

The Insolvency Act 1986

**Administrator's progress report**

Name of Company Pevelet Limited	Company number 02806856
In the High Court of Justice, Chancery Division, Companies Court, The Strand, London	Court case number 1867 of 2011

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

I/We (a)

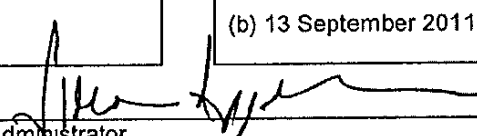
Simon Jonathatn Appell  
Zolfo Cooper  
10 Fleet Place  
London  
EC4M 7RB

Alastair Paul Beveridge  
Zolfo Cooper  
10 Fleet Place  
London  
EC4M 7RB

Anne Clare O'Keefe  
Zolfo Cooper  
The Zenith Building  
26 Spring Gardens  
Manchester  
M2 1AB

administrator(s) of the above company attach a progress report for the period

(b) Insert date

From (b) 14 March 2011	To (b) 13 September 2011
Signed	
	Joint Administrator
Dated	12 October 2011

**Contact Details:**

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

The contact information that you give

Jessica Geddes  
Zolfo Cooper  
The Zenith Building  
26 Spring Gardens  
Manchester  
M2 1AB

OX Number

+44 (0) 161 838 4500  
DX Exchange

THURSDAY



A46 13/10/2011 31  
COMPANIES HOUSE

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

Joint Administrators'  
Progress Report  
for the Period  
14 March 2011 to  
13 September 2011

**Peverel Limited, Peverel Group Limited,  
Aztec Opco Developments Limited and  
Aztec Acquisitions Limited -  
All in Administration**

11 October 2011

## Contents

1	Statutory Information ... ..	1
2	Progress of the Administrations ... ..	1
3	Assets still to be Realised .. ..	3
4	Joint Administrators' Remuneration.. ..	3
5	Estimated Outcome for Creditors.....	5
6	Ending the Administrations .. ..	6
7	Creditors' Rights . . . . .	6
8	Next Report.....	7

## Appendices

Peverel Limited - Trading Account for the Period 14 March 2011 to 13 September 2011 ...	Appendix A
Peverel Limited - Receipts and Payments Account for the Period 14 March 2011 to 13 September 2011 .....	Appendix B
Peverel Group Limited - Receipts and Payments Account for the Period 14 March 2011 to 13 September 2011 .....	Appendix C
Aztec Opco Developments Limited - Receipts and Payments Account for the Period 14 March 2011 to 13 September 2011.....	Appendix D
Aztec Acquisitions Limited - Receipts and Payments Account for the Period 14 March 2011 to 13 September 2011 .....	Appendix E
Peverel Limited - Time Analysis for the Period 14 March 2011 to 13 September 2011 .....	Appendix F
Peverel Group Limited - Time Analysis for the Period 14 March 2011 to 13 September 2011 .....	Appendix G
Aztec Opco Developments Limited - Time Analysis for the Period 14 March 2011 to 13 September 2011 .....	Appendix H
Aztec Acquisitions Limited - Time Analysis for the Period 14 March 2011 to 13 September 2011 .....	Appendix I
Additional information in relation to the Joint Administrators' fees pursuant to Statement of Insolvency Practice 9 .....	Appendix J

Zolfo Cooper  
The Zenith Building, 26 Spring Gardens,  
Manchester, M2 1AB

t: +44 (0) 161 838 4500 f: +44 (0) 161 838 4501

© Zolfo Cooper 2011 All rights reserved

[www.zolfocooper.com](http://www.zolfocooper.com)

