

AM10

Notice of administrator's progress report



Companies House

WEDNESDAY



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08/04/2020

#375

COMPANIES HOUSE

1 Company details

Company number 0 2 9 9 7 1 0 2

Company name in full Lee-Warren Fabrication and Design Holdings Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Rob

Surname Keyes

3 Administrator's address

Building name/number 1st Floor

Street Hedrich House

Post town 14-16 Cross Street

County/Region Reading

Postcode R G 1 1 S N

Country

4 Administrator's name ①

Full forename(s) Gareth

Surname Roberts

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 1st Floor

Street Hedrich House

Post town 14-16 Cross Street

County/Region Reading

Postcode R G 1 1 S N

Country

② Other administrator
Use this section to tell us about
another administrator.

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Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	9	m	0	m	9	y	2	y	0	y	1	y	9
To date	d	0	d	8	m	0	m	3	y	2	y	0	y	2	y	0

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

Robert Keyes

X

Signature date

d	0	d	6	m	0	m	4	y	2	y	0	y	2	y	0
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AM10

Notice of administrator's progress report



Presenter information

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

Contact name **Ben Briscoe**

Company name **KRE Corporate Recovery LLP**

Address **Unit 8, The Aquarium**

King Street

Post town **Reading**

County/Region **Berkshire**

Postcode **R G 1 2 A N**

Country

DX

Telephone **01189 479090**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

Lee-Warren Fabrication and Design Holdings Limited
(In Administration)

Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 09/09/2019 To 08/03/2020 £	From 09/09/2019 To 08/03/2020 £
ASSET REALISATIONS		
Bank Interest Net of Tax	317.94	317.94
365,830.00 Cash at Bank	381,784.52	381,784.52
	382,102.46	382,102.46
COST OF REALISATIONS		
Accountants Fees	5,500.00	5,500.00
Legal Fees (1)	4,249.60	4,249.60
Office Holders Fees	5,000.00	5,000.00
Preparation of S. of A.	15,000.00	15,000.00
Specific Bond	640.00	640.00
Website Fees	28.00	28.00
	(30,417.60)	(30,417.60)
UNSECURED CREDITORS		
(117,000.00) HM Revenue & Customs	NIL	NIL
(1.00) Trade & Expense Creditors	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(180,180.00) Ordinary Shareholders	NIL	NIL
	NIL	NIL
68,649.00	351,684.86	351,684.86
REPRESENTED BY		
Bank 1 Current		345,739.34
Vat Receivable		5,945.52
		351,684.86

Robert Keyes

Rob Keyes
Joint Administrator

**Lee-Warren Fabrication & Design Holdings Limited
("the Company") - In Administration**

The Joint Administrators' Progress Report to 8 March 2020

Rob Keyes & Gareth Roberts

**KRE Corporate Recovery LLP
Unit 8, The Aquarium, 1-7 King Street, Reading, RG1 2AN**

**Tel: 0118 947 9090
Email: info@kreocr.co.uk**

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

Rob Keyes and Gareth Roberts were appointed Joint Administrators of Lee-Warren Fabrication and Design Holdings Limited ("the Company") on 9 September 2019. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

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3. Creditors: Claims & Distributions
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5. The Joint Administrators' Fees & Expenses
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- II. The Joint Administrators' Receipts & Payments Account
- III. The Joint Administrators' Time Costs
- IV. Charge-out Rates & Bases of Disbursements
- V. Details of Work Undertaken
- VI. Proof of Debt form

1. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Administration ("the Review Period").

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

Asset realisations

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Cash at Bank	365,830	381,785	(15,955)	365,830
Bank Interest	-	318	300	618

Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement (£)	Expense paid to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Administrators' fees (pre-appointment)	15,000	15,000	-	15,000
Joint Administrators' fees (post-appointment)	94,420	5,000	89,420	94,420
Solicitors' fees (pre-appointment)	4,249	4,429	-	4,429
Accountants' fees	-	5,500	-	5,500
All other expenses	784	668	116	784

Dividend Prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Unsecured creditors	Nil	Uncertain

1.1 Summary of key issues outstanding

The key issues outstanding to conclude this Administration are as follows:

- Continue to investigate the transfer of Plant & Machinery ("P&M") from the main trading entity, Lee-Warren Design & Fabrication Limited ("LWDF") to the Company.
- Continue to submit Group VAT returns and consider de-registration of the Group scheme with LWDF;
- Draft and issue a final report to creditors and convert the Administration to a Creditors' Voluntary Liquidation ("CVL") enabling a dividend to be paid to unsecured creditors.

