

AM10

Notice of administrator's progress report



Companies House

TUESDAY



A23 *A80KC4L7* #48
05/03/2019
COMPANIES HOUSE

1 Company details

Company number 0 3 8 7 8 6 6 1

Company name in full AAC Air Conditioning and Refrigeration Limited

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

2 Administrator's name

Full forename(s) Andrew J

Surname Cordon

3 Administrator's address

Building name/number Church House

Street 13-15 Regent Street

Post town Nottingham

County/Region

Postcode N G 1 5 B S

Country

4 Administrator's name ①

Full forename(s)

Surname

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

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

AM10

Notice of administrator's progress report

6

Period of progress report

From date

^d1^d9

^m0^m7

^y2^y0^y1^y8

To date

^d1^d8

^m0^m1

^y2^y0^y1^y9

7

Progress report

☒ I attach a copy of the progress report

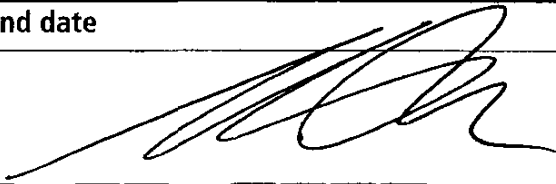
8

Sign and date

Administrator's
signature

Signature

X



X

Signature date

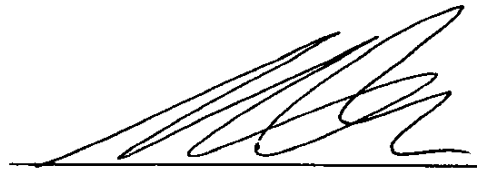
^d0^d4

^m0^m3

^y2^y0^y1^y9

AAC Air Conditioning and Refrigeration Limited
(In Administration)
Joint Administrator's Summary of Receipts & Payments

Statement of Affairs £		From 19/07/2018 To 18/01/2019 £	From 19/01/2018 To 18/01/2019 £
	SECURED ASSETS		
165,000.00	Freehold Land & Property	165,000.00	165,000.00
	Rent	NIL	2,319.39
		165,000.00	167,319.39
	COSTS OF REALISATION		
	Agents/Valuers Fees	NIL	1,210.00
		NIL	(1,210.00)
	SECURED CREDITORS		
(140,602.00)	Lloyds Bank plc	141,836.35	141,836.35
		(141,836.35)	(141,836.35)
	ASSET REALISATIONS		
2,500.00	Plant & Machinery	NIL	3,415.00
560.00	Furniture & Equipment	NIL	968.00
1,052.00	Motor Vehicles	NIL	1,052.00
2,650.00	Stock	NIL	2,620.00
41,970.00	Work in Progress	12,000.00	40,500.00
2,000.00	Book Debts	NIL	18,000.00
	Insurance Refund	112.00	112.00
	Bank Interest Gross	NIL	NIL
		12,112.00	66,667.00
	COST OF REALISATIONS		
	Specific Bond	NIL	276.00
	Pre- Appointment Costs	15,770.00	15,770.00
	Office Holders Fees	40,000.00	40,000.00
	Office Holders Expenses	721.95	721.95
	Professional Fees	6,000.00	6,000.00
	Legal Fees (1)	4,256.80	13,319.64
	Document Upload	NIL	28.00
	Storage Costs	NIL	223.00
	Statutory Advertising	NIL	81.45
	Insurance of Assets	200.81	596.43
	Bank Charges	30.00	49.28
		(66,979.56)	(77,065.75)
	UNSECURED CREDITORS		
(659,936.00)	Trade & Expense Creditors	NIL	NIL
(64,000.00)	Directors	NIL	NIL
(65,913.00)	Inland Revenue	NIL	NIL
(39,461.00)	Customs & Excise	NIL	NIL
(94,000.00)	Funding Circle	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(848,380.00)		(31,703.91)	13,874.29
	REPRESENTED BY		
	Vat Receivable		3,154.00
	Bank 1 Current		10,720.29
			13,874.29

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized representation of the name Andrew J. Cordon.

Andrew J Cordon
Administrator

**AAC Air Conditioning and Refrigeration Limited
(In Administration)**

The Joint Administrators' Progress Report to 18 January 2019

Andrew J Cordon

Business Sustainability Limited

Church House, 13-15 Regent Street, Nottingham, NG1 5BS

0115 838 7330

info@business-sustainability.com

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.

Andrew J Cordon was appointed Administrator of AAC Air Conditioning and Refrigeration Limited on 19 January 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as agent of the Company and contracts without personal liability.

Contents

- 1. Executive Summary**
- 2. The Progress of the Administration**
- 3. Creditors: Claims and Distributions**
- 4. Investigations**
- 5. The Administrator's Fees and Expenses**
- 6. Conclusion**

Appendices

- I. Statutory Information and Definitions**
- II. The Administrator's Receipts and Payments Account**
- III. The Administrator's Time Costs**
- IV. Charge-out Rates and Bases of Disbursements**
- V. Proof of Debt form**

1. EXECUTIVE SUMMARY

This report describes the progress since [the last progress report dated [date] / 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
Freehold Property	165,000	165,000	nil	165,000
Plant & Machinery	2,500	3,415	Nil	3,415
Furniture & Equipment	560	968	Nil	968
Motor Vehicles	1,052	1,052	Nil	1,052
Stock	2,650	2,620	Nil	2,620
Work in Progress	41,970	40,500	Nil	40,500
Book Debts	2,000	18,000	Nil	18,000
Insurance Refund	Nil	112	Nil	112

Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Joint Administrators' fees	29,981	Nil	25,000	54,981
Solicitors' fees	11,574	9,063	2,500	14,074
Agents' fees (chattel)	1,500	Nil	1,500	1,500
Agents' fees (property)	2,500	1,210	Nil	1,210
Statement of affairs Fee	6,000	Nil	6,000	6,000
All other expenses	1,725	1,023	1,500	2,523

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	141,836	100p in the £
Preferential creditors	N/A	N/A
Unsecured creditors	N/A	Unknown

An extension to the period of Administration to 31 May 2019 was granted by the relevant creditors on 16 January 2019 and thus the Administration is now scheduled to end on 31 May 2019 at the latest.

1.1 Summary of key issues outstanding

There are no matters outstanding in the administration estate other than writing to creditors to agree the additional fees incurred in administering the estate and then ending the Administration process and placing the Company into creditors voluntary liquidation.

2. THE PROGRESS OF THE ADMINISTRATION

During the review period, the sale of the freehold property was completed.

In addition, we have successfully collected the remaining balance from the sale of the work in progress.

2.1 The Joint Administrators' receipts and payments account

Attached at Appendix II is a receipts and payments account for the Review Period together with a summary of the transactions in the previous review period.

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 (including statutory reporting)

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:

- Drafting and issuing the progress report to creditors;
- Considering whether an extension to the Administration is necessary and, if so, seeking approval for this via creditors or the court and issuing notice of the outcome;
- 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

During the review period the Company's freehold property was sold.

The freehold property was sold to Steve Cooper and Neil Cooper, both of whom were directors of the Company in Administration. The purchase price was £165,000 and was in accordance with the independent professional valuations sought. The agents concerned held appropriate professional indemnity insurance and were suitably qualified to provide the advice given. The sale completed on 23 August 2018.

2.4 Estimated future realisations

There are no further realisations anticipated.

2.5 Costs incurred but remaining unpaid

The following table summarises the costs incurred during the Review Period, but which as yet remain unpaid:

Cost Description	Amount (£)
Agents' fees	500
TOTAL	500

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 AND DISTRIBUTIONS

3.1 Secured creditors

The Company granted a fixed and floating charge to Lloyds TSB Bank plc on 25 April 2012, who was owed £140,602 on appointment. As advised in our previous report, the Joint Administrators' legal advisors, Gateley plc, confirmed the validity of the charge.

During the Review Period, a first and last distribution of £141,836 was made under its fixed charge following the sale of the freehold property.

Lloyds TSB Bank plc have had their indebtedness repaid in full, from the Administration estate.

3.2 Preferential creditors

There are no preferential creditors as the employees transferred to the purchase of the business upon the completion of sale.

3.3 Unsecured creditors

Unsecured claims were estimated at £923,310 in the Director's Estimated Statement of Affairs. Without taking into consideration any further costs, a dividend to unsecured creditors is expected. However, as we have been successful in collecting some of the debtors which was not anticipated at the onset of this matter, the Company is likely to have to proceed into Creditors Voluntary Liquidation as per the information provided in the Administrators Proposals. The costs associated with placing the Company into Creditors Voluntary Liquidation have been agreed by the creditors to be a fixed fee of £10,000, which is likely to exceed the surplus available from the administration estate. There are no prescribed part funds available to the unsecured creditors and therefore a distribution to the unsecured creditors cannot be

made from the administration estate, giving reason that the Company must enter into Creditors Voluntary Liquidation.

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 Andrew Cordon.

A Proof of Debt form is attached at Appendix VI.

4. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

4.1. 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
CFS Restructuring LLP	£15,770	23 March 2018
Gateley plc	£11,574	23 March 2018
Agents Fees	£1,500	23 March 2018
Administrators Disbursements	£175	23 March 2018
TOTAL APPROVED	£27,344	

All these costs have been paid with exception of the Agents fees.

