

AM10

Notice of administrator's progress report



Companies House

For further information, please

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COMPANIES HOUSE

→ Filling in this form

Please complete in typescript or in
bold black capitals.

1 Company details

Company number 0 4 2 0 1 1 5 1

Company name in full Grainger Games Limited

2 Administrator's name

Full forename(s) Steven Philip

Surname Ross

3 Administrator's address

Building name/number 1 St James' Gate

Street

Post town

Newcastle upon Tyne

County/Region

Postcode

N E 1 4 A D

Country

4 Administrator's name ①

Full forename(s) Allan David

Surname Kelly

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 1 St James' Gate

Street

Post town

Newcastle upon Tyne

County/Region

Postcode

N E 1 4 A D

Country

② Other administrator

Use this section to tell us about
another administrator.

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6

Period of progress report

From date	d	0	d	4	m	1	m	0	y	2	y	0	y	1	y	8
To date	d	0	d	3	m	0	m	4	y	2	y	0	y	1	y	9

7

Progress report

☒ I attach a copy of the progress report

8

Sign and date

Administrator's
signature

Signature

X

[Handwritten signature]

X

Signature date

d	1	d	8	m	0	m	4	y	2	y	0	y	1	y	9
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AM10

Notice of administrator's progress report



Presenter information

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

Contact name	Steven Philip Ross
Company name	RSM Restructuring Advisory LLP
Address	1 St James' Gate
Post town	Newcastle upon Tyne
Country/Region	
Postcode	N E 1 4 A D
Country	
DX	
Telephone	0191 255 7000



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

In the matter of

Grainger Games Limited In Administration ('the Company')

in the In the High Court of Justice, Business and Property Courts in Leeds No. 281 of 2018

Joint Administrators' progress report

18 April 2019

Steven Philip Ross and Allan David Kelly

Joint Administrators

**RSM Restructuring Advisory LLP
1 St James' Gate
Newcastle upon Tyne
NE1 4AD
Tel: 0191 255 7000
Email: restructuring.newcastle@rsmuk.com**

Sections

1. Progress of the administration in the previous six months
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Administrators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory and other information
- B. Dividend information
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP current charge out and disbursement rates
- F. Statement of expenses incurred in the period from 04 October 2018 to 03 April 2019
- G. Joint Administrators' fee scope and assumptions
- H. Proof of debt form

This report has been prepared in accordance with insolvency legislation to provide creditors with information relating to the progress of the administration in the period from 04 October 2018 to 03 April 2019. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the statutory requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Administrators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

1. Progress of the administration in the previous six months

1.1 Progress in the Period

During the reporting period the Administrators have reviewed and agreed, where applicable, preferential and unsecured creditor claims.

This has taken a significant amount of time due to the number of creditors and complexities around the claims including forward lease rentals. We are now in a position to declare a first and final dividend to preferential creditors of 100p in £ and unsecured creditors under the prescribed part of approximately 2p in the £.

The Administrators have also received a further claim in respect of third party stock and this is being dealt with by the Administrators and our solicitors.

The Administrators have also produced a progress report to creditors and undertaken work to ensure the accuracy and comparability of the receipts and payments account to previous reports to creditors.

1.2 Realisation of assets / sale of business

The Joint Administrators are obliged to realise and get in the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to result in a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends contained within Appendix B.

1.1.1 Refunds

Funds of £37.05 have been received from merchant card services, and an additional rates refund has been received from Salford Council in the sum of £148.51.

1.1.2 Funds held by Solicitors

Serenity Law LLP, who acted for the Company prior to the Administration, have returned funds of £690.30 which they were holding on behalf of the Company.

1.1.3 Claim for compensation for mis- selling of Interest Rate Hedging Product ('IRHP')

The Joint Administrators have now completed their investigations and are satisfied that the Company was not sold an IRHP, therefore no redress is due to the Company.

1.3 Case specific matters

As detailed in the previous report, a number of claim for Retention of title have been administered. In addition, given that the Company operated from 67 leasehold stores, together with a head office and a warehouse, there has been ongoing communication with various landlords, agents, utility providers and local authorities.

1.4 Administration and planning

Certain aspects of the work that the Joint Administrators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Administrators are complying with both of their legislative and best practice responsibilities, and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy
- Maintaining and updating computerised case management records
- Dealing with routine correspondence not attributable to other categories of work
- Ongoing consideration of ethical and anti-money laundering regulations
- General taxation matters
- Preparation of receipts and payments accounts, maintenance of cashiering records
- General administrative matters in relation to progressing the case
- Pension schemes, liaising with PPF/Pensions Regulator/Trustees
- Consideration of Health and Safety and environmental regulations

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

There are no assets remaining to be realised.

2.2 Other outstanding matters

Other outstanding matters are as follows:

- Confirmation and discharge the outstanding costs of the Administration including legal fees, employment consultant fees and the Administrators' disbursements;
- Payment of a preferential dividend;
- Payment of an unsecured dividend by virtue of the prescribed part;
- Payment of a final secured creditor dividend; and
- Tax and other clearances.

2.3 Extension of the administration

To allow for sufficient time to complete the above requirements, the Joint Administrators have obtained a 12 months extension from the secured and preferential creditors.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors, where known, are detailed in Appendix B, including any amount under the prescribed part. Please note that these are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. They may be subject to revision and additional costs.

The agreement of creditors' claims by the Joint Administrators (or any subsequently appointed Supervisor or Liquidator) is a separate matter and will be dealt with as appropriate in due course, initially by reference to the proofs of debt lodged in the proceedings by creditors themselves.

The Joint Administrators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid or is due to be paid in the subsequent liquidation. These matters include:

- Preparation and issue of progress reports and associated documentation
- Maintenance of schedules of preferential and unsecured creditors' claims
- Dealing with correspondence and telephone calls
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting and, if applicable, dividend purposes
- Review of creditor claim supporting documentation
- Calculation and payment of dividend(s) to one or more classes of creditors.

4 Receipts and payments summary

We attach as Appendix C a summary of our receipts and payments for the period from 04 October 2018 to 03 April 2019 along with cumulative figures.

4.1 VAT basis

Receipts and payments are shown net of VAT with any amount due to or from HM Revenue and Customs shown separately.

4.2 Transactions in the period

Creditors should note that the pre-appointment legal costs have been combined into one account for the ease of reporting. The amounts reported as paid in the previous periods are unchanged.

The Administrators have reversed the prescribed part provision included in the costs of realisations as the Administrators are now in a position to declare the prescribed part dividend.

Irrecoverable VAT of £13.33 is shown in the reporting period ending 3 October 2018 as it related to that VAT period. This was not included in the period progress report.

5 Joint Administrators' remuneration, expenses and disbursements

5.1 Authority for remuneration

The Administrators' remuneration was approved on 18 June 2018 by the secured and preferential creditors for a fixed amount of £200,000.00 (plus VAT) in accordance with the fee scope and assumptions 04 May 2018 attached to the Joint Administrators' proposals.

The Administrators were also authorised to draw 'category 2' disbursements as an expense.

5.2 Remuneration and expenses incurred in the period from 04 October 2018 to 03 April 2019 and since appointment

Sums drawn in respect of remuneration in the period covered by this report are shown in the attached receipts and payments account.

5.3 Expenses and disbursements

Attached are the Joint Administrators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Administrators have incurred in the period of the report are also attached, along with

The amount of the expenses incurred is higher than the estimate provided to creditors on 4 May 2018 because the Administrators have incurred costs which were not anticipated as at the date of the estimate. The main difference relates to the settlement of retention of title claims however some benefit was received from the realisable value of the stock.

5.3.1 Other professional costs

Whilst professional costs are not subject to approval by the relevant approving body, all professional costs are subject to review before being paid.

DWF LLP and Squires Patton Boggs LLP have been retained as legal advisors in view of their experience and expertise in these matters. Their remuneration has been agreed on the basis of their standard hourly charge-out rates, plus VAT and disbursements.

DWF LLP's agreed post appointment fees and disbursements of £32,643.00 plus VAT have been paid to date. Further fees will be paid prior to the closure of the Administration.

Squires Patton Boggs's agreed post appointment fees and disbursements of £7,539.00 plus VAT have been incurred and discharged. This is their final bill.

European Valuation were retained as agents to provide advice regarding the Company's stock. Their remuneration has been agreed based on their standard commission rates, plus disbursements and VAT. Fees and disbursements of £44,867.64 have been paid.

Grievesons Valuers and Auctioneers were engaged to value and sell the assets at the head office and warehouse. Fees of £300.00 have been paid.

Griffin Legal LLP were engaged to deal liaise with the Company's employees and deal with submission of their claims to the Redundancy Payment Service. Fees of £7,443.10 have been paid to date. Further fees will be paid for assistance in an RTI submission to HM Revenue and Customs for the employees' preferential and unsecured claims.

Other professional costs that have been incurred are shown on the attached schedule. The receipts and payments abstract at Appendix B sets out which of these costs have been paid. All such costs are subject to review before being paid and any payments made in the period are disclosed in the receipts and payments account at Appendix B.

6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of the relevant legislation creditors have a right to request further information about remuneration or expenses (other than pre-administration costs) and to challenge such remuneration or expenses.

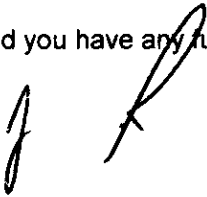
A request for further information must be made in writing within 21 days of receipt of this report.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the Administrator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Administrators' Fees, which provides information for creditors in relation to the remuneration of an Administrator, can be accessed at <http://rsm.insolvencypoint.com/1091195> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please do not hesitate to contact me.



Steven Philip Ross
RSM Restructuring Advisory LLP
Joint Administrator

Steven Philip Ross is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Alan David Kelly is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

The affairs, business and property of the Company are being managed by the Joint Administrator who act as agents of the Company and without personal liability

Appendix A

Statutory and other information

Company Information	
Company name:	Grainger Games Limited
Company number:	04201151
Date of incorporation:	28 April 2001
Trading name:	Grainger Games, Trade Nation
Trading address	The Company traded from 67 sites in UK Head office: Unit 4, North Tyne Industrial Estate, Longbenton, Newcastle, NE12 9SZ
Principal activity:	Retail sale of computers, peripheral units and software in specialised stores
Registered office:	RSM Restructuring Advisory LLP 1 St James' Gate, Newcastle upon Tyne, NE1 4AD
Previous company names:	None

Administration information		
Joint Administrator:	Steven Philip Ross and Allan David Kelly	
Date of appointment:	04 April 2018	
Functions:	The Joint Administrators' appointment specified that they would have power to act jointly and severally. The Joint Administrators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment.	
Appointor:	Stephen Bowyer (Director), c/o Unit 4, North Tyne Industrial Estate, Longbenton, Newcastle, NE12 9SZ	
Details of any extension:	12 months to 3 April 2020 by the secured and preferential creditors	
Proposed exit route:	Dissolution	
Correspondence address & contact details of case manager	Shaun Hudson 0191 255 7000 RSM Restructuring Advisory LLP, 1 St James' Gate, Newcastle upon Tyne, NE1 4AD	
Name, address & contact details of Joint Administrator	Primary Office Holder Steven Philip Ross RSM Restructuring Advisory LLP 1 St James' Gate, Newcastle upon Tyne, NE1 4AD 0191 255 7000 IP Number: 9503	Joint Office Holder: Allan David Kelly RSM Restructuring Advisory LLP 1 St James' Gate, Newcastle upon Tyne, NE1 4AD 0191 255 7000 IP Number: 9156

Appendix B

Dividend prospects

	Owed	Paid to date	Estimated future prospects
Secured creditor – Aurelius finance Company Limited	£646,254.00	£450,000	Shortfall
Preferential creditors	£24,482.00	NIL	100p in £
Unsecured creditors	£3,775,449	NIL	Estimated at 2p in £
Estimated net property	£631,690.69		
Estimated prescribed part available for unsecured creditors	£129,338.14		
Whether and why the Administrators intend to apply to court under S176(A)(5) IA86	N/A		

* Any estimated outcome for creditors is illustrative and may be subject to change.

Grainger Games Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/10/2018 To 03/04/2019 £	From 04/04/2018 To 03/04/2019 £
	SECURED ASSETS	
	Contingent / Sundry Assets	NIL
	Intellectual Property	NIL
10,264.50	Leasehold Land & Property	NIL
		NIL
	SECURED CREDITORS	
(197,259.52)	Chargeholder (1)	NIL
		NIL
	HIRE PURCHASE	
	Finance Company(1)	20,067.75
	HP Asset (1)	(21,000.00)
		932.25
	ASSET REALISATIONS	
	Bank Bond Refund	12,956.67
	Bank Interest Gross	605.61
	Card Services	37.05
339,909.95	Cash at Bank on Appointment	295,390.41
90,000.00	Cash on Hand	90,928.00
	Funds held by pre-appt lawyers	690.30
	Furniture and Equipment	5,100.00
	Insurance Refund	704.15
7,000.00	Motor Vehicles	7,080.00
	Pension Refund	307.18
	Property Refunds	374.36
	Rates Refund	7,810.40
1,000,000.00	Stock	871,895.15
	Sundry Floating Assets / Realisations	NIL
		1,293,879.28
	COST OF REALISATIONS	
		NIL
		NIL
		NIL
		NIL
		NIL
	Accountancy Fees	2,020.00
	Agent Fees	45,167.64
	Appointee Fees	200,000.00
	Bank Charges	12.00
	Costs of Property Occupation	2,958.26
	Courier Costs	115.44
	Employee Pension Contributions	1,767.87
	Employment Consultants	7,443.10
	Filing Fee	5.00
	Insurance	6,337.64
	IT Costs	1,109.08
	Legal Fees (post)	40,182.00
	Legal Fees (pre)	22,309.88
	Mileage	1,331.09
	PAYE & NIC	63,329.14
	Pension Advisor Fees	900.00
	Postage	1,145.24
	Pre Appointment Fees	48,218.50

Grainger Games Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/10/2018 To 03/04/2019 £	From 04/04/2018 To 03/04/2019 £	
	Rates Surveyor Fees	NIL	1,860.45
	Retention of Title Settlement	NIL	87,500.00
	Specific Bond	NIL	85.00
	Statutory Advertising	84.60	169.20
	Travel Expenses	843.00	1,866.86
	VAT - Irrecoverable	NIL	13.33
	Wages & Salaries	6,345.88	101,846.87
	Website Fee	NIL	13.00
		(232,170.71)	(637,706.59)
	PREFERENTIAL CREDITORS		
(24,482.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(646,000.00)	Aurelius Finance Company	100,000.00	450,000.00
		(100,000.00)	(450,000.00)
	UNSECURED CREDITORS		
(704,634.00)	HM Revenue and Customs	NIL	NIL
	Prescribed Part Provision Reversed	(175,000.00)	NIL
(2,585,766.88)	Trade & Expense Creditors	NIL	NIL
		175,000.00	NIL
	DISTRIBUTIONS		
(18.80)	Deferred Shareholders	NIL	NIL
(20.40)	Ordinary A	NIL	NIL
(11.10)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,711,018.25)		(155,966.35)	207,104.94
	REPRESENTED BY		
	Allied Irish Current Account		161,324.45
	VAT Control		45,780.49
			207,104.94

Steven Philip Ross
Joint Administrator

Appendix D

RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- *Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.*
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- *RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.*

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP will be sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP current charge out and category 2 disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	500.00	525.00
Directors / Associate Directors	275.00 to 330.00	290.00 to 365.00
Manager	215.00 to 315.00	240.00 to 290.00
Assistant Managers	225.00 to 230.00	240.00
Administrators	145.00 to 220.00	75.00 to 230.00
Support staff	78.00 to 127.00	85.00 to 140.00

Category 2 disbursement rates	
Internal room hire	£165
Subsistence	£25 per night (from 3 rd September 2013) £23 per night (up to 2 nd September 2013)
Travel (car)	38p per mile (up to and including 31 March 2010) 40p per mile (from 1 April 2010) 42.5p per mile (from 1 April 2011)
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 04 October 2018 to 03 April 2019

Expenses (excluding category 2 disbursements) Type and purpose	£				
	Original estimate	Incurred to date		Paid to date	Unpaid to date
		04/04/2018 to 03/10/2019	04/10/2018 to 03/04/2019		
Accountants fee	5,000.00	1,150.00	870.00	2,020.00	NIL
Agent Fee	40,000.00	300.00	44,867.64	45,167.64	NIL
Bank Charges	NIL	12.00	NIL	12.00	NIL
Costs of Property Occupation	35,180.00	Nil	2,958.26	2,958.26	NIL
Courier costs	NIL	115.00	NIL	155.44	NIL
Employment Consultants	10,000.00	7,218.00	225.10	7,443.10	NIL
Filing Fee	NIL	5.00	NIL	5.00	NIL
Insurance	15,000.00	6,338.00	NIL	6,337.64	NIL
IT costs	NIL	1,109.00	NIL	1,109.08	NIL
Legal fees and disbursements	60,000.00	25,593.00	14,589.00	40,182.00	NIL
Pension Advisor	1,000.00	900.00	NIL	900.00	NIL
Postage	479.00	868.29	276.95	1,145.24	Nil
Rates Surveyor Fees	NIL	1,860.00	NIL	1,860.45	NIL
Retention of Title Settlement	NIL	87,500.00	NIL	87,500.00	NIL
Bond	85.00	85.00	NIL	85.00	NIL
Statutory advertising	170.00	84.60	84.60	169.60	NIL
Hotel / subsistence / travel	622.00	1,23.86	843.00	1,866.86	NIL
Wages including PAYE/NIC/Pension	153,296.00	155,757.62	11,186.26	166,943.88	NIL
Mail Redirection	404.00	NIL	NIL	NIL	NIL
Storage agent	3,000.00	NIL	NIL	NIL	NIL
Sub Total	324,236.00	288,895.51	75,900.81	365,861.19	Nil
Category 2 disbursements					
Recipient, type and purpose					
Mileage	741.00	1,331.09	NIL	1,331.09	NIL
Website fee	8.00	13.00	NIL	13.00	NIL
Sub Total	749.00	1,344.09	Nil	1,334.09	Nil
Total	324,985	290,239.96	75,900.81	367,195.28	Nil

NOTE: This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Administrators' fee scope and assumptions

Activity	Scope and assumptions for work proposed to be done other than on a time costs basis
Administration and planning	<p>Work that must be carried out in order to comply with statutory requirements imposed by the insolvency legislation.</p> <p><i>This includes filing and advertising of appointment documents, filing of Statement of Affairs, handling of receipts and payments, submission of VAT and income tax issues, pension queries, undertaking file reviews, case planning and strategy, dealing with redirected mail, convening any non-statutory requisitioned meetings and decisions, liaising with the Company's directors, case closure formalities.</i></p> <p>The fixed fee assumes that there are no pension schemes, that the Company's records are up to date, that no creditors' committee is appointed, and that the case can be concluded in one year.</p>
Realisation of assets	<p>All aspects of the realisation of assets including identifying, securing and insuring assets such as book debts, property, chattels, stock and WIP with no contentious matters. Other matters include dealing with landlords and arranging collection of leased assets.</p> <p>The fixed fee assumes there will be no legal action required to realise the assets; the Office Holder receives full co-operation of directors and that no contentious matters will arise;</p> <p>The fixed fee also assumes that there are no environmental and/or health and safety issues.</p>
Creditors	<p>Includes dealing with creditor queries, agreement of claims, distributions to creditors, and preparation of statutory formal reports to creditors.</p> <p>The fixed fee assumes claims will be agreed without any dispute, litigation or contentious matters arising and that the Company's records are complete and up to date.</p>
Investigations	<p>Collection and review of the Company's records in order to identify any potential or actual asset recoveries, antecedent transactions, transactions at under value or voidable dispositions.</p> <p>Reporting to the Department of Business Energy and Industrial Strategy on the conduct of the directors.</p> <p>The fixed fee assumes that the Office Holders' investigations uncover no material antecedent transactions which require legal advice or recovery action being undertaken.</p>
Trading	No trading is expected.

Appendix H

Proof of debt form

Rule 14.4 Insolvency (England and Wales) Rules 2016 - Proof of Debt

In the In the High Court of Justice, Business and Property Courts in Leeds No. 281 of 2018
Grainger Games Limited In Administration, Company No: 04201151
Steven Philip Ross and Allan David Kelly appointed as Administrators to the above company on 4 April 2018

Relevant date for creditors' claims: 4 April 2018

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 relevant date. Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation	£
4	Details of any documents by reference to which the debt can be substantiated. There is no need to attach them now unless the Joint Administrator has requested it	
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.	£ Date
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Date	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	