## 1 Statutory Information

- 1.1 I was appointed Joint Administrator of Peverel Limited (Peverel), Peverel Group Limited (PGL), Aztec Opco Developments Limited (AODL) and Aztec Acquisitions Limited (AAL) (together the Companies) with my partners Alastair Beveridge and Anne O'Keefe on 14 March 2011 by the High Court of Justice. The application for the appointment of Administrators was made by the directors.
- 1.2 The Administrations are being handled by Zolfo Cooper's Manchester office, situated at The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB.
- 1.3 The Administrations are registered in the High Court of Justice, Chancery Division, Companies Court, under reference numbers 1867, 1866, 1858 and 1865 of 2011.
- 1.4 The Companies' principal place of business is Queensway House, 11 Queensway, New Milton, Hampshire, BH25 5NR. The Companies operate as four holding companies within the larger Peverel Group of companies (the Group).
- 1.5 The Group included a number of trading entities which collectively form the divisions Peverel Property Management Group, Peverel Retirement Division, Peverel Building Technologies and Kingsborough Insurance Services Limited (the Trading Entities).
- 1.6 The registered office of each of the Companies has been changed to c/o Zolfo Cooper, The Zenith Building, 26 Spring Gardens, Manchester, M2 1AB and their registered numbers are 02806856, 03073418, 06330173 and 06111254 respectively.
- 1.7 In accordance with Paragraph 100 (2) of Schedule B1 of the Insolvency Act 1986, all functions of the Joint Administrators are to be exercised by any or all of the Joint Administrators.

## 2 Progress of the Administrations

- 2.1 Attached at Appendix A is the Trading Account for Peverel for the period 14 March 2011 to 13 September 2011. Attached at Appendices B, C, D and E are the Joint Administrators' Receipts and Payments Accounts for the period 14 March 2011 to 13 September 2011 for the Companies. These exclude details of expenses incurred but not paid, which are detailed below.

Company	Service Provided	Supplier Name	Amount Due (£)
Peverel	Insurance	Willis Limited	49,798
Peverel	Public Relations	Hill & Knowlton	8,668
Peverel	Legal Fees	White & Case	1,179,134
PGL	Public Relations	Hill & Knowlton	8,668
AODL	Public Relations	Hill & Knowlton	8,668
AODL	Legal Fees	White & Case	19,000
AAL	Public Relations	Hill & Knowlton	8,668
AAL	Legal Fees	White & Case	19,000

- 2.2 In the Joint Administrators' Report and Statement of Proposals dated 6 May 2011 (the Proposals) it was advised that the second objective, of achieving a better result for the Companies' creditors as a whole than would be likely if the Companies were wound up (without first being in Administration), was being pursued.

- 2.3 The strategy adopted in order to achieve this objective was to continue to trade the Group whilst seeking a sale of the business and assets, further details of which can be found below.

### Trading

- 2.4 As previously mentioned in the Proposals, although the Companies are not customer facing, Peverel employs 140 staff and provides various support services to the Trading Entities. In order to preserve the value of the Trading Entities and ensure their operations were not adversely impacted by the Administrations of the Companies, the Companies have continued to provide these support services as normal.
- 2.5 As Peverel does not generate revenues from third parties, it relies on its costs being met by the Trading Entities. These recharges are included within the Joint Administrators' Trading Account, attached at Appendix A.
- 2.6 The trading performance during the Administration has been robust and the Joint Administrators can report that the Group's trading performance is ahead of management's budget for the year to date.
- 2.7 Peverel will be traded on a break even basis in order to enhance the value of its shareholdings in the Trading Entities. Therefore, there will be no realisations from the trading period available for the benefit of the Companies.
- 2.8 The Joint Administrators will continue to trade the Companies until the sale process reaches its conclusion.

### Sale Process

- 2.9 The Joint Administrators have conducted a robust and thorough sale process in order to maximise realisations to creditors of all of the Companies. An independent industry operator was engaged to work with the management team of the Trading Entities to produce a three year business plan for the Group to support the sale process. The business plan was incorporated into an Information Memorandum which was sent out to interested parties on 4 May 2011.
- 2.10 There was a high level of interest in the business with 151 expressions of interest initially received. The Information Memorandum was subsequently provided to 74 parties (46 financial investors and 28 trade buyers) and 13 indicative offers were received for the Group. Upon evaluation of these offers, six bidders were invited to submit best and final offers.
- 2.11 To assist the bidders' due diligence process, the Joint Administrators compiled and provided the bidders with access to a comprehensive data room covering all aspects of the business. Bidders have also had the opportunity to receive presentations from the Group's senior management team in order to discuss the Group's business plan and ask further questions in relation to the wider business operations.
- 2.12 Due to the size and complexity of the Group we have also commissioned an independent firm of accountants to produce vendor due diligence reports covering financial, operational and taxation aspects of the business for the benefit of the bidders.
- 2.13 The sale process is ongoing and the Joint Administrators are looking to complete this process in the near future.

### **Cash at Bank**

- 2 14 As advised in the Proposals, cash balances of £891, £4,530 and £1.36 million were received on appointment in respect of Peverel, PGL and AODL respectively. These are the funds which were held in the Companies' pre-appointment bank accounts.

### **Refunds**

- 2 15 Funds totalling £75,001 have been received by Peverel. These are funds received relating to pre-appointment matters, including supplier refunds and an insurance claim. PGL has received £196 in respect of sundry refunds.

### **Rent Receipts**

- 2 16 A total of £199,082 has been received by PGL from the Trading Entities in order to meet the ongoing rental liability for the head office in New Milton.

### **Bank Interest**

- 2.17 Interest of £13,215, £2,013 and £191 has accrued on the accounts of Peverel, AODL and PGL since the Joint Administrators' appointments.

### **Creditors' Meetings**

- 2 18 The creditors of AODL and AAL requested that meetings be held to discuss the Proposals and their content. Creditors contributed £2,500 towards the costs of each meeting held.

### **Statement of Affairs' Values**

- 2 19 Statements of Affairs were received from the directors of Peverel, AODL and AAL. These are in line with the Estimated Financial Positions detailed at Appendices D, F and G in the Proposals and have been filed with Companies House.

## **3 Assets still to be Realised**

### **Sale of Business**

- 3 1 As detailed in sections 2.9 to 2.13, the Joint Administrators are continuing with the process of selling the shares that the Companies hold in the Group.

## **4 Joint Administrators' Remuneration**

- 4 1 The relevant creditors approved that the basis of the Joint Administrators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising from the Administrations.

- 4.2 The Joint Administrators' time costs for the period 14 March 2011 to 13 September 2011 in relation to the Companies are set out below.

	Time Costs (£)	Administrative Hours	Value Added Plan (£)
Peverel	3,447,971	8,269	417
PGL	13,254	45	293
AODL	19,796	56	356
AAL	20,776	55	378

- 4.3 Attached at Appendices F, G, H and I are Time Analyses for the period which details the activity costs incurred by staff grade.
- 4.4 To date, £1 million plus disbursements have been drawn on account of time incurred on Peverel. No fees or disbursements have yet been drawn on PGL, AODL or AAL.
- 4.5 Below is a brief analysis of the work performed by the Joint Administrators during this period

#### Administration and Planning

This time relates to dealing with the statutory duties of the Administrations and time spent formulating and communicating the Administration strategies, including but not restricted to:

- liaising with employees of Peverel and the Group;
- the preparation and lodgement of statutory documentation; and
- attendance at head office to ensure the continued trading of Group.

#### Investigations

This involves the statutory requirement of the Joint Administrators to investigate the directors' conduct and provide a report to the Department of Business, Innovation and Skills.

#### Realisations of Assets

This relates to dealing with the sale of the Companies' assets, particularly valuations of the Companies' shareholdings, assisting the management team of the Trading Entities in producing a business plan, marketing the businesses and dealing with interested parties.

#### Trading

This includes the management of the day to day trading of the Companies. In particular, processing payments to suppliers and dealing with employee matters, where applicable.

#### Creditors

This represents time spent dealing with the residents of the properties managed by the Trading Entities, liaising with H M Revenue and Customs regarding appointment and tax matters and communications with creditors and suppliers regarding the Administrations. The time spent completing statutory reports to creditors, including the secured creditor, is also included here.

- 4.6 Attached at Appendix J is additional information in relation to the Joint Administrators' policy on staffing, the use of sub-contractors, disbursements and details of their current charge-out rates by staff grade.

## 5 Estimated Outcome for Creditors

### Secured Creditor - Merrill Lynch International Bank Limited (MLIB)

- 5.1 As detailed in the Proposals, each of the Companies are party to a facility agreement dated 21 November 2007. The obligations under the facility agreement were secured by fixed and floating charges over the Companies' respective assets. At the date of the Joint Administrators' appointments MLIB were owed approximately £136 million across the Group.
- 5.2 All funds received in respect of the sale of Peverel's investments will be payable to MLIB under its fixed charge security. AODL holds cash of approximately £1.36 million which is also secured by MLIB's fixed charge.
- 5.3 Whilst the Joint Administrators are unsure of the value that will be realised through the sale process, it is expected that MLIB will suffer a shortfall on its lending.

### Preferential Creditors

- 5.4 PGL, AODL and AAL have no employees, therefore no preferential claims will arise in these Administrations.
- 5.5 It is anticipated that the employees of Peverel will be transferred to a purchaser once a sale of the business is finalised and that no preferential claims will arise.

### Unsecured Creditors' Fund

- 5.6 Pursuant to Section 176A of the Insolvency Act 1986, where there is a floating charge which post dates 15 September 2003, the Joint Administrators are required to create a fund from the Companies' net property available for the benefit of unsecured creditors (Unsecured Creditors' Fund).
- 5.7 As the Companies granted floating charges to MLIB after 15 September 2003, the Joint Administrators are required to create an Unsecured Creditors' Fund.
- 5.8 The Joint Administrators cannot confirm the amount which will be available for the benefit of the unsecured creditors of Peverel until asset realisations are finalised. They can, however, confirm that there will be insufficient asset realisations to enable a distribution to the unsecured creditors of PGL, AODL and AAL.

### Unsecured Creditors

- 5.9 To date, Peverel's unsecured creditors have submitted claims totalling £468,323. The Joint Administrators currently anticipate that there will be a surplus available for unsecured creditors from the Unsecured Creditors' Fund; however they are unable to quantify the level of these funds or the rate of any unsecured dividend until the remaining assets are realised and claims have been agreed.



## 6 Ending the Administrations

### Creditors' Voluntary Liquidation (CVL)

- 6.1 As detailed in sections 5.6 to 5.9, the Joint Administrators believe that sufficient assets may be realised by Peverel to enable a distribution to unsecured creditors. Should funds become available, the Joint Administrators will file a notice with the Registrar of Companies in order that the Administration will cease and Peverel will move automatically into CVL.

### Dissolution of the Companies

- 6.2 If, as anticipated, there are insufficient funds to enable a distribution to the creditors of PGL, AODL and AAL, the Joint Administrators will file a notice together with their final progress reports at Court and with the Registrar of Companies for the dissolution of these entities. The Joint Administrators shall send copies of the documents to these companies and their creditors. The appointments will end following the registration of the notices by the Registrar of Companies.
- 6.3 The Joint Administrators will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon their appointments as Joint Administrators ceasing to have effect.

## 7 Creditors' Rights

- 7.1 Within 21 days of the receipt of the report, a secured creditor, or an unsecured creditor of any of the Companies (with the concurrence of at least 5% of the value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 7.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% of the value of unsecured creditors) may within eight weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Joint Administrators' remuneration, the remuneration or the expenses incurred by the Joint Administrators as set out in this progress report are excessive.

## 8 Next Report

- 8.1 The Joint Administrators are required to provide a progress report within one month of the end of the next six months of the Administrations or earlier if the Administrations have been finalised.

For and on behalf of  
the Companies

  
Simon Appell  
Joint Administrator

Enc

**Peverel Limited - Trading Account for the Period  
14 March 2011 to 13 September 2011**

**Appendix A**

	14/03/2011 - 13/09/2011 £
<b>PEVEREL INCOME</b>	
Group Recharges	8,455,468
Group Income to Pay Pre-Appointment Arrears	775,519
	<u>9,230,987</u>
<b>PEVEREL EXPENDITURE</b>	
Peverel Limited - Wages and Salaries	1,501,140
Benefits Expenditure	735,034
Rent and Service Charge	156,607
Rates	58,215
Heat and Light	9,077
Travel and Accommodation	3,200
Telephone	98,767
Training Costs	13,527
Insurance	389
Professional Fees	392,440
Bank Charges	658
Marketing Expenditure	23,018
Lease/HP Payments	6,729
Hire of Equipment	6,511
Head Office Maintenance	95,991
Sundry Expenses	27,310
Vehicle Running Costs	67,975
Advertising	460
Stationery and Postage	19,441
Barclaycard Fees	105,456
I.T. Costs	699,578
Subscriptions	740
PAYE/NI - Peverel Limited	1,607,158
Pension and Other Deductions - Peverel Limited	131,923
Pre-appointment arrears funded by Group	775,519
	<u>(6,536,863)</u>
<b>RECEIPTS RELATING TO TRADING ENTITIES</b>	
Contributions to Non-Peverel Costs	27,673,710
	<u>27,673,710</u>
<b>COSTS RELATING TO TRADING ENTITIES</b>	
Non - Peverel Costs	26,843,165
	<u>(26,843,165)</u>
<b>TRADING SURPLUS</b>	<u>3,524,669</u>

Note The trading surplus is due to timing differences and the balance at the end of the trading period will be nil

**Peverel Limited - Receipts and Payments Account for Appendix B  
the Period 14 March 2011 to 13 September 2011**

Statement of Affairs		14/03/2011 - 13/09/2011
£		£
	<b>FIXED CHARGE ASSETS</b>	
	<b>RECEIPTS</b>	
Uncertain	Fixed Assets	-
80,000,000	Investments in Subsidiaries	-
		<u>-</u>
	<b>PAYMENTS</b>	
	Industry Operator Fees	109,621
		<u>(109,621)</u>
	<b>FLOATING CHARGE ASSETS</b>	
	<b>RECEIPTS</b>	
Uncertain	Other Related Party Debtors	-
595,670,223	Related Parties - Subordinated Loan	-
299,415	Other Debtors	-
	Pre-Appointment Refunds	75,001
891	Cash at Bank	891
	Bank Interest	13,215
	Trading Surplus	3,524,669
		<u>3,613,776</u>
	<b>PAYMENTS</b>	
	Joint Administrators' Fees	1,000,000
	Stationery and Postage	119
	Bank Charges	565
		<u>(1,000,684)</u>
	<b>BALANCE</b>	<u>2,503,471</u>
	<b>REPRESENTED BY</b>	
	VAT Receivable	161,874
	Interest Bearing Account	2,749,940
	VAT Payable	(408,343)
		<u>2,503,471</u>

**Peverel Group Limited - Receipts and Payments  
Account for the Period 14 March 2011 to  
13 September 2011**

**Appendix C**

	14/03/2011 - 13/09/2011 £
<b>FLOATING CHARGE ASSETS</b>	
<b>RECEIPTS</b>	
Funds received in relation to Rent	199,082
Cash at Bank	4,530
Bank Interest	191
Sundry Refunds	196
	<u>203,999</u>
<b>PAYMENTS</b>	
Rents	199,050
	<u>(199,050)</u>
<b>BALANCE</b>	<u>4,949</u>
<b>REPRESENTED BY</b>	
Interest Bearing	<u>4,949</u>

No Statement of Affairs Values (SOA ) are included in accordance with SP7, as the Joint  
Administrators have not received a SOA from the directors of the Company

**Aztec Opco Developments Limited - Receipts and  
Payments Account for the Period 14 March 2011 to  
13 September 2011**

**Appendix D**

Statement of Affairs	14/03/2011 - 13/09/2011
£	£
	<b>FIXED CHARGE ASSETS</b>
	<b>RECEIPTS</b>
1,385,910	Cash at Bank 1,375,238
	Bank Interest Gross 2,013
	<u>1,377,251</u>
	<b>FLOATING CHARGE ASSETS</b>
	<b>RECEIPTS</b>
284,246,027	Funds Received for Creditors' Meeting 2,500
127,628,131	Share Capital in Aztec Acquisitions Limited -
	Loan to Aztec Acquisitions Limited -
	<u>2,500</u>
	<b>PAYMENTS</b>
	Statutory Advertising 77
	<u>(77)</u>
	<u>1,379,674</u>
	<b>BALANCE</b>
	<u>1,379,674</u>
	<b>REPRESENTED BY</b>
	Interest Bearing <u>1,379,674</u>

**Aztec Acquisitions Limited - Receipts and Payments  
Account for the Period 14 March 2011 to  
13 September 2011**

**Appendix E**

Statement of Affairs	14/03/2011 - 13/09/2011
£	£
	<b>FLOATING CHARGE ASSETS</b>
	<b>RECEIPTS</b>
	Funds Received for Creditors' Meeting 2,500
486,980,349	Share Capital In Peverel Group Limited -
	<u>2,500</u>
	<b>PAYMENTS</b>
	-
	<u>-</u>
	<u>-</u>
	<b>BALANCE</b>
	<u>2,500</u>
	<b>REPRESENTED BY</b>
	Interest Bearing <u>2,500</u>

**Peverel Limited - Time Analysis for the Period  
14 March 2011 to 13 September 2011**

**Appendix F**

	Employee Grade (Hours)					£	
	Partner/ Director	Senior Associate/ Associate	Jnr Analyst/ Analyst	Support	Total Hours	Total Cost	Average Rate p/h
<b>Administration and Planning</b>							
Accounting and Treasury	0.4	5.8	4.4	112.6	123.2	19,721.00	160
Case administration	5.4	4.0	37.5	38.2	85.1	24,632.00	289
Internal documentation	3.5	20.1	7.2	4.1	34.9	14,858.50	426
Planning	6.5	0.0	1.5	0.2	8.2	4,996.00	609
Statutory duties	0.2	0.4	5.4	5.8	11.8	3,211.00	272
Strategy	810.6	501.2	131.8	29.7	1,473.3	741,770.50	503
Travel and waiting time	5.0	122.3	326.0	3.6	456.9	163,155.50	357
<b>Investigations</b>							
Directors' conduct reports	0.0	3.7	7.2	4.9	15.8	5,029.00	318
Internal documentation	0.0	13.1	0.0	0.0	13.1	6,091.50	465
Other investigations	0.0	15.0	0.3	0.0	15.3	7,062.00	462
<b>Realisation of Assets - Fixed Charge</b>							
Asset identification and valuation	100.5	243.6	71.5	11.4	427.0	206,786.00	484
Asset realisation strategy	323.1	232.3	211.9	28.6	795.9	368,334.50	463
Sale of assets	603.5	420.3	357.2	38.7	1,419.7	638,457.00	450
Recovery of assets	0.0	16.0	0.0	0.0	16.0	7,440.00	465
Asset accounting and administration	3.5	55.1	2.3	0.0	60.9	28,527.50	468
<b>Realisation of Assets - Floating Charge</b>							
Asset identification and valuation	0.0	0.0	1.0	0.0	1.0	320.00	320
Asset realisation strategy	1.8	0.0	0.0	0.0	1.8	1,242.00	690
Sale of assets	19.5	0.0	0.0	0.0	19.5	13,315.00	683
<b>Trading</b>							
Accounting and administration	6.5	152.3	114.7	37.3	310.8	117,626.00	378
Trading activities	46.9	473.4	1,196.6	52.0	1,768.9	633,659.00	358
Trading strategy	0.0	0.0	415.0	0.4	415.4	125,127.00	301
<b>Creditors</b>							
Creditors' claims	1.0	0.3	0.9	2.2	4.4	1,568.50	356
Creditors' meetings	5.0	6.7	6.4	26.5	44.6	14,046.00	315
Employees	3.0	0.0	1.6	0.6	5.2	2,495.00	480
Reporting to creditors	54.4	295.8	360.2	1.2	711.6	286,843.00	403
Secured creditors	2.5	9.5	0.0	0.0	12.0	5,967.50	497
Unsecured creditors	3.0	0.8	5.9	6.8	16.5	5,649.00	342
Internal documentation	0.0	0.0	0.0	0.2	0.2	41.00	205
<b>Totals</b>	<b>2,005.8</b>	<b>2,591.7</b>	<b>3,266.5</b>	<b>405.0</b>	<b>8,269.0</b>	<b>3,447,971.00</b>	<b>417</b>