4.2. The Joint Administrators' Fees

The basis of the Joint Administrators' fees is to be fixed by a resolution of secured creditor as follows:

1. 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 Business Sustainability Limited 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: www.r3.org.uk/media/documents/publications/professional/Administration%20Creditor%20Fee%20Guide%20April%202017.pdf.

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.

4.3. 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:

Category	Original estimate					Actual to date (incurred and charged to the Administration)			
	Number of hours	Hourly rate (£ per hour)	Cost (£)	Number of hours	Hourly rate (£ per hour)	Cost (£)	Number of hours	Hourly rate (£ per hour)	Cost (£)
General duties (including voluntary work)	91	216.54	19,705	13.40	295.00	3,953.00	72.50	285.95	20,731.50
Receivables work	29	295.00	8,555	21.90	295.00	6,018.00	54.40	295.00	11,328.00
Landlords' claims and disbursements	24	180.42	4,330	1.30	295.00	383.50	8.10	295.00	2,389.50
Investigations	16	295.00	4,720	-	-	-	5.90	295.00	1,740.50

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

Category	Original estimate (£)	Actual expenses incurred to date (£)	Actual expenses incurred to date (£)	Reason for any excess (if the actual exceeds the original estimate)
Professional fees	11,574	4,257	13,320	Delays in completion on freehold property
Agents' charges	1,500	Nil	Nil	
Legal fees - Bankruptcy	2,500	Nil	1,210	
Outstanding legal claims	6,000	6,000	6,000	
Advertising	150	Nil	81	
Postage	1,000	201	596	
Printing	275	Nil	276	
Travel costs	250	Nil	223	
Website development	50	Nil	28	

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 has been exceeded; and
- the original expenses estimate has been exceeded.

The main reasons why the fees estimate has been exceeded is because of the debtor collection process requiring more involvement than envisaged at the onset, the purchaser of the business not settling the deferred consideration as per the terms of the contract and the sale of the

freehold property being continually delayed whilst the prospective purchaser sought finance. The Joint Administrators intend to seek the relevant creditors' approval to fees in addition to that previously estimated and those creditors will be invited to consider the Joint Administrators' proposal in this regard under separate cover.

4.4. 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.

4.5. 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.

5. CONCLUSION

If you require any further information, please contact Andrew Cordon on 0115 8387330.



Andrew J Cordon
Administrator

Andrew J Cordon was appointed Administrator of AAC Air Conditioning and Refrigeration Limited on 19 January 2018. The affairs, business and property of the Company are managed by the Administrator. The Joint Administrator acts as agent of the Company and contracts without personal liability.

**AAC Air Conditioning and Refrigeration Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

Company Name	AAC Air Conditioning and Refrigeration Limited
Previous Names	n/a
Proceedings	In Administration
Court	High Court of Justice
Court Reference	8014 of 2018
Date of Appointment	19 January 2018
Administrator	Andrew J Cordon Business Sustainability Limited Church House, 13-15 Regent Street, Nottingham, NG1 5BS
Registered office address	Church House, 13-15 Regent Street, Nottingham, NG1 5BS
Company Number	03878661
Appointment by	Lloyds TS Bank plc
Change in Office Holder	Richard A B Saville ceased to be Joint Administrator on 14 November 2018 as part of retirement planning in him ceasing to hold an insolvency license on 31 December 2018.

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 Administrators	Andrew J Cordon
The Company	AAC Air Conditioning and Refrigeration Limited (in Administration)
The Court	High Court of Justice
SIP	Statement of Insolvency Practice
Review Period	19 July 2018 to 18 January 2019

**AAC Air Conditioning and Refrigeration Limited
(IN ADMINISTRATION)**

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

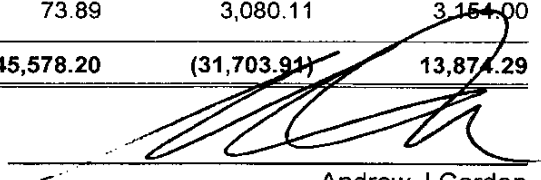
AAC Air Conditioning and Refrigeration Limited
(In Administration)

Joint Administrator's Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 19/01/2018 To 18/07/2018 (£)	From 19/07/2018 To 18/01/2019 (£)	Total (£)
Freehold Land & Property	165,000.00	0.00	165,000.00	165,000.00
Rent		2,319.39	0.00	2,319.39
Plant & Machinery	2,500.00	3,415.00	0.00	3,415.00
Furniture & Equipment	560.00	968.00	0.00	968.00
Motor Vehicles	1,052.00	1,052.00	0.00	1,052.00
Stock	2,650.00	2,620.00	0.00	2,620.00
Work in Progress	41,970.00	28,500.00	12,000.00	40,500.00
Book Debts	2,000.00	18,000.00	0.00	18,000.00
Insurance Refund		0.00	112.00	112.00
		56,874.39	177,112.00	233,986.39
PAYMENTS				
Agents/Valuers Fees		1,210.00	0.00	1,210.00
Lloyds Bank plc	(140,602.00)	0.00	141,836.35	141,836.35
Specific Bond		276.00	0.00	276.00
Pre- Appointment Costs		0.00	15,770.00	15,770.00
Office Holders Fees		0.00	40,000.00	40,000.00
Office Holders Expenses		0.00	721.95	721.95
Professional Fees		0.00	6,000.00	6,000.00
Legal Fees (1)		9,062.84	4,256.80	13,319.64
Document Upload		28.00	0.00	28.00
Storage Costs		223.00	0.00	223.00
Statutory Advertising		81.45	0.00	81.45
Insurance of Assets		395.62	200.81	596.43
Bank Charges		19.28	30.00	49.28
Trade & Expense Creditors	(659,936.00)	0.00	0.00	0.00
Directors	(64,000.00)	0.00	0.00	0.00
Inland Revenue	(65,913.00)	0.00	0.00	0.00
Customs & Excise	(39,461.00)	0.00	0.00	0.00
Funding Circle	(94,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(200.00)	0.00	0.00	0.00
		11,296.19	208,815.91	220,112.10
Net Receipts/(Payments)		45,578.20	(31,703.91)	13,874.29

MADE UP AS FOLLOWS

Bank 1 Current	45,504.31	(34,784.02)	10,720.29
VAT Receivable / (Payable)	73.89	3,080.11	3,154.00
	45,578.20	(31,703.91)	13,874.29


Andrew J Cordon
Joint Administrator

**AAC Air Conditioning and Refrigeration Limited
(IN ADMINISTRATION)**

THE JOINT ADMINISTRATORS' TIME COSTS

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

AA152ADM - AAC Air Conditioning and Refrigeration Limited
From: 19/07/2018 To: 18/01/2019
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
** 600 : Case Specific 603 : Administration ** 604 : Post Appointment Notifications	0.00 1.50 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 1.50 0.00	0.00 442.50 0.00	0.00 295.00 0.00	0.70 27.10 14.40	206.50 7,994.50 3,592.00
Case Specific Matters	1.50	0.00	0.00	0.00	1.50	442.50	295.00	42.20	11,793.00
** 501 : Unsecured Creditors 504 : Statutory Reporting to Creditors 505 : Report / Secured Creditor	0.00 11.90 1.30	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 11.90 1.30	0.00 3,510.50 383.50	0.00 295.00 295.00	6.80 30.30 1.30	2,006.00 8,938.50 383.50
Creditors	13.20	0.00	0.00	0.00	13.20	3,894.00	295.00	38.40	11,328.00
** 201 CDDA Reports ** 204 : Investigations	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 2.90	885.00 855.50
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.90	1,740.50
300 : Ident / Securing & Insuring 302 : Property 303 : Book Debts	0.80 20.40 0.70	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.80 20.40 0.70	236.00 6,018.00 206.50	295.00 295.00 295.00	0.80 40.60 12.70	236.00 11,977.00 3,746.50
Realisation of Assets	21.90	0.00	0.00	0.00	21.90	6,460.50	295.00	54.10	15,959.50
Total Hours	36.60	0.00	0.00	0.00	36.60	10,797.00	295.00	140.60	40,821.00
Total Fees Claimed						40,000.00			

** : Denotes codes included in cumulative data that are not present in the period.

**AAC Air Conditioning and Refrigeration Limited
(IN ADMINISTRATION)**

CHARGE-OUT RATES AND BASES OF CATEGORY 2 DISBURSEMENTS

BUSINESS SUSTAINABILITY LIMITED LLP CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the company is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the company. Best practice guidance requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate, although will delegate tasks to members of staff. Such delegation assists the office holder as it allows him to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The company operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage is charged at the rate of 45 pence per mile;

- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged at the rate of £3 per box per month.

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

STANDARD CHARGEOUT RATES AND CHARGING POLICY FOR INSOLVENCY CASES

The rates applying as at 1 April 2017:

Senior Partner	395
Partner	295
Senior Manager	250
Manager	225
Senior Administrator	195
Administrator	150
Support	90

**AAC Air Conditioning and Refrigeration Limited
(IN ADMINISTRATION)**

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

AAC Air Conditioning & Refrigeration Limited - (in Administration)

Date of Administration: 19 January 2018

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

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 **Andrew J Cordon**

Company name **CFS Restructuring LLP**

Address **Church House**

13-15 Regent Street

Post town **Nottingham**

County/Region

Postcode **N G 1 5 B S**

Country

DX

Telephone **0115 838 7330**



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