2. THE PROGRESS OF THE ADMINISTRATION

2.1 The Joint Administrators' receipts and payments account

Attached at Appendix II is a receipts and payments account for the Review Period. The balance of funds are held in an interest bearing account.

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

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

2.2 Administration

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

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

- Completing periodic tax returns.

2.3 Realisation of assets

Cash at bank

As previously detailed in the Joint Administrators' proposals, the Company, before our appointment, has instructed Richard Birch & Co, a firm of professional, independent chattel agents, to value and assist in realising the Company's sole item of plant & machinery ("P&M"), being a large, specialised piece of fabrication equipment.

This piece of P&M was financed by Lombard Asset Finance ("Lombard"), and due to the terms of the finance agreement and the potential for Lombard to seize ownership of the asset, it was determined that the best course of action was to delay the appointment of Administrators to protect the value of the asset for the estate.

Given the specialist nature of the P&M, there was only a small number of potential buyers. Richard Birch & Co worked closely with former management of LWFD, the trading entity, and a third-party, unconnected buyer was located. This item was then subject to an extended period of dismantling and removal from the main trading premises at Silverdale Industrial Estate, Hayes.

Net proceeds from the sale totalled £365,820, after accounting for the settlement of Lombard's finance agreement (including payments made by LWFD on behalf of the Company) and the costs of Richard Birch & Co. While the cash at bank figure on the Receipts & Payments account is currently higher than this figure, it must be noted that this is before the repayment of the Lombard payments to LWFD from the Company.

2.4 Other issues

The Joint Administrators have been made aware that the P&M, as detailed above, was transferred from LWFD, the main trading entity, in or around 2014.

The Joint Administrators, alongside the Company's former accountants, have commenced an investigation to determine whether this transfer was done legitimately and to ensure that it does not ultimately prejudice the interest of the creditors in LWFD.

This investigation remains ongoing and any outcome is presently uncertain.

2.5 Costs incurred but remaining unpaid

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

3. CREDITORS: CLAIMS & DISTRIBUTIONS

3.1 Statutory reporting

During this Review Period, the Joint Administrators' Proposals have been drafted and issued to creditors, including seeking relevant creditors' approvals and issuing notice of the outcome.

3.2 Secured creditors

The Company granted a fixed and floating charge to Bibbys Financial Services Limited ("Bibbys") on 21 November 2018.

Bibbys were paid in full by debtor collections from the trading entity, LWFD, and therefore no debt was due from the Company on appointment.

3.3 Preferential creditors

The Company has no known preferential creditors.

3.4 Claims process

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Ben Briscoe.

A Proof of Debt form is attached at Appendix VI.

4. INVESTIGATIONS

4.1 Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 6 December 2019.

4.2 Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors.

5. THE JOINT ADMINISTRATORS' FEES & EXPENSES

5.1 Pre-Administration Costs

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

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
KRE Corporate Recovery LLP (Office Holders' fees)	15,000	18 November 2020
Gateleys Plc (Solicitors' Fees)	4,249	18 November 2020
TOTAL APPROVED	£19,429	

5.2 The Joint Administrators' Fees

The bases of the Joint Administrators' fees were fixed on 18 November 2020 by a resolution of creditors as follows:

- By reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, such time to be charged at the prevailing standard hourly charge out rates used by KRE Corporate Recovery LLP at the time when the work is performed;

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

"A Creditors' Guide to Administrators' Remuneration" is available for download at <http://kreccr.co.uk/creditors/>.

