

## The Insolvency Act 1986

## Statement of administrator's proposals

2.17B

Name of Company Caspa Marketing Limited	Company number 03358988
In the High Court of Justice, Chancery Division Manchester District Registry (full name of court)	Court case number 1914 of 2011

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

We (a) Stephen Gerard Clancy and Philip Francis Duffy  
MCR  
The Chancery  
58 Spring Gardens  
Manchester  
M2 1EW

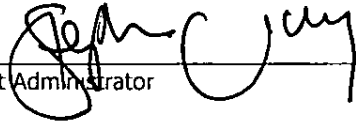
attach a copy of our proposals in respect of the administration of the above company

\* Delete as appropriate

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

(b) Insert date

(b) 19 December 2011

Signed   
Joint Administrator

Dated 19/12/11

## Contact Details

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

MCR  
The Chancery  
58 Spring Gardens  
Manchester  
M2 1EW

\* 827 9000

ave completed and signed this form please send it to the Registrar of Companies at

s House, Crown Way, Cardiff CF14 3UZ

DX 33050 Cardiff



\*A00NFPCP\*

A58 21/12/2011 #44  
COMPANIES HOUSE

WEDNESDAY

**Caspa Marketing Limited  
(In Administration)**

**Joint Administrators' Report to Creditors and Statement of Proposals  
For the period from 31 October 2011 to 19 December 2011  
pursuant to Paragraph 49 of Schedule B1  
to the Insolvency Act 1986**

**19 December 2011**



CORPORATE  
RESTRUCTURING

**Names of Joint Administrators:** Stephen Gerard Clancy  
Philip Francis Duffy

**Date of Appointment:** 31 October 2011

**Date of Report:** 19 December 2011

**Appointed By:** The Directors of the Company  
Adelphi Mill  
Grimshaw Lane  
Bollington  
Macclesfield  
Cheshire  
SK10 5JB

**Court Reference:** No 1914 of 2011  
High Court of Justice  
Chancery Division  
Manchester District Registry

**MCR**  
**The Chancery**  
**58 Spring Gardens**  
**Manchester**  
**M2 1EW**

## **DEFINITIONS**

<b>Stephen Clancy and Philip Duffy</b>	<b>"the Joint Administrators"</b>
<b>Caspa Marketing Limited</b>	<b>"Caspa" and/or "the Company"</b>
<b>The Insolvency Act 1986</b>	<b>"the Act"</b>
<b>The Insolvency Rules 1986, as amended</b>	<b>"the Rules"</b>
<b>Andrew Large and Nicholas Brookes</b>	<b>"the Directors"</b>
<b>Adelphi Mill, Grimshaw Lane, Bollington, Macclesfield, Cheshire, SK10 5JB</b>	<b>"the Premises"</b>
<b>Aldermore Invoice Finance Limited</b>	<b>"Aldermore"</b>
<b>HM Revenue &amp; Customs</b>	<b>"HMRC"</b>
<b>Notice of Intention to Appoint an Administrator</b>	<b>"NOIA"</b>
<b>Statement of Insolvency Practice 16</b>	<b>"SIP16"</b>
<b>Business Lite Memo</b>	<b>"BLM"</b>
<b>GWA Auctioneers and Valuers</b>	<b>"the Agents"</b>
<b>Added Brand Value Limited</b>	<b>"the Purchaser"</b>
<b>Joint Administrators Receipts &amp; Payments</b>	<b>"R&amp;P"</b>
<b>Statement of Affairs</b>	<b>"SoA"</b>
<b>National Westminster Bank plc</b>	<b>"NatWest"</b>
<b>EC Regulation on Insolvency Proceedings 2000</b>	<b>"EC Regulation"</b>

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## **1. INTRODUCTION**

- 1 1 Stephen Clancy and Philip Duffy of MCR were appointed Joint Administrators of Caspa on 31 October 2011 by the Directors of the Company pursuant to Paragraph 22 of Schedule B1 to the Act
- 1 2 In accordance with Paragraph 100(2) of Schedule B1 to the Act the functions of the Joint Administrators are being exercised by any of the administrators
- 1 3 This report sets out the circumstances leading up to the appointment of the Joint Administrators and the steps taken by them to date

## **2. BACKGROUND**

- 2 1 Caspa was incorporated on 23 April 1997 Statutory Information on the Company is included at Appendix 1
- 2 2 The Company was incorporated in the name of Peter Ord Promotions Limited The Company changed its name numerous times over the years In 2002, Caspa Marketing Limited was set up following a buy out of the Northern division of an agency called The House Nick Brookes and Peter Ord were Directors of the Company Peter Ord later retired in 2006
- 2 3 The principal trading activity of the Company was that of a marketing agency and it sold itself on having a strong expertise in the leisure, drink and retail foodservice sectors These sectors met a wide variety of communication requirements The Company was profitable from inception and grew steadily over the next 7 years
- 2 4 The Company traded from premises at Adelphi Mill, Grimshaw Lane, Bollington, Macclesfield, Cheshire, SK10 5JB

## **3. EVENTS LEADING UP TO THE ADMINISTRATION**

- 3 1 The Company had performed reasonably well during 2009 and 2010 despite a difficult trading environment and decline in instructions from clients in the pub/leisure sector
- 3 2 During the second quarter of 2010, a board meeting of all directors took a collaborative decision to engage the services of a business development expert to seek new business/clients and to help grow the existing client base The board saw this as a critical measure in order to advance within 2011
- 3 3 In the first quarter of 2011, on the request of the Financial Controller, the Directors Nick Brookes injected c£27k into the business Further cash injections were requested during the summer of 2011 leading to Nick Brookes investing c£78k into the business The Directors began to have concerns over the Company's performance following these requests and challenged the Company's Financial Controller
- 3 4 Following these actions, Aldermore, who provided an invoice discounting facility to the Company, made contact with the Directors raising concerns over the increase in debtor payment days
- 3 5 A number of meetings between the Directors and Aldermore were held, which resulted in the Directors requesting support from Aldermore by carrying out their own detailed investigation Aldermore appointed a forensic accountant to investigate the Company's financial affairs

- 3 6 The Company's accountants had introduced MCR to the Financial Controller on 23 July 2011. A meeting took place to review the Company's financial position, its obligations to HMRC and the options available. The Financial Controller concluded following that meeting that the Company could secure investment from its shareholders and generate cash from its trading activities to meet its pressing obligations. Consequently, MCR were not engaged to provide any further assistance to the Company.
- 3 7 It became apparent to the Directors that the financial statements for the period to December 2010 were misrepresented and the true position was a loss. Various other irregularities in the accounts were identified, in particular, an outstanding liability to HMRC. Unknown to the Directors, HMRC had distrained over the Company's assets due to non payment. As a consequence of these matters coming to light, the Financial Controller was dismissed.
- 3 8 On account of the sales ledger irregularities, the invoice discounting facility was put on hold until monies were received to bring the account back in line with the terms of the facility. This combined with creditor pressure which had come to the Directors' attention, put significant financial pressure on the Company.
- 3 9 Following a further threat from HMRC to take possession of the assets subject to the distraint, the Directors contacted MCR for further advice.
- 3 10 On 4 October 2011, Philip Duffy of MCR met with the Directors to discuss the Company's financial position. The Directors were of the opinion that the Company was unable to pay its debts as and when they fall due.
- 3 11 MCR advised that the best strategy for the business and the Company's creditors would be to market the business for sale to identify a potential purchaser with a view to complete a sale through an Administration process.
- 3 12 A NOIA was filed in court on 5 October 2011 in order to obtain a statutory moratorium and seek protection from the threat of any creditor taking enforcement action against the Company. It was necessary to file a second NOIA on 18 October 2011 to allow sufficient time to progress negotiations with interested parties.
- 3 13 A sale of the Company's business and assets immediately following appointment was considered the preferred insolvency option in order to allow continuity of trade and therefore maximising book debt realisations.
- 3 14 Following the completion of the sale and marketing exercise, the Directors appointed Stephen Clancy and Philip Duffy as Joint Administrators of the Company on 31 October 2011.
- 3 15 The Joint Administrators considered their position prior to accepting the appointment and, having regard to the Insolvency Practitioners Association's ethical guidelines, considered that there were no circumstances preventing them from accepting the appointment.

#### **4. PURPOSE OF THE ADMINISTRATION**

- 4 1 The purpose of an Administration is to achieve one of the following hierarchical objectives:
- Rescuing the company as a going concern, or
  - Achieving 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

- Realising property in order to make a distribution to one or more secured or preferential creditors

- 4 2 In accordance with Paragraph 49(2) of Schedule B1 to the Act, as amended, the Joint Administrators' believe that the first two objectives referred to above cannot be met. The detailed explanation for this is contained within this report but in summary the first objective could not be achieved as the Company did not have access to ongoing funding in order to allow the business to continue to trade. As such, it was not possible for the Company to undertake any form of restructuring which would allow it to ultimately return to a position of solvency.
- 4 3 It is not expected that the second objective will be achieved, as forecast asset realisations will be insufficient to allow a distribution to be made to the unsecured creditors of the Company.
- 4 4 The Joint Administrators are pursuing the third objective of realising property in order to make a distribution to one or more secured creditors.