**Peverel Group Limited - Time Analysis for the Period  
14 March 2011 to 13 September 2011**

**Appendix G**

	Employee Grade (Hours)				Total Hours	£	
	Partner/ Director	Senior Associate/ Associate	Jnr Analyst/ Analyst	Support		Total Cost	Average Rate p/h
<b>Administration and Planning</b>							
Accounting and Treasury	0.8	0.3	0.5	7.5	9.1	1,981.00	218
Case administration	0.3	0.7	2.9	2.9	6.8	2,047.00	301
Internal documentation	0.0	0.1	0.0	0.1	0.2	69.35	347
Statutory duties	0.0	0.5	0.3	5.8	6.6	1,250.00	189
Strategy	0.5	2.0	0.8	1.5	4.8	1,876.00	391
<b>Investigations</b>							
Directors' conduct reports	0.0	2.0	2.2	2.1	6.3	2,064.50	328
Internal documentation	0.0	0.1	0.0	0.0	0.1	46.50	465
<b>Creditors</b>							
Creditors' claims	0.0	0.1	0.0	0.0	0.1	46.50	465
Reporting to creditors	0.3	1.3	8.2	0.0	9.8	3,435.50	351
Unsecured creditors	0.0	0.4	0.4	0.6	1.4	437.00	312
<b>Totals</b>	<b>1.9</b>	<b>7.5</b>	<b>15.3</b>	<b>20.5</b>	<b>45.2</b>	<b>13,253.35</b>	<b>293</b>

**Aztec Opco Developments Limited - Time Analysis for  
the Period 14 March 2011 to 13 September 2011**

**Appendix H**

	Employee Grade (Hours)				Total Hours	£	
	Partner/ Director	Senior Associate/ Associate	Jnr Analyst/ Analyst	Support		Total Cost	Average Rate p/h
<b>Administration and Planning</b>							
Accounting and Treasury	0 1	0 2	0 0	2 9	3 2	622 00	194
Case administration	0 0	0 4	2 6	2 4	5 4	1,466.50	272
Internal documentation	0 0	1 8	0 0	0 1	1 9	860 00	453
Statutory duties	0 0	0 4	2 3	3 5	6 2	1,609 50	260
Strategy	0 2	7 1	0 9	0 1	8 3	3,748 00	452
<b>Investigations</b>							
Directors conduct reports	0 0	0 0	2 2	2 2	4 4	1,155 00	263
Internal documentation	0 0	0 1	0 0	0 0	0 1	46 50	465
<b>Creditors</b>							
Creditors meetings	0 0	5 2	7 2	0 4	12 8	4,804 00	375
Reporting to creditors	0 2	7 4	4 6	0 0	12 2	5,051 00	414
Unsecured creditors	0 0	0 8	0 0	0 3	1 1	433 50	394
<b>Totals</b>	<b>0 5</b>	<b>23.4</b>	<b>19.8</b>	<b>11 9</b>	<b>55 6</b>	<b>19,796 00</b>	<b>356</b>