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

5.3 Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows:

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration & Planning	72.5	322.93	23,413	42.7	362.97	15,499
Realisation of assets	63.5	337.72	21,240	54.3	428.01	23,241
Creditors (statutory reporting, claims & distributions)	92.5	335.14	31,000	24.1	337.01	8,122
Investigations	80.0	341.41	27,313	16.4	381.43	6,256

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	4,249	4,249	
Accountants' Fees	-	5,500	Costs unknown at date of proposals
Advertising	88	88	
Bonding	640	640	
Website fees	28	28	
TOTAL	5,005	10,505	

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

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is has been] exceeded for the reasons given above.

Other professional costs

Accountants' Fees

The Company's former accounts, Barnes Roffe LLP were instructed to assist in the production of a Statement of Affairs and to assist into the rationale behind the transfer of assets from LWFD to the Company (as detailed previously in this report).

Barnes Roffe's costs on the basis of their standard hourly charge out rates, plus disbursements and VAT. The accountants' fees for the Review Period have amount to £5,500 plus VAT and have been paid in full.

At this stage, the extent to which further costs may be incurred is unknown and is dependent on the level of investigations required, as detailed above.

5.4 Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

5.5 Creditors' right to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

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

6. CONCLUSION

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

- Continue to investigate the transfer of Plant & Machinery ("P&M") from the main trading entity, Lee-Warren Design & Fabrication Limited ("LWDF") to the Company;
- Continue to submit Group VAT returns and consider de-registration of the Group scheme with LWDF;
- Draft and issue a final report to creditors and convert the Administration to a Creditors' Voluntary Liquidation ("CVL") enabling a dividend to be paid to unsecured creditors.

If you require any further information, then please contact Ben Briscoe on ben.briscoe@krecre.co.uk or 0118 997 7358.

Robert Keyes

Robert Keyes
Joint Administrator

Rob Keyes and Gareth Roberts were appointed Joint Administrators of Lee-Warren Fabrication and Design Holdings Limited on 9 September 2019. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

STATUTORY INFORMATION

Company Name	Lee-Warren Fabrication and Design Holdings Limited
Previous Names	-
Proceedings	In Administration
Court	High Court of Justice
Court Reference	5729 of 2019
Date of Appointment	9 September 2019
Joint Administrators	Rob Keyes & Gareth Roberts KRE Corporate Recovery LLP Unit 8, The Aquarium, 1-7 King Street, Reading, Berkshire, RG1 2AN
Registered office address	c/o KRE Corporate Recovery LLP Unit 8, The Aquarium, 1-7 King Street, Reading, Berkshire, RG1 2AN
Company Number	02997102
Appointment by	The Director of the Company

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Rob Keyes & Gareth Roberts of KRE Corporate Recovery LLP
The Company	Lee-Warren Fabrication and Design Holdings Limited (in Administration)
The Court	High Court of Justice
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 9 September 2019 to 8 March 2020

Lee-Warren Fabrication and Design Holdings Limited
(In Administration)
Joint Administrators' Summary of Receipts and Payments
To 06 April 2020

RECEIPTS	Statement of Affairs (£)	Total (£)
Cash at Bank	365,830.00	381,784.52
Bank Interest Net of Tax		317.94
		<hr/>
		382,102.46
		<hr/>
PAYMENTS		
Specific Bond		640.00
Preparation of S. of A.		15,000.00
Office Holders Fees		35,000.00
Accountants Fees		5,500.00
Legal Fees (1)		4,249.60
Website Fees		28.00
Trade & Expense Creditors	(1.00)	0.00
HM Revenue & Customs	(117,000.00)	0.00
Ordinary Shareholders	(180,180.00)	0.00
		<hr/>
		60,417.60
		<hr/>
Net Receipts/(Payments)		321,684.86
		<hr/>

MADE UP AS FOLLOWS

Bank 1 Current	309,739.34
VAT Receivable / (Payable)	11,945.52
	<hr/>
	321,684.86
	<hr/>