## **5. PROGRESS OF THE ADMINISTRATION TO DATE**

- 5 1 The manner in which the affairs and business of the Company have been managed since the appointment of the Joint Administrators and will continue to be managed and financed are set out below.
- 5 2 Since the Company had been loss making in the months leading up to the appointment, the proposed Administrators did not anticipate that trading the business following appointment would be a viable option.
- 5 3 Furthermore it was also considered that the contractual nature of trading activities precluded any financial benefit being secured from a period of trading in Administration. The Joint Administrators would not have been able to warrant the completion of any ongoing new work nor provide certainty of any ongoing support.
- 5 4 Consequently, particularly given recent levels of trading losses the Joint Administrators were most concerned that any period of Administrators' trading could give rise to material losses.
- 5 5 Given the above, it was considered that the associated costs of managing the business would not generate any additional meaningful benefit that could not be determined by a period of marketing ahead of an Administration. The business was trading at a loss with little obvious scope to improve matters in Administration without significant funding.
- 5 6 Discussions with the Company's funders regarding the provision of ongoing facilities indicated that they would only be prepared to do so on the basis that there could be certainty of continuity of the business through an Administration.
- 5 7 In accordance with best practice guidelines, the full SIP16 disclosure was sent with the formal Notice of Administrators Appointment on 8 November 2011 to all known creditors.
- 5 8 The SIP16 disclosure is attached at Appendix 2.

### **Sale of Business and Assets**

- 5 9 The business and assets of the Company were marketed for sale as a going concern by MCR prior to the appointment of Administrators.



- 5 10 A BLM was sent out on Thursday 6 October 2011 which outlined details of the Company's background, assets and historic financial performance. A deadline of 12 noon on Wednesday 12 October 2011 was set out for full and final offers with a view to completing a sale of the business later that week.
- 5 11 The BLM was circulated to approximately 300 interested parties comprising MCR's Interested Party Database of companies within the relevant sector and also known corporate financiers, professionals and funders.
- 5 12 Upon receipt of the BLM, 16 parties expressed an interest in the Company and signed and returned confidentiality agreements.
- 5 13 Following the receipt of signed confidentiality agreements a sales memorandum was sent which provided further information regarding the Company's financial position.
- 5 14 The Agents were instructed to value the Company's business and assets and evaluate any offers received. It became apparent that the majority of the Company's tangible assets were subject to the distraint levied by HMRC.
- 5 15 The Agents advised that the assets would be likely to realise no greater than £9,750 on an in-situ basis and £6,000 on an ex-situ basis, before taking into account any costs of disposal. This valuation included the assets subject to HMRC's distraint.
- 5 16 The Agents confirmed a valuation in respect of the assets not subject to HMRC's distraint of £3,000 on an in-situ basis and £1,500 on an ex-situ basis.
- 5 17 The Joint Administrators introduced several interested parties to the Directors who had expressed a desire to invest in a new company or the possibility of a joint venture.
- 5 18 No offers were received by the set deadline of 12 noon on 12 October 2011 although the Directors had expressed an interest in purchasing the business and assets of Company. MCR contacted all interested parties who had not confirmed that they had no further interest. At this time, discussions were ongoing with several potential investors, who later confirmed they had no interest in proceeding.
- 5 19 After reviewing the offer from the Purchaser and upon the recommendation of the Agents, it was agreed to formally accept the offer for the business and assets. The Purchaser was the only bidder. In the event that this offer was not accepted it was anticipated that asset realisations would be considerably less in a Liquidation scenario. Furthermore, the business would cease to trade which would prove to be detrimental to the debt collection process.
- 5 20 The offer received and accepted for the business and assets was in excess of the Agent's in-situ valuation. This offer excluded the assets subject to HMRC's distraint.
- 5 21 The offer also included the transfer of all employee liabilities, mitigating preferential and unsecured claims. The sale of the business has also provided continuity of trade which will assist in maximising the collection of the debtor book.
- 5 22 The sale was duly completed on 31 October 2011.

5 23 The sale consideration is apportioned as follows

<b>Assets</b>	<b>£</b>
Furniture and Equipment and any Equity in the Encumbered Assets (excluding assets subject to HMRC distraint)	7,499 00
Goodwill, Intellectual Property, Company Name and any Trading Styles, Customer Databases and Contracts of the Seller	1 00
<b>Total Sale Consideration</b>	<b>7,500.00</b>

Of the total sale consideration, £1,500 was paid upon completion, with a further £2,000 paid on 30 November 2011. The balance is payable on an agreed deferred consideration basis as follows

- £2,000 – Payable on 31 December 2011
- £2,000 – Payable on 31 January 2012

5 24 A personal guarantee has been provided by Nick Brookes in respect of the deferred consideration

#### **Book Debts**

5 25 At the date of the Joint Administrators' appointment, the book debts of the Company had been assigned to Aldermore under the terms of the Company's invoice discounting facility

5 26 At appointment the gross book debt ledger totalled £503,202, of which £451,371 was classified as approved debt. An amount of £365,309 was due to Aldermore and is subject to accruing interest and charges

5 27 At the date of this report, the book debt collections received by Aldermore have been in the region of £261,061 and their current indebtedness is c£111,000 subject to accruing interest and charges

5 28 Based upon current information, it is uncertain whether there will be any book debt surplus available to the Administration estate

#### **Other Assets**

##### HMRC Distraint

5 29 Prior to the appointment, HMRC distrained over a number of the Company's assets due to non payment of arrears. The amount due under the distraint was £121,196 including all costs and interest

5 30 The assets subject to the distraint were excluded from the sale of the business and assets. The Joint Administrators have written to HMRC to confirm that these assets did not form part of the sale agreement and requested that they contact the Purchaser to arrange collection of these assets

5 31 The Agents confirmed a valuation in respect of the assets subject to HMRC distraint of £6,750 on an in-situ basis and £4,500 on an ex-situ basis

5 32 A copy of the distraint was provided to the instructed solicitors, Taylors, who confirmed that the distraint was valid

## **Investigations**

- 5 33 The Joint Administrators' investigations into the Company's affairs are currently ongoing
- 5 34 The Joint Administrators have a statutory obligation to file a report with the Insolvency Service regarding the conduct of the Directors that held office in the three years prior to the Administration. This report must be filed within six months from the appointment date and the content of this report is confidential
- 5 35 The Joint Administrators also have a duty to investigate antecedent transactions which include
- Transactions at an undervalue, s238 of the Insolvency Act 1986,
  - Preferences, s239 of the Insolvency Act 1986, and
  - Transactions to defraud creditors, s423 of the Insolvency Act 1986
- 5 36 At the date of this report, the Joint Administrators are not aware of any matters which might require further investigation. The Joint Administrators' investigations into the Company are continuing and an update will be provided in the next report to creditors

## **Joint Administrators' Receipts and Payments Account**

- 5 37 A detailed R&P is shown at Appendix 3

## **Joint Administrators' Agents and Solicitors**

- 5 38 The Joint Administrators engaged the following firms to assist with the sale of the Company's business and assets and other statutory matters

<b>Company</b>	<b>Role</b>
GWA Auctioneers & Valuers	- Chattels agents – Instructed to value the Company's business and assets and evaluate any offers received
Taylor's Solicitors	- Solicitors – Review the sale of business contract, review of distraint documentation by HMRC, assist with placing the Company into Administration and other ad hoc legal matters

- 5 39 The Joint Administrators' choice of those instructed was based on their perception of the ability and experience to perform this type of work, the complexity and nature of the assignment and the basis of the Joint Administrators' fee arrangement with them

## **6. STATEMENT OF AFFAIRS**

- 6 1 In accordance with Paragraph 47 of Schedule B1 to the Act, the Joint Administrators have requested that the Directors provide them with a SoA of the Company
- 6 2 The SoA is yet to be received from the Directors. In the absence of the SoA, the Joint Administrators have prepared a draft statement based upon the latest accounting information made available; this is attached at Appendix 4. The estimated realisations disclosed in the SOA are subject to the costs of realisations which are not disclosed. The indebtedness due to Aldermore is exclusive of accruing interest and charged
- 6 3 A schedule of creditors' names and addresses is attached at Appendix 5. Some creditor amounts shown may differ from the actual amount owed. This does not affect their claim

## 7. STATEMENT OF PRE-ADMINISTRATION COSTS

- 7.1 As discussed, it was necessary for the Joint Administrators to market the business and assets of the Company for sale prior to appointment. This work was imperative in order to ensure that assets realisations were maximised and creditor claims minimised.
- 7.2 An analysis of the Joint Administrators' pre appointment time costs is attached at Appendix 6. Such time costs total £19,763 plus VAT.
- 7.3 The Joint Administrators have incurred the following costs prior to their appointment as it was imperative to protect the Company's assets and formulate an appropriate strategy to be pursued following appointment.

Company	Role	Amount Incurred £*
MCR	Marketing and sale of business and assets	19,763
Taylor Solicitors	Preparation of appointment documentation, review and confirm validity of HMRC distraint and review of terms and conditions of the sale of business and assets	4,500
GWA Auctioneers & Valuers	Valuation of the Company's business and assets and evaluation of any offers received	1,500

\* all amounts are stated exclusive of VAT where applicable

- 7.4 It is proposed that the Joint Administrators' remuneration in respect of this work be fixed by reference to the time properly given by staff in attending to matters arising prior to appointment.
- 7.5 The Joint Administrators confirm that payment of the unpaid pre-appointment fees and costs, as an expense of the Administration, is subject to approval under Rule 2.67A of the Rules, and not part of the proposals subject to approval under Paragraph 53 of Schedule B1 to the Act.
- 7.6 The Joint Administrators will seek consent to pay pre-appointment fees and expenses from the secured creditors in accordance with Rule 2.67A(3)(b)(i) of the Rules.
- 7.7 It is currently uncertain whether there will be sufficient asset realisations to pay the pre appointment fees and expenses in full. Payment of such fees and expenses will be dependent upon whether there will be a book debt surplus available.

## 8. JOINT ADMINISTRATORS' COSTS AND EXPENSES

- 8.1 It is proposed that the Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in dealing with the Administration. Such time costs incurred to date by MCR are as analysed at Appendix 6.
- 8.2 To date, the Joint Administrators' post appointment time costs total £13,587. No remuneration has been drawn to date.
- 8.3 Information regarding the fees of Administrators called a Creditors' guide to Administrators' fees can be found on our website at [www.mcr.uk.com](http://www.mcr.uk.com). Should you require a copy, please contact this office.

## **9 DIVIDEND PROSPECTS / PRESCRIBED PART**

### **Secured Creditors**

#### National Westminster Bank plc

- 9 1 The Company granted NatWest a debenture which conferred fixed and floating charges over all assets of the Company. The debenture was created on 6 December 2000 and registered on 20 December 2000.
- 9 2 As at the date of the Joint Administrators' appointment, the Company's indebtedness to NatWest was £34,384 subject to accruing charges and interest. The indebtedness relates to an overdraft facility provided by NatWest.
- 9 3 It is uncertain at this stage whether there will be sufficient asset realisations after discharging the costs of the Administration, to enable a distribution to be made to NatWest.
- 9 4 A distribution to NatWest will be dependent upon the level of book debt realisations, Aldermore's termination charges and costs of the Administration. However, as the Prescribed Part does not apply and there are no preferential creditors, the Bank, under its floating charge will be paid in priority to the non-preferential creditors.

#### Aldermore Invoice Finance

- 9 5 The Company granted Aldermore a debenture which conferred a fixed charge over the book debts of the Company. The debenture was created on 30 May 2001 and registered on 12 June 2001.
- 9 6 On appointment the gross book debt ledger totalled £503,202, of which £451,371 was approved debt. An amount of £365,309 was due to Aldermore under their debenture and is subject to accruing interest and charges.
- 9 7 At the date of this report the book debt collections received by Aldermore have been in the region of £261,061 and their current indebtedness is c£111,000 subject to accruing interest and charges.
- 9 8 It is anticipated that Aldermore will be repaid its primary indebtedness in full from book debt realisations. It is however, uncertain whether there will be sufficient realisations to provide a book debt surplus to the Administration estate after discharging Aldermore's interest and charges.

### **Preferential Creditors**

- 9 9 The Company's employees transferred to the Purchaser as part of the sale of the business and assets. Therefore the Joint Administrators' do not believe that the Company has any preferential creditors.

### **Prescribed Part**

- 9 10 Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a Prescribed Part of the Company's net property shall be made available to unsecured creditors.
- 9 11 Since the Bank and Aldermore's charges were created before 15 September 2003, the Prescribed Part will not apply.

### **Non-Preferential Creditors**

- 9 12 According to the draft SOA, non-preferential creditors total £796,917. The non-preferential creditors can be summarised as follows:

Trade & Expense Creditors	£454,396
HM Revenue & Customs – PAYE/NI	£12,048
HM Revenue & Customs – VAT	£330,473
<b>Total</b>	<b><u>£796,917</u></b>

- 9 13 Based upon the current information available, it is anticipated that there will be insufficient realisations to enable a distribution to the non-preferential creditors of the Company.

## **10. EC REGULATION**

- 10 1 It is the Joint Administrators' opinion that the EC Regulation applies and these proceedings are main proceedings as defined in Article 3 of the EC Regulation. The centre of main interest of the Company is in England.

## **11. CREDITORS' MEETING**

- 11 1 In accordance with Paragraph 52(1) of Schedule B1 to the Act, a creditors' meeting will not be convened as the Joint Administrators believe that the Company will have insufficient property to enable a distribution to be made to unsecured creditors.
- 11 2 However, the Joint Administrators shall summon an initial creditors' meeting, if requested to by the creditors of the Company, whose debts amount to at least 10% of the total debts of the Company, using the prescribed form 2.21B, attached at Appendix 7, within 8 business days from the date of this report.
- 11 3 Creditors are reminded that the costs of any meeting called shall be paid for by them and that a deposit will be required for such purpose. Such costs may be ordered to be paid as an expense of the Administration if the meeting so resolves.

## **12. END OF THE ADMINISTRATION**

- 12 1 The options available to the Joint Administrators for the exit from the Administration are as follows:
- Compulsory Liquidation
  - Creditors' Voluntary Liquidation
  - Company Voluntary Arrangement
  - Return of control to the Director
  - Dissolution of Company
- 12 2 The Joint Administrators recommend that the Company should be dissolved, for the reasons set out below.
- 12 3 The Joint Administrators have formed the view that once all the outstanding Administration matters have been finalised, and all liabilities incurred during the Administration have been discharged, there will be insufficient funds available to allow a distribution to unsecured creditors.

- 12 4 Once all outstanding matters have been satisfactorily completed by the Joint Administrators, they will give notice to the Registrar of Companies under Paragraph 84 of Schedule B1 to the Act to the effect that the Company has no property to realise which might permit a distribution to its unsecured creditors, at which stage the Administration will cease. The Company will be dissolved three months following the registration of the notice at the Registrar of Companies.
- 12 5 In the event that there are sufficient funds available to enable a distribution to unsecured creditors the Joint Administrators have left the choice of exit route from Administration open so that the alternative strategy of Creditors' Voluntary Liquidation can be adopted, should this prove more appropriate at the time.

### **13. JOINT ADMINISTRATORS' PROPOSALS**

#### **13 1 The Joint Administrators propose the following**

- 13 1 1 That the Joint Administrators continue the Administration to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time as the Administration ceases to have effect.
- 13 1 2 That the Joint Administrators do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion consider desirable or expedient in order to achieve the purpose of the Administration.
- 13 1 3 That the Joint Administrators, once all outstanding matters have been satisfactorily completed, take the necessary steps to give notice under Paragraph 84 of Schedule B1 of the Act to the Registrar of Companies to the effect that the Company has no property which might permit a distribution to its creditors, at which stage the Administration will cease.
- 13 1 4 That the Joint Administrators, when it is anticipated that no better realisations will be made in the Administration than would be available in a winding up, take the necessary steps to put the Company into Creditors' Voluntary Liquidation for the purpose of making a distribution to unsecured creditors, if appropriate. It is proposed that the Joint Administrators, currently Stephen Clancy and Philip Duffy of MCR would act as Joint Liquidators should the Company be placed into Creditors' Voluntary Liquidation. Any act required or authorised under any enactment to be done by the Liquidator is to be done by all or any one or more of the persons for the time being holding the office in question. In accordance with Paragraph 83(7) of Schedule B1 to the Act and Rule 2.117 of the Rules creditors may nominate a different person as the proposed Liquidator, provided the nomination is received at this office prior to the approval of these proposals. In the absence of such nomination, the Joint Administrators will be appointed Joint Liquidators.
- 13 1 5 That the Joint Administrators be discharged from all liability pursuant to Paragraph 98 of Schedule B1 to the Act, upon filing the end of the Administration or their appointment otherwise ceasing.
- 13 1 6 That the Joint Administrators' remuneration, where no Creditors' Committee is established, be fixed by reference to the time properly incurred by them and their staff in attending matters during the Administration and that they be allowed to draw such remuneration as and when funds permit without further recourse to the creditors of the Company.
- 13 1 7 That the Joint Administrators be authorised to draw their firm's internal costs and expenses in dealing with the Administration ("Category 2 Disbursements"), if any.

- 13 2 Pursuant to Rule 2 33(5) of the Rules, the proposals in paragraph 13 1 shall be deemed to be approved by the creditors on the expiry of the period in which a meeting can be requisitioned by creditors in the manner described in paragraph 11 2 above, provided that no meeting has been so requisitioned
- 13 3 The Joint Administrators will be seeking the following resolutions from the secured creditors
- 13 3 1 That the Joint Administrators be discharged from all liability pursuant to paragraph 98 of Schedule B1 to the Act, upon filing the end of the Administration or their appointment otherwise ceasing
- 13 3 2 That the Joint Administrators' remuneration be fixed by reference to the time properly incurred by them and their staff in attending matters during the Administration and that they be allowed to draw such remuneration as and when funds permit without further recourse to the creditors of the Company
- 13 3 3 That the Joint Administrators' statement of pre-administration fees of £19,763 plus VAT under Rule 2 33 be approved for payment in accordance with Rule 2 67A
- 13 3 4 That the Joint Administrators' statement of pre-appointment costs, in respect of Taylors Solicitors in the sum of £4,500 plus VAT and GWA Auctioneers & Valuers in the sum of £1,500 plus VAT, under Rule 2 33 of the Rules be approved for payment in accordance with Rule 2 67A of the Rules
- 13 3 5 That the Joint Administrators be authorised to draw their firm's internal costs and expenses in dealing with the administration ("Category 2 Disbursements"), if any

#### 14. OTHER MATTERS

- 14 1 If any creditor has any information concerning the Company's affairs that they would like to bring to our attention, then we should be pleased to hear from them

If you require further information or assistance, please do not hesitate to contact Ruth Pearson of this office

  
Stephen Clancy  
Joint Administrator

Enc



CORPORATE  
RESTRUCTURING



**APPENDIX 1**  
**STATUTORY INFORMATION**

## STATUTORY INFORMATION

<b>Date of Incorporation</b>	23 April 1997	
<b>Registered Number</b>	03358988	
<b>Company Directors</b>	Andrew Large Nicholas Brookes Gillian Yates	
<b>Shareholders</b>	Cornfield Holdings Ltd – 90 A Ordinary shares Jacqueline Higginbotham 5 B Ordinary Shares Gillian Yates – 5 B Ordinary shares	
<b>Trading Address</b>	Adelphi Mill Grimshaw Lane Bollington Macclesfield Cheshire	
<b>Registered Office</b>	Current	Formerly
	The Chancery 58 Spring Gardens Manchester M2 1EW	Adelphi Mill Grimshaw Lane Bollington Macclesfield Cheshire
<b>Previous Names:</b>	Peter Ord Promotions Limited	

## Financial Information

	Year Ended 31 August 2011 (Mgmt A/c) £	Year Ended 31 Dec 2010 (Filed) £
Turnover	188,708 77	3,157,929
Gross Profit	12,788 60	572,601
Retained profit/(loss) for the year	(74,231 12)	52,908

**APPENDIX 2**  
**SIP 16 STATEMENT**

## **SIP16 Requirements**

In accordance with Statement of Insolvency Practice 16, I outline below details of the sale of the Company's business and assets to Added Brand Value Limited ("the Purchaser")

- **Background information and events leading to the Administration**

The Company was incorporated on 23 April 1997 in the name of Peter Ord Promotions Limited. The Company changed its name numerous times over the years. In 2002, Caspa Marketing Limited was set up following a buy out of the Northern division of an agency called The House. Nick Brookes and Peter Ord were Directors of the Company, Peter Ord later retired in 2006.

The Company sold itself as having a strong expertise in the sectors of leisure, drink and retail foodservice, which met a wide variety of communication requirements. The Company was profitable from inception and grew steadily over the next 7 years.

The Company traded from premises at Adelphi Mill, Grimshaw Lane, Bollington, Macclesfield, Cheshire, SK10 5JB.

Over the years, the Company appointed several directors to the Board, some of which have since resigned. The Directors have advised that the Company performed reasonably well during 2009 and 2010 despite a difficult trading environment and decline in sales from clients in the pub/leisure sector.

During the second quarter of 2010, at a board meeting all parties took a collaborative decision to engage the services of a business development expert to seek new business/clients and to help grow the existing client base. The board saw this as a critical measure in order to advance within 2011.

In the first quarter of 2011, on the request from the Financial Controller, Nick Brookes injected c£27k into the business. Further cash injections were requested during the summer of 2011 leading to Nick Brookes investing c£78k into the business. The Directors began to be concerned over the Company's performance following these requests and challenged the Company's Financial Controller.

Following the above, Aldermore Invoice Finance Limited ("Aldermore"), who provided an invoice discounting facility to the Company, made contact with the Directors due to concerns over the increase in debtor payment days.

A number of meetings between the Directors and Aldermore were held, which resulted in the Directors requesting support from Aldermore by carrying out their own detailed investigation. Aldermore appointed a forensic accountant to investigate into the Company's financial affairs.

It soon became apparent to the Directors that the financial statements for the period to December 2010 were misrepresented and the true position was a loss. Various other irregularities in the accounts were identified, in particular, an outstanding liability to HM Revenue & Customs ("HMRC"). Unknown to the Directors, HMRC had distrained over the Company's assets due to non payment. As a consequence of these matters coming to light, the Financial Controller was dismissed.

On account of the sales ledger irregularities, the invoice discounting facility was put on hold until monies were received to bring the account back in line with the terms of the facility. This combined with creditor pressure which had come to the Directors' attention, put significant financial pressure on the Company.

The Company's accountants had introduced MCR to the Financial Controller on 23 July 2011. A meeting took place to review the Company's financial position, its obligations to HMRC and the options available. The Financial Controller concluded following that meeting that the Company could

The affairs, business and property of the company are being managed by the Joint Administrators Stephen Clancy and Philip Duffy who act as agents for the company and without personal liability.

secure investment from its shareholders and generate cash from its trading activities to meet its pressing obligations. Consequently, MCR were not engaged to provide any further assistance to the Company.

However, following a further threat from HMRC to take possession of the assets subject to the distraint, the Directors contacted MCR for further advice. On 4 October 2011, Phil Duffy met with the Directors to discuss the Company's financial position. The Directors were of the opinion that the Company was unable to pay its debts as and when they fall due.

MCR advised that the best strategy for the business and the Company's creditors would be to market the business for sale on a pre-packaged sale prior to placing the Company into Administration.

A Notice of Intention to Appoint an Administrator ("NOIA") was filed in court on 5 October 2011 in order to obtain a statutory moratorium and seek protection from the threat of any creditor taking enforcement action against the Company. It was necessary to file a second NOIA on 18 October 2011 to allow sufficient time to progress negotiations with interested parties.

A sale of the Company's business and assets on a pre-packaged basis was considered the preferred insolvency option in order to allow continuity of trade and therefore maximising book debt realisations.

- **The source of the Administrators initial introduction**

As discussed above, the Directors were introduced to MCR by the Company's accountants, Harts. Meetings were subsequently held with the Directors on 23 July 2011 and 4 October 2011. The meetings considered the various options available to the Company due to its financial predicament.

- **The extent of the Joint Administrators' involvement prior to appointment:**

MCR first met the Company's Financial Controller on 23 July 2011 to provide advice on the Company's financial position and its obligations due to HMRC. The Financial Controller was of the opinion that the Company could continue to trade and meet its obligations with the continued support of its shareholders. As a consequence MCR were not engaged to provide any further advice.

MCR attended a meeting with the Directors on 4 October 2011 following the Company receiving a threat to uplift the assets subject to the outstanding distraint. A NOIA was filed on 5 October 2011 in light of the fact that HMRC had issued a distraint over certain assets of the Company and had threatened to uplift the assets subject to the distraint.

At this meeting, the Directors instructed MCR to assist with placing the Company into Administration. Solicitors were instructed to prepare the necessary paperwork to file in Court. In addition, MCR consulted with the Company's major stakeholders, National Westminster Bank Plc ("NatWest") and Aldermore, on the recommended strategy to market the business for sale via a pre-packaged Administration process.

- **Details of any marketing activities conducted by the Company and/or the Joint Administrators:**

The business and assets of the Company were marketed for sale as a going concern by MCR prior to the appointment of Administrators.

A Business Lite Memo ("BLM") was sent out on Thursday 6 October 2011 which outlined details of the Company's background, assets and historic financial performance. A deadline of 12 noon on Wednesday 12 October 2011 was set out for full and final offers with a view to completing a sale of the business later that week.

The affairs, business and property of the company are being managed by the Joint Administrators Stephen Clancy and Philip Duffy who act as agents for the company and without personal liability.

The BLM was circulated to approximately 300 interested parties comprising MCR's Interested Party Database of companies within the relevant sector and also known corporate financiers, professionals and funders

Upon receipt of the BLM, 16 parties expressed an interest in the Company and signed and returned confidentially agreements

Following receipt of signed confidentially agreements a sales memorandum was sent which provided further information regarding the Company's financial position

GWA Auctioneers and Valuers ("the Agents") were instructed to value to Company's business and assets and evaluate any offers received. It should be noted that the majority of the Company's assets were subject to the distraint by HMRC

The Joint Administrators introduced several interested parties to the Directors who had expressed a desire to invest in a new company or the possibility of a joint venture

No offers were received by the set deadline of 12 noon on 12 October 2011 although the Directors had expressed an interest in purchasing the business and assets of Company. MCR contacted all interested parties who had not confirmed that they had no further interest. At this time, the Directors were still in further discussions with several potential investors, who later confirmed they had no interest in proceeding

After reviewing the offer from the Directors, and upon the recommendation of the Agents, it was agreed to formally accept the offer for the business and assets received from the Purchaser, who was the only bidder. The sale was duly completed on 31 October 2011

The offer received and accepted by the Joint Administrators for the business and assets of the Company was £7,500. The offer excluded the purchase of the assets subject to HMRC's distraint

The sale consideration is apportioned as follows

<b>Assets</b>	<b>£</b>
Furniture and Equipment and any Equity in the Encumbered Assets (excluding assets subject to HMRC distraint)	7,499 00
Goodwill, Intellectual Property, Company Name and any Trading Styles, Customer Databases and Contracts of the Seller	1 00
<b>Total Sale Consideration</b>	<b><u>7,500.00</u></b>

£1,500 was paid on completion. The balance is payable on an agreed deferred consideration basis. This is due as follows:

- £2,000 – Payable on 30 November 2011
- £2,000 – Payable on 31 December 2011
- £2,000 – Payable on 31 January 2012

A personal guarantee has been provided by Nick Brookes in respect of the deferred consideration

**• What alternative courses of action were considered by the Administrator with explanation of likely financial outcomes**

The proposed Administrators, Philip Duffy and Stephen Clancy of MCR, discussed the various insolvency procedures with the Directors of the Company

The affairs, business and property of the company are being managed by the Joint Administrators Stephen Clancy and Philip Duffy who act as agents for the company and without personal liability

**Company Voluntary Arrangement ("CVA")** – whilst the business has gone some way to understanding its trading position it remained uncertain whether the Company would be in a position to be able to repay some of the historical debt, by way of a distribution in the CVA, as well as maintaining payment of trading liabilities going forward

**Creditors Voluntary Liquidation ("CVL")** – the business would effectively cease to trade upon the appointment of a Liquidator. This course would likely prove to be detrimental to the collection of the Company's book debts and would therefore not be in the interest of the Company's major stakeholders.

**Administrative Receivership** – both the NatWest and Aldermore's debenture were granted prior to 15 September 2003. Both debenture holders have the ability to appoint Administrative Receivers over the Company. Although the process is similar to that of an Administration, this insolvency procedure does not afford the Company the protection of a Moratorium. In this scenario, the Bailiff could not be stopped from taking further action and the landlord would be able to seek remedy for non payment of rent.

**Administration** – by the filing of the Notice of Intention the Company would be afforded the protection of a Moratorium as discussed above. The Company was under significant pressure from its creditors including HMRC and it was possible that the landlord could seek remedy for non payment of rent. The Moratorium provided the Company with protection from creditors taking any further action. In addition, the Administration provided the Company with the opportunity to market the business for sale prior to any appointment being made.

- **Why it was not appropriate to trade the business, and offer it for sale as a going concern, during the Administration.**

Due to the Company being loss making and the lack of funding available, the proposed Administrators did not anticipate that trading the business following appointment would be a viable option.

It is also believed that trading during the Administration period could have a detrimental effect on the contracts with customers due to the uncertainty of continuation to trade.

There was also no funding available to finance the trading of the business in Administration.

Given the above it was considered that the associated costs of managing the business would not generate any additional meaningful benefit that could not be determined by a period of marketing ahead of an Administration. The business appeared to have been trading at a loss with little obvious scope to improve matters in Administration without significant funding.

- **Details of requests made to potential funders to fund working capital requirements.**

The Company's funder, Aldermore, had provided an invoice finance facility which operated to its maximum limits. In addition, the Company also reached its overdraft limit with NatWest and no further funding was available from this source.

Due to the uncertainty of the continuation of customer contracts and the loss making nature of the business, the Joint Administrators deemed it unnecessary to seek further funding from Aldermore for a trading period for the reasons set out in the section above.

The affairs, business and property of the company are being managed by the Joint Administrators Stephen Clancy and Philip Duffy who act as agents for the company and without personal liability.

- **What efforts were made to consult with major creditors.**

Prior to their appointment, MCR consulted with both NatWest and Aldermore to seek their consent to the proposed strategy of appointment

HMRC were also contacted in respect of its distraint and were advised of the proposed Administration

- **The date of the transaction.**

The Company's business and assets were sold to the Purchaser as a going concern on 31 October 2011

- **Details of any valuations obtained of the business or the underlying assets**

The Agents were instructed to provide a valuation of the Company's assets for the purposes of evaluating any offers received following the marketing exercise undertaken by MCR

The Agents advised that these assets would be likely to realise no greater than £9,750 on an in-situ basis and £6,000 on an ex-situ basis, before taking into account any costs of disposal. This valuation included the assets subject to HMRC's distraint

The Agents confirmed a valuation in respect of the assets not subject to HMRC distraint of £3,000 on an in-situ basis and £1,500 on an ex-situ basis

The offer received for these assets of £7,499 was in excess of the Agent's in-situ valuation and therefore the Agents recommended that the offer was accepted. The offer also included the transfer of all employee liabilities, mitigating preferential and unsecured claims

- **Details of the assets involved and the nature of the transaction.**

The assets included in the sale to the Purchaser are detailed above, but include the following Furniture and Equipment and any Equity in the Encumbered Assets (excluding those assets subject to HMRC distraint), Goodwill, Intellectual Property, Company Name and any Trading Names or Styles, Customer Database and Contracts of the Seller

The Joint Administrators have only sold such right, title and interest they had in the business and assets

- **The consideration for the transaction, terms of payment, and any condition of the contract that could materially affect the consideration.**

The consideration payable is £7,500. An initial payment was made upon completion for the business and assets of £1,500 and the deferred is payable over 3 monthly equal instalments commencing on 30 November 2011. Nick Brookes has personally guaranteed the deferred consideration

- **If the sale is part of a wider transaction, a description of the other aspects of the transaction.**

The sale is not part of any wider transaction

The affairs, business and property of the company are being managed by the Joint Administrators Stephen Clancy and Philip Duffy who act as agents for the company and without personal liability



- **The identity of the purchaser.**

The Purchaser is Added Brand Value (Company No 06894420) whose registered office is at 2 Menlo Close, Oxton, Wirral, Merseyside, CH43 9YD Details held at Companies House confirms that the Directors of the Purchaser are as follows

- Matthew Bennett
- Nicholas Brookes
- Andrew Large

- **Any connection between the purchaser and the directors, shareholders or secured creditors.**

The Directors of the Company are also directors of the Purchaser

Aldermore is funding the Purchaser by way of an invoice discounting facility

- **The names of any directors, or former directors, of the Company who are involved in the management or ownership of the purchaser, or of any other entity into which any of the assets are transferred.**

The Joint Administrators are aware that Nicholas Brookes and Andrew Large are directors and involved in the management of the Purchaser

- **Whether any directors had given guarantees for debts due from the Company to a prior financier, and whether that financier is financing the new business.**

We are advised that the Directors had provided personal guarantees to Aldermore

As discussed above, Aldermore is funding the Purchaser by way of an invoice discounting facility

- **Any options, buy-back arrangements or similar conditions attached to the contract of sale.**

There are no share options, buy back arrangements or similar conditions attached to the contract of sale

**APPENDIX 3**  
**JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

**Caspa Marketing Limited  
(In Administration)**

**Joint Administrators' Abstract Of Receipts And Payments  
To 19 December 2011**

**RECEIPTS**

**Total (£)**

Furniture and Equipment	3,499 00
Goodwill	1 00

**PAYMENTS**

Balances in Hand	3,500 00
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**APPENDIX 4**  
**DRAFT STATEMENT OF AFFAIRS**

**INSOLVENCY ACT 1986**

**DRAFT STATEMENT OF AFFAIRS**

**A - Summary of Assets**

<b>Assets</b>	<b>Notes</b>	<b>Book Value £</b>	<b>Estimated to realise £</b>
<b>Assets subject to fixed charge:</b>			
Book Debts		503,202 00	451,371 00
Less Due to Aldermore		365,309 00	(365,309 00)
			86,062 00
Goodwill , Intellectual Property, Company Name and any Trading Styles Customer Databaess and Contracts of the Seller			1 00
			86,063 00
<b>Assets subject to a floating charge:</b>			
Furniture and Equipment and any Equity in the Encumbered Assets		72,188 02	7,499 00
<b>Estimated total assets available for preferential creditors</b>	<b>£</b>		93,562 00

Signature \_\_\_\_\_

Date \_\_\_\_\_

**INSOLVENCY ACT 1986**

**DRAFT STATEMENT OF AFFAIRS**

**A1 -Summary of liabilities**

		<b>Estimated to realise</b>
<b>Estimated total assets available for preferential creditors (carried from page A)</b>	<b>£</b>	93,562 00
<b>Liabilities,</b>		
Preferential creditors	<b>£</b> 0	
<b>Estimated deficiency/surplus as regards preferential creditors:</b>	<b>£</b>	93,562 00
Estimated prescribed part of net property where applicable (to carry forward)	<b>£</b> 0 00	0 00
<b>Estimated total assets available for floating charge holders</b>	<b>£</b>	93,562 00
Debts secured by floating charges	<b>£</b>	
Less Due to NatWest	34,384 76	(34,384 76)
<b>Estimated deficiency/surplus of assets after floating charges</b>	<b>£</b>	59,177 24
Estimated prescribed part of net property where applicable (brought down)	0 00	0 00
<b>Total assets available to unsecured creditors</b>	<b>£</b>	59,177 24
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	<b>£</b> (796,917 08)	
<b>Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)</b>	<b>£</b>	(737,739 84)
Shortfall to floating charge holders (brought down)	0 00	
<b>Estimated deficiency/surplus as regards creditors</b>		(737,739 84)
Issued and called up capital		102
<b>Estimated total deficiency/surplus as regards members</b>	<b>£</b>	(737,841 84)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 5  
SCHEDULE OF CREDITORS**

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
C100	14 Promotions Trade Limited	84 Rosestock Lane, Colney Heath, St Albans, Herts, AL4 0QQ	205 20
CM07	3773 12	Kcf Products Uk Limited, Roentgen Court, Roentgen Road, Basingstoke, RG24 8NT	0 00
C500	55 Degrees Glass	16 Melrose Avenue, Seaton Delaval, Whitley Bay, Northumberland, NE25 0JR	209 84
CA00	Abc Blinds & Signs	Unit 6 Blackwater Close, Marsh Way, Rainham, Essex, RM13 8UA	0 00
CA01	Absolute Signage		1,958.40
CA02	Adelphi Mill Properties	The Adelphi Mill, Bollington, Cheshire, SK10 5JB	9,356 98
CA03	Advance Labels Limited	Victoria Street, Syston, Leicester, LE7 2LF	7,505 32
CA04	Alphas Limited	Unit 1 Lancaster Business Park, Aviation Way, Southend-On-Sea, Essex, SS2 6UN	137 05
CA05	American Express Payment Svcs Ltd	Po Box 94, Amex House, Edward Street, Brighton, BN88 1AH	24 00
CA06	Apps Limited	Reliance House, 228-236 Nuneaton Street, Dalarnock, Glasgow, G40 3DX	90 00
CA07	Arval Ltd	Windmill Hill, Swindon, Sn5 6pe	2,081.71
CA08	Aslmc Ltd	Kiln House, Kiln Lane, Hambleton, Poulton Le Fylde, FY6 9AH	3,000.00
CA09	Audi Finance / Capital Car Finance Ltd	15 Macon Court, Crewe, Cheshire, CW1 6EA	807 77
CB00	B&D Print	Rawcliffe House, Marathon Place, Moss Side Ind Estate, Leyland, PR26 7QN	255 60
CB02	Bagco Limited	Bulhouse Mill, Lee Lane, Penistone, Sheffield, S36 9NN	940.10
CB03	Balloons Galore	15 Stanier Road, Broughton, Astley, Leicestershire, LE9 6TW	109 20
CB04	Bc Transport	Cooper House, Clough Bank, Bollington, Cheshire, SK10 5NZ	323 40
CB05	Bicester Sign & Graphics	5 Fallowfields, Bicester, Oxfordshire, OX26 6QT	1,354 00
CB06	Billbo (Uk) Ltd	Lenton Mill, Saville St, Macclesfield, Cheshire, SK10 5JB	357 00
CB07	Bizz Badge Company	Bourne End Business Centre, Cores End Road, Bourne End, Bucks, SP8 5AS	7,681 56
CB08	Black Leisure Group Plc	Cob Drive, Swan Valley, Northampton, NN4 9BB	4,000 00
CB01	B-Loony	Buck House, Suunyside Road, Chesham, Bucks, HP5 2AR	147 60
CB09	Booth Bros Printing Limited	Bulhouse Mill, Lee Lane, Penistone, Sheffield, S36 9NN	2,006 52
CB0A	British Gas Business	Po Box 7685, Leicester, Le19 1ze	1,151 05
CB0B	British Stamp	76 Lower Hillgate, Stockport, Cheshire, SK1 3AL	0 00
CB0C	Btc Activewear	Unit 9 Ramsgreave Ind Est, Pleckgate Road, Blackburn, Lancashire, BB1 8QU	8,615 21
CB0D	Burden Electrical		132 00
CB0E	Burex Manufacturing Limited	Dunleer Ind Estate, Dunleer, County Louth, Republic of Ireland	1,302 00
CB0F	Burgass Carrier Bags	Nether Street, Beeston, Nottingham, NG9 2AT	0 00

Signature



**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CC00	Carole Group	Goldoak House, Oaklands Business Park, Wokingham, Berkshire, RG41 2FD	778 32
CC01	Caunce O'hara	City Wharf, New Bailey Street, Manchester, M3 5ER	11,366 13
CC03	Cb Imports Plc	Ardsley Mills, Bradford Road, East Ardsley, West Yorkshire, WF3 2DW	973 11
CC05	Celebration Paper & Plastics	Stanley Street, Burton upon Trent, Staffordshire, DE14 1DY	42 60
CC06	Cestrian Limited	Earl Road, Stanley Green Industrial Estate, Cheadle Hulme, Cheadle, SK8 6QE	13,700 40
CC07	Cheshire Fire	14 The Oval, Heald Green, Cheadle, SK8 3JJ	127 44
CC04	City Elctical Factors	Hulley Road, Macclesfield, Cheshire, SK10 2ND	43 67
CC08	Clear Brand Essence Limited	21 Moat Way, Barwell, Leicestershire, LE9 8EY	22,614 00
CC09	Cmj Embroidery Ltd	Washford Mill, Mill Street, Buglawton, Congleton, CW12 2AD	1,259 03
CC0B	Connect Pa Service	Third Floor, Milbank Tower, London, SW1P 4QP	1,085 02
CC02	Copyrite Systems (Cb Copiers)	Copyrite Systems, Copyrite House Unit 84, Venture Point West, Evans Road, Speke, L24 9PB	943 21
CC0C	Corona Energy	Edward Hyde Building, 38 Clarendon Road, Watford, WD17 1LW	219 14
CC0D	County Print	North Quays Business Park, Atlantic Street, Broadheath Altrincham, Cheshire, WA14 5BF	38,995 19
CC0E	Creative Laser Engraving	Unit 55, Britannia Way, Britannia Enterprise Park, Litchfield, WS15 9UY	0 00
CC0A	Creative Media	32-34 Station Close, Potters Bar, Hertfordshire, EN6 1TL	4,381.80
CD01	Damn Good Limited	Unit A, Whitsundoles Farm, Broughton Road, Salford, Milton Keynes, MK17 8BU	0 00
CD02	Daymark Limited	Wharton Park House, Nat Lane, Winsford, Cheshire, CW7 3BS	3,135 32
CD00	Designer Clothing Services Ltd	48 Fox Hall Road, Denton, Manchester, M34 3GB	0 00
CD03	Dominion Screen & Digital Print Ltd	Carrwood House, Carbottom Road, Bradford, West Yorkshire, BD5 9AG	156 60
CD04	Ds Smith Multigraphics	Euroway Trading Estate, 21 Comondale Way, Bradford, BD4 6SF	1,472 82
CD05	Dbx Graphics Limited	Number One Waterside, Trafford Park, Manchester, M17 1WD	104.40
CE01	Eastrop Trading Ltd	Waterside, Frog Lane, Mapledurwell, Basingstoke, RG25 2JR	1,218 00
CE02	Eca Solutions Ltd	Warth Business Centre, Warth Road, Bury, Lancashire, BL9 9TB	1,644 00
CE03	Elms & Elms	Unit 7, Brookfield Ind Est, Brookfield Road, Cheadle, CHESHIRE SK8 2PN	4,716 32
CE00	E-On Electricity		1,226 47
CE04	Essex Tube Windings Limited	Macanie House, Dock Road, Tilbury, Essex, RM18 7PT	321 13
CE05	Eurostand Display Limited	The Barn, Copfold Hall, Writtle Road, Magaretting, ESSEX CM4 OEL	135 60
CF00	Fair Care Childcare Vouchers	1 Farnham Road, Guildford, Surrey, GU2 4RG	1,461 13
CF01	French Flint	Unit 4G, The Leathermarket, Weston Street, London, SE1 3ER	1,264 92

Signature

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CG01	Gbm Group Plc	2 Heyrod Street, Ancoats, Manchester, M1 2WW	4,815 60
CG02	Ge Capital		404 20
CG03	Gelert Limited	Gelert House, Penamser Road, Porthmadog, Gwynedd, LL49 9NX	18 00
CG04	Getty Images	101 Bayham Street, London, Nw1 0ag	0 00
CG00	Getty Images	101 Bayham Street, London, NW1 0AG	1,290 00
CH06	H P Stephenson Ltd	Kennerley Works, 161 Buxton Raod, Stockport, SK2 6EQ	1,144 53
CH03	Hanaman Pro Clean		600 00
CH04	Harts Limited	Westminster House, 10 Westminster Road, Macclesfield, Cheshire, SK10 1BX	0 00
CH05	Henbrandt Limited	33 Forest Business Park, South Access Road, London, E17 8BA	898 56
CH02	HM Revenue & Customs - PAYE/NIC	Enforcement & Insolvency Service, Durrington Bridge House, Worthing, West Sussex, BN12 4SE	12,048 00
CH01	HM Revenue & Customs - VAT	Insolvency Operations, Queens Dock, Liverpool, Merseyside, L74 4AF	330,473 00
CI07	Imageco Visual Imaging Ltd	Britannia House, Beza Road, Hunslet, Leeds, LS10 2BR	2,040 89
CI08	Imagineers Ltd	Unit 6 Fryers Work, Abercromby Avenue, High Wycombe, Bucks, HP12 3BW	366.00
CI06	Initial City Link Stoke	Unit D, City Trading Estate, Dewsbury Road, Fenton Stoke, ST4 2HS	13,725.81
CI0A	Insolvency Service IP Policy Section	Area 5 6, 21 Bloomsbury Street, London, WC1B 3QW	0.00
CI0B	Intercity Telecom Limited	101 - 114 Holloway Head, Birmingham, B1 1QP	0.00
CI05	Investec Asset Finance	Windrush Court, Blacklands Way, Abingdon, Oxfordshire, OX14 1SY	0 00
CI09	Ipm Fittings Ltd	Po Box 1959, Croydon, Surrey, CR90 9EZ	0.00
CJ00	John Gray	48 Thomas Street, Manchester, M4 1er	174 00
CJ01	Juniper Trading Limited	Mayfayre House, London Road, Wellingborough, Northants, NN8 2QH	1,497 60
CJ02	Just Textiles Ltd	Crown House, 25 Suunycroft, High Wycombe, Bucks, HP13 5UQ	468 48
CK00	Keepme Promotions	Unit 10 Quadrant Court, Crossways Business Park, Grehithie, Kent, DA9 9AY	10,000 00
CK01	Keramikos	Unit A Azalea Close, Clover Nook Industrial Park, Somercotes, Alfreton, DE55 4QX	639 92
CK03	Kershaw Rubber Stamps	Unit 1, Provident Yard, Cotton Hall Trading Estate, Cotton Hall St, Darwen, LANCs BB3 0DW	207 00
CK02	Kreative Bunting Ltd	Bunting House, 35 Charter Gate, Moulton Ind Park, Northampton, NN3 6QB	222 00

Signature

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CL00	Landlord		0.00
CL01	Laserline Print Ltd	Adelphi Mill, Grimshaw Lane, Bollington, Cheshire, SK10 5JB	1,376 79
CL02	Lavender Mob	Union House, Union Lane, Brixham, Devon, TQ5 8DY	408 36
CL03	Lcr Hallcrest Ltd	Riverside Buildings, Dock Road, Connah's Quay, Deeside, Flintshire, CH5 4DS	574 80
CL04	Lex Vehicle Partners	Heathside Park, Heathside Park Road, Stockport, SK3 0RB	1,320 56
CL05	Listawood	Tattersett Business Park, Fakenham, Norfolk, NR21 7RF	793 20
CM02	Mail Boxes Etc - Portsmouth	5 Charter House, Lord Montgomery Way, Portsmouth, PO1 2SN	540 00
CM0A	Manchester Paper Box (1964) Ltd	Demmings Road Ind Estate, Cheadle, Cheshire, SK8 2PE	1,831 14
CM03	Mask-Arade Ltd	Unit 2, Old Ford Farm, Welsh Rd West, Southam, Warwickshire, CV47 2BH	40 80
CM04	Matrix Business Communications	Matrix House, Kingsway, Helmsore, Lancashire, BB4 4QJ	1,090 72
CM05	Mbc Badges	Units 4 & 5- Silver End Business Park, Bretfell Lane, Brierley Hill, West Midlands, DY5 3LG	266 70
CM06	McGregors	Unit 2, Fence Avenue Ind Estate, Macclesfield, Cheshire, SK10 1LT	122 52
CM01	Miss A M Buriak	48 Foxhall Road, Denton, Manchester, M34 3GB	0 00
CM08	Mitreprize	Mitre House, 96-98 Braemar Avenue, South Croydon, Surrey, CR2 0QB	600 00
CM00	Mitreprize Limited	Mitre House, 96-98 Braemar Avenue, South Croydon, Surrey, CR2 0QB	600 00
CM09	Moto Hospitality Ltd	Po Box 218, Toddington, Bedfordshire, LU5 6QG	120 00
CM0C	Multigraphics	21 Commondale Way, Euroway Trading Estate, Bradford, BD4 6SF	1,269 79
CM0B	Mulmar Foodservice Solutions	Inspiration House, 152 Great North Road, Hatfield, Hertfordshire, AL9 5JN	3,300 00
CN01	Nb Colour Print	Fellery Street, Chorley, Lancashire, PR7 1EH	2,047 20
CN02	Ndigital Print & Sign Limited	Unit 7, Golborne Enterprise Park, Golborne, Warrington, CHESHIRE WA3 3DR	2,460 00
CN03	Neopost	Neopost House, South Street, Romford, Essex, RM1 2AR	150 00
CN07	Network Vehicles Ltd	2 Burston Road, London, SW15 6sd	530 14
CN04	Newall Rubber Maid	Halfax Avenue, Fradley Park, Lichfield, WS13 8SS	869 97
CN05	Newbury Print & Design	Alexander House, 4 & 5 Clarence Street, Chorley, Lancashire, PR7 2AT	835 20
CN00	Nicesheriffs	173/175 Cleaveland Road, London, W1T 6QR	0 00
CN08	North West Media Services	26 Long Wood Road, Trafford Park, Manchester, Lancashire, M17 1PZ	2,086.80
CN06	Norwood Europe	Europe, Slu	2,935 35
CO00	Olympus Trophies	40 Duke Street, Macclesfield, Cheshire, SK11 6UR	18 28
CP06	Pa Mahoney		28 75
CP07	Pelican Press	20 Pollard Street East, Eastlands, Manchester, M40 7ET	4,354 00

Signature

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CP08	Pencom	Laltex Group, Laltex House Leigh Commerce Park, Greenfold Way, Leigh, Lancashire, WN7 3XH	1,468 59
CP09	Pennant Shop Equipment Ltd	Unit 1 Mile Oak Ind Est, Oswestry, Shropshire, SY10 8GA	104 34
CP0A	Pentel Stationary Ltd	Hunts Rise, Southmarston Park, Swindon, Wiltshire, SN3 4TW	446 40
CP0Q	PHS Waste Tech Limited	The Quadrant, Marlborough Road, Lancing, West Sussex, BN15 8UW	0 00
CP0B	Pitney Bowes Ltd	P O Box 4238, Elizabeth Way, Harlow, Essex, CM19 5LS	2,990 53
CP0C	Plastic - Formers Ltd	King Street, Stockport Road, Denton, Manchester, M34 6PF	1,920 36
CP0D	Pollyflame Concept Uk Ltd	Marksman House, 1-3 Newton Close, Park Farm North, Wellingborough, NN8 6UW	4,696.49
CP0E	Porter And Woodman	1 & 2 Millrace Lane, Stourbridge Estate, Stourbridge, West Midlands, DY8 1JN	7,073 06
CP0F	Postawest Limited	c/o Ultimate Finance , Bradley Pavillions, Pewtree Road, Bradley, Stoke, BS32 0BQ	720 00
CP0G	Premier Sports Uk Ltd	Unit F 28, Skillion Commercial Centre, Lea Valley Trading Estate, Edmonton, N18 3BP	360 00
CP05	Printees Limited	13 Maple Grove, Gomersal, Cleckheaton, West Yorkshire, BD19 4SR	0 00
CP0H	Printees Ltd	Unit C6, Carr Mill, 919 Bradford Road, Birstall Batley, WF17 9JY	7,379 40
CP0I	Printit	10 Hawthorn Street, Wilmslow, Cheshire, SK9 5EH	1,192 38
CP0J	Priory Garments	2 Priory Close, Congleton, Cheshire, CW12 3JL	84 00
CP0K	Prism It	St James's House, 5 John Bradshaw Court, Alexandria Way, Congleton, CW12 1LB	614 25
CP0L	Protos Packaging Ltd	Burma Road, Sharpness, Nr Berkeley, Gloucestershire, GL13 9UQ	5,691 47
CP0N	Ps Wholesale	69 Slade Road, Portishead, Bristol, BS20 6AP	4,200.00
CP04	PS Wholesale Limited	69 Slade Road, Portishead, Bristol, BS20 6AP	0 00
CP0M	Ps2 Digital Imaging	Unit 1 Sarus Court, Stuart Road, Manor Park, Runcorn, CHESHIRE WA7 1UL	9,457 34
CP0O	Pure Mobile	Solutions House, Bilisworth Hill Farm, Northampton, NN7 3DB	1,192 19
CP0P	Purple Mustard	Unit 2, Pant Glas Ind Estate, Caerphilly, CF83 8DR	0 00
CQ00	Q Matic Group	Lincoln Lodge, Castlethorpe, Milton Keynes, MK19 7HJ	169 20
CR01	Rajapack	Unit 1 Marston Gate, Ridgmont, Bedford, Bedfordshire, MK43 0YL	1,795 21
CR02	Ranks Enterprises	Ranks House, Unit B4, Neptune Road, Harrow, Middlesex, HA1 4XU	5,237 88
CR03	Rap Spiderweb	Clowes Street, Hollinwood, Oldham, Lancashire, OL9 7LY	2,260 00
CR04	Redfern Marking Services	Unit 5, Brineton Street Ind Est, Walsall, West Midlands, WS2 9EP	78 00
CR05	Rich Edwards Creative	7 Eldon Road, Cheltenham, Gloucs, GL52 6TX	600 00
CR06	Richard Clardge Limited	Central Buildings, Oldwoods Trading Estate, Torquay, TQ2 7BB	1,630 00
CR00	Riviera Labels Limited		0 00

Signature

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CR07	Riviera Labels Ltd	Minerva Court (Unit 7), Central Buildings, Woodland Close, Old Woods Trading Estate, TORQUAY TQ2 7BB	7,230 96
CR08	Rocket Production	48 Holmes Road, London, Nw5 3ab	8,580 00
CR09	Rtg International	The Old Dispensary, The Millfields, Stonehouse, Plymouth, PL1 3JB	214 80
CS00	Sawyer & Co Ltd	Century Works, Mottram Street, Middle Hillgate, Stockport, SK1 3PA	530 46
CS01	Scott Express	Macclesfield Road, Alderley Edge, Cheshire, SK9 7BQ	850 80
CS0C	Screenprint Signs Limited	Unit 4, Withins Road, Haydock Industrial Estate, Warrington, WA11 9UD	5,936 40
CS02	Selecta Tyre Limited	18-29 Great King Street, Macclesfield, Cheshire	876 32
CS03	Senator Pens	25/27 Burnt Mill, Harlow, Essex, CM20 2HU	522.28
CS04	Signum Signs Limited	39 Ringwood, Bracknell, Berkshire, RG12 8YA	552 00
CS05	Signwaves Ltd	Lefevre Way, Gapton Hill Ind Estate, Great Yarmouth, NR31 0NW	2,342 12
CS06	Smallgiants		5,784.40
CS07	Smiffy's		3,929 71
CS08	Smiths Dairies	Peckett Plaza, Gainsborough Business Park, Gainsborough, Lincolnshire, DN21 1FJ	166 20
CS0A	Solo Trading Limited	77 Timothy Bridge Road, Stafford Enterprise Park, Strafford Upon Avon, Warwickshire, CV37 9BG	83 10
CS09	Solopress Com	9 Stock Road, Southend on Sea, Essex, SS2 5QF	324 00
CS0B	Sphere Uk	Unit 4 Sutton Mill, Byrons Lane, Macclesfield, Cheshire, SK11 7PR	7,274.45
CS0D	Sps (Eu) Limited	Neptune House, Sycamore Trading Estate, Squires Gate Lane, Blackpool, LANCs FY4 3RL	666.30
CS0E	Steadfast Tapes Ltd	13 Union Mills, Tanyard Road, Milnsbridge, Huddersfield, HD3 4NB	328 32
CS0F	Stock Food	The Food Image Agency, 88 Kingsway, London, WC2B 6AA	643 20
CS0G	Stohtert Lloyd Photography	Unit 14 Chancerygate Business Centre, Soapstone Way, Irlam, Manchester, M44 6GP	9,047 01
CS0H	Supreme Freight Services Ltd	160 Millbrook Road East, Southampton, Hampshire, SO15 1JR	3,344 53
CT02	Taylor's Embroidery	Unit 115, The Commercial Centre, Picket Piece Andover, Hants, SP11 6RU	774 32
CT03	Tcp Construction	Media House, Sopers Road, Cuffley, Herts, EN6 4RY	2,757 60
CT00	The Playwrite Group Plc	25-27 Curtain Orad, London, Ec2a 3pn	1,353 22
CT01	The Prime Time Company	International House, 89-95 New Summer House, Birmingham, B19 3TE	9 12
CT04	Think Ambient Ltd	The Old Bakery, 3a Altrincham Road, Wilmslow, Cheshire, SK9 5ND	26,892 00
CT05	Tic Construction Ltd	396-408 High Street, Smethwick, B66 3PJ	751 20
CT06	Tokheim	Unit 3 Baker Road, West Ptero Ind Est, Dundee, DD5 3RT	176 25

Signature

**MCR**  
**Caspa Marketing Limited**  
**B - Company Creditors**

Key	Name	Address	£
CT07	Tomlinson Golf	Whitegate Farm, Jane Lane, Leyland, Lancashire, PR26 6TQ	980.46
CT08	Tower Supplies	Rivermere House, Unit1, Woodhill Street, Bury, BL8 1AT	508 76
CT09	Transatlantic Sepcialties Inc	1a The Sterling Centre, Eastern Road, Bracknell, Berkshire, RG12 2PW	325 46
CT0A	Tunncliffe Labels & Signs	Unit H4 Redwood Court, Tytherington Business Park, Macclesfield, Cheshire, SK10 2HX	27,382 16
CU00	Ubm Information Ltd	Po Box 314, Riverbank House, Angel Lane Tonbridge, Kent, TN9 1YT	23,732 15
CU01	Uk Point Of Sale Group Ltd	Emery Court, The Embankment, Heaton Mersey, Stockport, SK4 3GL	5,124 71
CV01	Veolia Environmental Services	Kingswood House, Kingswood Crescent, Cannock, Staffordshire, WS11 8JP	113 52
CV00	Viaopack Limited	Unit 2, Rear of 14 Cambridge Road, Stanstead, Essex, CM24 8BZ	0 00
CV02	Vistamount	Unit 3a Whitehouse Road Ind Est, Whitehouse Road, Newcastle, NE15 6LN	4,244 40
CV03	Vkfrenzel	Unit 20e, Harris Business Park, Hanbury Road, Stoke Prior Bromsgrove, B60 4DB	81 36
CV04	Vodafone Uk	Vodafone Customer Care, Vodafone House, The Connection, Newbury, RG14 2FN	141 70
CV05	Voise Ltd	Unit 1 The Turnpike, Earlesfield Industrial Estate, Grantham, Lincolnshire, NG31 7DF	62 94
CW01	Wenbar Plastics Ltd	Great Hayes Business Park, Lower Road, Stow Maries, Chelmsford, ESSEX CM3 6SQ	1,035 60
CW02	Western Counties Wholesale	Unit 12, 2a Barton Hill Road, Torquay, TQ2 8JH	163 80
CW00	Wm Bradley & Co	9 Ashbrook Road, Bollington, Macclesfield, Cheshire, SK10 5LF	0.00
CY00	Yob Golf	Unit F Centenary Works, Little London Road, Sheffield, S8 0UJ	558 00
CZ00	Zippo Uk Limited	Unit 27 Grand Union Centre, 336b Ladbroke Grove, London, W10 5AS	417 96
<b>191 Entries Totalling</b>			<b>796,917.08</b>

Signature

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IPS SQL ver 2011

19/12/2011 09 39

**APPENDIX 6**  
**ANALYSIS OF TIME CHARGED AND EXPENSES INCURRED**

## CASPA MARKETING LIMITED - CPA040

Analysis of Administrators' time costs for the period 04/10/2011 to 30/10/2011

Classification of Work Function	Hours					Total Hours	Time Cost £	Av hourly Rate £
	Partner	Manager	Senior	Assistant	Support			
<b>Administration and Planning</b>								
Cashiering & accounting		0 60		0 30		0 90	281 00	312 22
Dealing with notice of intention to appoint		5 30		1 70		7 00	2,337 00	333 86
Dealings with Directors and Management				0 40		0 40	76 00	190 00
IPS set up & maintenance		0 10				0 10	39 00	390 00
Strategy planning & control	2 60	10 50		1 50		14 60	5,523 00	378 29
<b>Realisation of Assets</b>								
Book debts		0 30				0 30	114 00	380 00
Other Intangible Assets				1 30		1 30	247 00	190 00
Plant, Machinery, Fixtures and Motor Vehicles				1 00		1 00	190 00	190 00
Sale of business		18 20		6 10		24 30	8,072 00	332 18
<b>Creditors</b>								
Communications with Creditors/Emolovees		0 30		1 50		1 80	399 00	221 67
Prescribed Part				0 50		0 50	95 00	190 00
Secured Creditors	3 00	2 50				5 50	2,390 00	434 55
<b>Total Hours</b>	<b>5 60</b>	<b>37 80</b>		<b>14 30</b>	<b>0 00</b>	<b>57 70</b>		<b>342 51</b>
<b>Total Fees Claimed (£)</b>	<b>2,688 00</b>	<b>14,365 00</b>		<b>2,710 00</b>	<b>0 00</b>		<b>19,763 00</b>	

### Category 2 Disbursements:

There are no category 2 disbursements for this case to date



## CASPA MARKETING LIMITED - CPA040

Analysis of Administrators' time costs for the period 31/10/2011 to 19/12/2011

Classification of Work Function	Hours					Total Hours	Time Cost £	Av hourly Rate £
	Partner	Manager	Senior	Assistant	Support			
<b>Administration and Planning</b>								
Case review and Case Diary management	0 70	1 10		2 50		4 30	1,229 00	285 81
Cashiering & accounting	0 10	0 70	0 60	0 60		2 00	594 50	297 25
Dealings with Directors and Management				0 60		0 60	114 00	190 00
IPS set up & maintenance			0 10	3 80		3 90	623 50	159 87
Statement of affairs				1 20		1 20	228 00	190 00
Statutory matters (Meetings, Reports and Notices)	0 40	9 30	0 50	18 80		29 00	7,425 50	256 05
Strategy planning & control				0 20		0 20	38 00	190 00
Tax Compliance/Planning				0 20		0 20	38 00	190 00
<b>Investigations</b>								
CDDA, reports & Communication				0 40		0 40	76 00	190 00
<b>Realisation of Assets</b>								
Freehold and Leasehold Property				0 20		0 20	38 00	190 00
Sale of business		0 30		2 20		2 50	532 00	212 80
Stock and Work In Progress				0 70		0 70	133 00	190 00
<b>Creditors</b>								
Communications with Creditors/Employees	0 50	1 40		8 00		9 90	2,175 50	219 75
Secured Creditors				1 80		1 80	342 00	190 00
<b>Total Hours</b>	<b>1 70</b>	<b>12 80</b>	<b>1 20</b>	<b>41 20</b>	<b>0 00</b>	<b>56 90</b>		<b>238 79</b>
<b>Total Fees Claimed (£)</b>	<b>822 50</b>	<b>4,869 00</b>	<b>315 50</b>	<b>7,580 00</b>	<b>0 00</b>		<b>13,587 00</b>	

### Category 2 Disbursements:

There are no category 2 disbursements for this case to date

**APPENDIX 7**  
**FORM 2.21B CREDITORS' REQUEST FOR A MEETING**

## Rule 2 37

## Creditor's request for a meeting

Name of Company

Caspa Marketing Limited

Company number

03358988

In the High Court of Justice, Chancery Division  
Manchester District Registry

Court case number

1914 of 2011

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

I (a)

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

request a meeting of the creditors of Caspa Marketing Limited

(b) Registered Office  
The Chancery  
58 Spring Gardens  
Manchester  
M2 1EW

(c) Insert amount of claim

My claim in the administration is (c)

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

(d)

concur with the above request, and I attach copies of their written confirmation of  
concurrence(e) Insert details of the  
purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated

**APPENDIX 8  
PROOF OF DEBT FORM**

**Proof of Debt – General Form**

**Caspa Marketing Limited (In Administration)**

Date of administration 31/10/2011

1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	
4	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 his discretion as may the chairman or convenor of any meeting)	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
7	Particulars of any security held, the value of the security, and the date it was given	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9	Signature of creditor or person authorised to act on his behalf  _____	
	Name in BLOCK LETTERS  _____	
	Position with or in relation to creditor  _____  Address of person signing (if different from 2 above)  _____	

**For Administrators' Use only**

Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Administrator	Administrator