**Aztec Acquisitions Limited - Time Analysis for the  
Period 14 March 2011 to 13 September 2011**

**Appendix I**

	Employee Grade (Hours)				Total Hours	£	
	Partner/ Director	Senior Associate/ Associate	Jnr Analyst/ Analyst	Support		Total Cost	Average Rate p/h
<b>Administration and Planning</b>							
Accounting and Treasury	0.0	0.1	0.0	0.7	0.8	165.50	207
Case administration	0.0	0.2	2.3	1.6	4.1	1,151.00	281
Internal documentation	0.0	1.4	0.0	0.0	1.4	651.00	465
Planning	0.0	1.0	0.0	0.0	1.0	465.00	465
Statutory duties	0.0	0.4	3.3	3.3	7.0	1,888.50	270
Strategy	1.4	6.8	0.9	0.1	9.2	4,352.50	473
<b>Investigations</b>							
Directors conduct reports	0.0	1.0	2.2	2.1	5.3	1,599.50	302
Internal documentation	0.0	0.1	0.0	0.0	0.1	46.50	465
<b>Creditors</b>							
Creditors meetings	0.0	5.8	7.3	0.0	13.1	5,033.00	384
Reporting to creditors	0.2	7.1	4.6	0.0	11.9	4,911.50	413
Unsecured creditors	0.0	1.1	0.0	0.0	1.1	511.50	465
<b>Totals</b>	<b>1.6</b>	<b>25.0</b>	<b>20.6</b>	<b>7.8</b>	<b>55.0</b>	<b>20,775.50</b>	<b>378</b>

## Additional information in relation to the Joint Administrators' fees pursuant to Statement of Insolvency Practice 9

## Appendix J

### 1 Policy

Detailed below is Zolfo Cooper's policy in relation to

- staff allocation and the use of sub-contractors;
- professional advisors, and
- disbursements.

#### 1.1 Staff Allocation and the use of Sub-contractors

The Joint Administrators' general approach to resourcing their assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The case team will usually consist of a Partner, a Senior Associate, an Associate and an Analyst. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. On larger, more complex cases, several staff at all grades may be allocated to meet the demands of the case. The Joint Administrators' charge out rate schedule below provides details of all grades of staff and their experience level.

With regard to support staff, the Joint Administrators would advise that time spent by treasury in relation to specific tasks on an assignment is charged. The Joint Administrators only seek to charge and recover secretarial time if a large block of time is incurred, eg report compilation and distribution.

The Joint Administrators have not utilised the services of any sub-contractors in this case.

#### 1.2 Professional Advisors

On this assignment the Joint Administrators have used the professional advisors listed below. The Joint Administrators have also indicated the basis of their fee arrangement with them, which is subject to review on a regular basis.

Professional Advisor / Contractor	Basis of Fee Arrangement
White & Case LLP (legal advice)	Hourly rate and disbursements
Willis Limited (Insurance)	Risk based premium
Hill & Knowlton (PR advice)	Hourly rate and disbursements

The Joint Administrators' choice was based on their perception of the professional advisors' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of their fee arrangement with them.

### 1.3 Disbursements

Category 1 disbursements do not require approval by creditors. Category 1 disbursements may include external supplies of incidental services specifically identifiable to the case eg postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by the Joint Administrators and their staff.

Category 2 disbursements do require prior approval by creditors before they are paid. If they are incurred, they will be drawn in accordance with the Joint Administrators' Proposals z. A Category 2 disbursement that may be incurred is photocopying charged at the rate of 10 pence per sheet for notifications and reports to creditors and other copying.

## 2 Charge Out Rates

A schedule of Zolfo Cooper charge-out rates for this assignment effective from 1 January 2011 is detailed below.

Description	£
<b>Partner/Director:</b>	
Partner 1*	690
Partner 2*	620
Director	515
<b>Senior Associate:</b>	
Senior Associate 1*	465
Senior Associate 2*	400
<b>Associate/Analyst</b>	
Associate	320
Analyst*	290
<b>Junior Analyst and Support Staff:</b>	
Junior Analyst*	205
Senior Treasury Associate	230
Treasury Associate	155
Treasury Analyst	110
Support	85

**\*Key**

Partner 1 - Partners with 3 or more years experience at partner level

Partner 2 - Partners with less than 3 years experience at partner level

Senior Associate 1 - Staff who have been Senior Associates for over 2 years

Senior Associate 2 - Staff who have been Senior Associates for less than 2 years

Analyst - Staff who have been Analysts for more than 1 year

Junior Analyst - First year Analysts