Robert Keyes

Rob Keyes
Joint Administrator

Time Entry - Detailed SIP9 Time & Cost Summary

LWFDH - Lee-Warren Fabrication and Design Holdings Limited
 From: 09/09/2019 To: 08/03/2020
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
710 Formalities	16.70	18.30	0.00	0.00	34.90	12,278.50	351.97
711 Strategy and Sales	5.50	2.90	0.00	0.00	8.40	1,220.00	153.39
Admin & Planning	21.50	21.20	0.00	0.00	42.70	15,498.00	362.97
521 Unsecured Creditors	0.00	3.30	0.00	0.00	3.30	973.50	295.00
614 Statutory Reporting to Creditors	7.50	13.30	0.00	0.00	20.80	7,148.50	343.68
Creditors	7.50	16.60	0.00	0.00	24.10	8,122.00	337.01
221 CDDA Receipts	0.00	3.30	0.00	0.00	3.30	973.50	295.00
223 Investigations	10.50	2.90	0.00	0.00	13.40	5,287.00	407.21
Investigations	10.50	6.20	0.00	0.00	16.40	6,255.50	381.43
312 Property	14.70	0.00	0.00	0.00	14.70	6,020.00	430.00
314 Plant & Machinery Motor Vehicles	32.00	0.00	0.00	0.00	32.00	13,996.00	425.71
326 Other Assets	7.50	0.00	0.00	0.00	7.50	3,225.00	430.00
Realisation of Assets	53.50	0.00	0.00	0.00	54.30	23,241.00	428.01
400 Trading	0.00	0.80	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.80	0.00	0.00	0.00	0.00	0.00
Total Hours	93.00	44.50	0.00	0.00	137.50	52,117.50	386.31
Total Fees Claimed						5,000.00	

PRACTICE FEE RECOVERY POLICY FOR KRE CORPORATE RECOVERY LLP

Introduction

The insolvency legislation was changed in April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the court. Further detail about how an office holder's fees are approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://kreocr.co.uk/creditors/>. Alternatively, a hard copy may be requested from KRE Corporate Recovery LLP, Unit 8, The Aquarium, 1-7 King Street, Reading, Berkshire, RG1 2AN.

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

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

Time-cost basis

This is the basis that we use in the majority of cases and we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6-minute units with supporting narrative to explain the work undertaken.

Charge-out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 April 2019 (£)	Current charge-out rate per hour, effective from 1 April 2017 (£)
Partner – appointment taker	430	390
Senior Manager	320	290
Manager	295	270
Case Administrator & Assistant Manager	260	240
Support Staff	80	80

These charge-out rates charged are reviewed annually and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Each unit of time is 6 minutes. The work is recorded under the following categories:

- Administration & Planning;
- Investigations;
- Realisation of Assets;
- Creditors;
- Trading.

Percentage-basis

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

Fixed fee

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

All bases

The officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or KRE Corporate Recovery LLP in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, 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, specific bond insurance and company search fees.

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

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

Mileage	45p per mile
Storage	£50 per box for the life of the case
Photocopying	5p per sheet
Postage	50p per small envelope
Postage	70p per large envelope

DETAILS OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS

General Description	Includes
Administration & Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending case files to storage
Creditor reports	Disclosure following pre-pack sale of assets SIP 16 & 13 Preparing proposal, six monthly progress reports, fee authority report to secured and preferential creditors (where appropriate), conversion to CVL (where appropriate) and final report Seeking extension via creditors (where appropriate) Reporting to secured creditor appointor Proposing further fee approval (where the fees estimate is not for the administration of the case to conclusion)
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process
Investigations	
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with the Insolvency Service Submission of report to the Insolvency Service
Realisation of Assets	
Plant and machinery, office furniture and equipment	Liaising with chattel agents and reviewing recoveries Reviewing asset listings Reviewing lease & finance agreement Liaising with former management & accounts on asset allocations & transfers

APPENDIX V

General Description	Includes
Creditors (statutory reporting, claims & distribution)	
Creditor communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Creditor reports	Preparing proposals
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

PROOF OF DEBT - GENERAL FORM

Lee-Warren Fabrication and Design Holdings Limited ("the Company") - In Administration

Date of Administration: 9 September 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO