statements of Insolvency Practice.
- 'Statutory compliance and reporting' represents the work involved in the statutory functions of the case, together with the necessary control and supervision by senior staff. It does not give direct financial benefit to the creditors, but has to be undertaken to meet our statutory obligations.
- 'Investigations' represents the work required to comply with our statutory obligations and has no direct financial benefit to creditors unless there are potential recovery actions identified. Details of the investigations undertaken and outcomes are set out in the report.
- 'Asset realisation' represents the work required to be undertaken to realise the known assets in the case for the benefit of the creditors, details of which are set out in the report.
- 'Trading' represents the work required to trade the business as a going concern in order to achieve a sale. [*If traded you need to provide the relevant disclosures either here or more likely in the report so amend this note accordingly]
- 'Creditors' represents the work required to deal with the various creditors of the Company and maintain records of each claim. All queries and correspondence are dealt with as part of our statutory obligations.

IN THE MATTER OF THE INSOLVENCY ACT 1986 (AS AMENDED)

JENA TEC PRECISION LIMITED – IN ADMINISTRATION

COMPANY NUMBER: 02760232

FORMER COMPANY NAME(S): KURODA JENA TEC UK LIMITED

TRADING NAME(S): JENA TEC

COURT REFERENCE: CR - 2019 - LIV - 000130

NOTICE OF A CREDITORS' DECISION - TO APPROVE THE ADMINISTRATORS' PROPOSALS AND PRE-APPOINTMENT COSTS AND EXPENSES

NOTICE IS GIVEN that a creditors' decision for the above named will be held by correspondence, in accordance with paragraph 51(1) of Schedule B1 of the Insolvency Act 1986 and rules 15.8 and 18.18 of the Insolvency (England and Wales) Rules 2016, to approve the Administrators' proposals, the Joint Administrators' remuneration and category 2 disbursements, as well as approve unpaid pre-Administration costs and expenses. The decision will be made at 11.59pm on 25 November 2019 (the decision date) and the resolutions to consider are set out below:

"For the approval of the Joint Administrators' proposals."

"In the absence of a creditors' committee, for the approval of the Joint Administrators' remuneration to be charged on a time costs basis (in accordance with their normal charge out rates as prevailing at the time work is performed), in attending to matters as set out in the fee estimate for an amount not exceeding £118,655."

"That the Joint Administrators be permitted to recover category 2 disbursements."

"For the approval of the unpaid pre-Administration costs and expenses, as detailed in the Joint Administrators' report to creditors, to be paid as an expense of the Administration."

"For the appointment of a creditors' committee."

HOW TO VOTE

Creditors are asked to vote on the resolutions by correspondence and in order to do so they must have completed and returned the attached voting form by 11.59pm on 25 November 2019 to BM Advisory, 82 St John Street, London, EC1M 4JN and it is accompanied by a proof of debt form (if not already provided). A vote received without a proof of debt form will be disregarded. Creditors are not required to vote and if they do not then their rights against the Company will not be affected.

FURTHER INFORMATION

A guide to fees can be found at www.bm-advisory.com/resources/ and provides information relating to Administrators' remuneration. A hard copy is available on request.

Where a creditor is owed £1,000 or less they must still deliver a proof if they wish to vote on the resolution. If a creditor has voted to opt out of receiving notices they may still vote if they provide proof of their claim as set out above. Creditors have the right to appeal a decision made in respect of creditors' voting rights and majorities by applying to Court under Rule 15.35 within 21 days of the decision date.

Creditors may request that a physical creditors' meeting is summoned if at least 10% of the creditors in value or number, measured against the Company's total debts, or at least ten creditors request a meeting and the request is made within five business days from the delivery of this notice.

Creditors are invited to determine whether a committee should be established. A committee may be formed if between three and five creditors are willing to be members. Nominations for membership must be received at the offices of BM Advisory by the decision date and nominations can only be accepted from creditors who have lodged a proof of debt and the convener is satisfied as to the creditor's eligibility under Rule 17.4. A guide for creditors to Liquidation/Creditors' Committees is available at <http://www.bm-advisory.com/resources/>. A hard copy is available free of charge on request.

Authenticated by

Michael Solomons

Joint Administrator

Dated: 7 November 2019

Contact details: Michael Solomons (BM Advisory LLP) 82 St John Street, London, EC1M 4JN and James Robinson (Finn Associates) Tong Hall, Tong, West Yorkshire, BD4 0RR. Email: info@bm-advisory.com.

JENA TEC PRECISION LIMITED (IN ADMINISTRATION)

Voting by correspondence form

Name of Creditor _____

Address _____

Please indicate below whether you are for or against each resolution as described in the accompanying report.

I vote as below: (*Please tick box as appropriate)

1. For the approval of the Joint Administrators' proposals.

* FOR ☐ AGAINST ☐

2. In the absence of a creditors' committee, for the approval of the Joint Administrators' remuneration to be charged on a time costs basis (in accordance with their normal charge out rates as prevailing at the time work is performed), in attending to matters as set out in the fee estimate for an amount not exceeding £118,655.

* FOR ☐ AGAINST ☐

3. That the Joint Administrators be permitted to recover category 2 disbursements.

* FOR ☐ AGAINST ☐

4. For the approval of the unpaid pre-Administration costs and expenses as detailed in the Joint Administrators' report to creditors and for them to be paid as an expense of the Administration.

* FOR ☐ AGAINST ☐

5. For the appointment of a creditors' committee.

* FOR ☐ AGAINST ☐

Nomination for committee member _____

Information for creditors

1. In order for your vote to be counted, the Joint Administrators must receive the completed voting form and a proof of debt by no later than 11.59pm on 25 November 2019. The voting form must be accompanied by a proof of debt form (unless one has already been provided) otherwise your vote will be disregarded.
2. Creditors may request a physical creditors' meeting if at least 10% of the creditors in value or number, measured against the Company's total debts, or at least 10 creditors request a meeting and the request is made within five business days of the date of this notice.

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

PROOF OF DEBT - GENERAL FORM

Jena Tec Precision Limited - in Administration
Company Number: 02760232

This proof must be made out by, or under the direction of, the creditor and authorised by the creditor or a person with relevant authorisation as at the date of Administration.

Date of Administration: 17 September 2019

1.	Name of Creditor (If a company please also give company name and registration number)	
2.	Address of Creditor for correspondence (principal place of business)	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into Administration	£
4.	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
5.	Particulars of how and when debt incurred. If you need more space append a continuation sheet to this form.	
6.	Particulars of any security held, the value of the security, and the date it was given	
7.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
8.	Details of any documents by reference to which the debt can be substantiated. Note: there is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at their discretion as may the chair or convenor of any meeting.	
9.	Signature of creditor or person authorised to act on their behalf	
	Name in BLOCK LETTERS	
	Date	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	
FOR OFFICE USE ONLY		
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator