

The Insolvency Act 1986

# Notice of move from administration to dissolution

**2.35B**

Name of Company:  
Robinson Consulting Limited

Company number:  
04259926

In the:  
High Court of Justice Leeds District  
Registry

[full name of court]

Court case number:  
1685 of 2008

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

☒ We (a) P Stanley and G Lee both of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY  
having been appointed administrator(s) of (b Robinson Consulting Limited, 1-2 Merchants Quay, Ashley  
Lane, Shipley, Yorkshire, BD17 7DB .

(c) Insert date of appointment

on (c) 28 October 2008 by (d) Yorkshire Bank PLC

(d) Insert name of  
applicant / appointer

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986  
apply.

☒ We attach a copy of the final progress report.

Signed: 

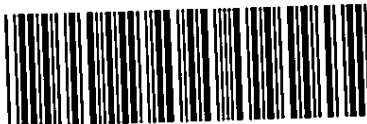
Joint / Administrator(s)

Dated: 15 September 2009

## 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 visible to searchers of the public record

P Stanley	
Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	
	Tel Number: 0161 837 1700
Fax Number: 0161 837 1762	DX Number: 0161 837 1700



\*AVPFEDLL\*

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26/09/2009

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COMPANIES HOUSE

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

SATURDAY

P Stanley and Mike Saville appointed joint administrators on 28 October 2008

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents.

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**Robinson Design Group Limited,  
Robinson Geo Engineering Limited,  
Robinson Architects Limited,  
Robinson Consulting Limited  
3D.Com Limited (All in Administration)**

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**Final Report of the joint administrators pursuant to Rules  
2.47 and 2.110 of The Insolvency Rules 1986**

**Period: 28 October 2008 to 15 September 2009**

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  - 2. Summary of administrators' proposals
  - 3. Joint administrators' time costs and expenses

# 1. STATUTORY INFORMATION

<b>Company Name:</b>	Robinson Design Group Limited	Robinson Architects Limited	Robinson Geo Engineering Limited	Robinson Consulting Limited	3D.Com Limited
<b>Company Registered Number:</b>	3338488	01966234	04078240	04259926	03874462
<b>Registered Office:</b>	c/o Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	c/o Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	c/o Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	c/o Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	c/o Begbies Traynor, 340 Deansgate, Manchester, M3 4LY
<b>Court Reference Number:</b>	1686 of 2008	1683 of 2008	1684 of 2008	1685 of 2008	1687 of 2008
<b>Names of joint administrators:</b>	P Stanley and Gary N Lee Partners and Licensed Insolvency Practitioners of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	P Stanley and Gary N Lee Partners and Licensed Insolvency Practitioners of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	P Stanley and Gary N Lee Partners and Licensed Insolvency Practitioners of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	P Stanley and Gary N Lee Partners and Licensed Insolvency Practitioners of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY	P Stanley and Gary N Lee Partners and Licensed Insolvency Practitioners of Begbies Traynor, 340 Deansgate, Manchester, M3 4LY
<b>Date of administrators' appointment:</b>	28 October 2008	28 October 2008	28 October 2008	28 October 2008	28 October 2008
<b>Person(s) making appointment / application:</b>	Clydesdale Bank Plc t/a Yorkshire Bank	Clydesdale Bank Plc t/a Yorkshire Bank	Clydesdale Bank Plc t/a Yorkshire Bank	Clydesdale Bank Plc t/a Yorkshire Bank	Clydesdale Bank Plc t/a Yorkshire Bank
<b>Changes in office-holder (if any)</b>	G N Lee following the resignation of M Saville	G N Lee following the resignation of M Saville	G N Lee following the resignation of M Saville	G N Lee following the resignation of M Saville	G N Lee following the resignation of M Saville
<b>Acts of the joint administrators:</b>	The joint administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.	The joint administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.	The joint administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.	The joint administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator from time to time.	The joint administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.

## 2. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 28 October 2008 to 15 September 2009.

This report should be read in conjunction with the Administrators proposals sent to all creditors on 9 December 2008 and the Administrators Progress Report sent to creditors on 16 June 2009.

## 3. ADMINISTRATOR'S PROPOSALS

Attached at Appendix 2 is a summary of the joint administrators' proposals as deemed approved under Rule 2.33(5) of the Insolvency Rules 1986 in the absence of an initial meeting of creditors.

It was considered that it is not reasonably practicable to achieve the objective specified in subparagraph 3(1)(a). Consequently the most appropriate objective to pursue in this case is that specified in subparagraph paragraphs 3(1)(b) and 3(1)(c), namely 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) and realising property in order to make a distribution to one or more secured or preferential creditors.

It is considered that this has been achieved to date with the sale of the business and assets as detailed within this report. We consider that the sale as an alternative to an immediate cessation of trade and liquidation of the Company has significantly enhanced the prospects for the secured and the preferential creditors.

It is also considered that the objective as specified in subparagraph paragraph 3(1)(c), namely realising property in order to make a distribution to one or more secured or preferential creditors, has also been achieved. We furthermore consider that pursuing this objective has not unnecessarily harmed the interests of the creditors of the Company as a whole.

In order that the purpose of the administration may be fully achieved, we propose to remain in office as administrators in order to conclude the realisation and distribution of the Company's property. The principal matter to deal with in this respect is to finalise distributions to the secured and preferential creditors

### **Exit from Administration**

On present information we consider that the Company will have insufficient property to enable a distribution to be made to unsecured creditors. Consequently, as soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, we propose to implement the provisions of Paragraph 84 of Schedule B1 to the Act. Under these provisions, on the registration of a notice sent by us to the Registrar of Companies, our appointment as administrators ceases to have effect, and at the end of three months the Company will automatically be dissolved.

Where an administrator sends such a notice of dissolution to the Registrar of Companies, he must also file a copy of the notice with the court and send a copy to each creditor of the Company, and on application by any interested party the court may suspend or disapply the automatic dissolution of the company.

### **Administrators' Remuneration**

The administrators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the administration and was approved as detailed over.

#### **Robinson Design Group Limited**

Remuneration approved by a resolution from the secured and preferential creditors pursuant to Rule 2.106 of the Insolvency Act 1986. Total time spent to 15 September 2009 on this assignment amounts to 98.60 hours at an average composite rate of £219.38 per hour resulting in total time costs to close of £21,630.50. Total remuneration drawn in accordance with the above approval amounts to £15,847.72 resulting in an average composite rate of £160.73, leaving unbilled time costs of £5,782.78, which have been written off as irrecoverable.

#### **Robinson Geo Engineering Limited**

Remuneration approved by a resolution from the secured creditor pursuant to Rule 2.106 of the Insolvency Act 1986. Total time spent to 15 September 2009 on this assignment amounts to 51.45 hours at an average composite rate of £202.04 per hour resulting in total time costs to close of £10,400.00. Total future remuneration to be drawn in accordance with the above approval amounts to £2,447.50 leaving unbilled time costs of £7,952.50, which have been written off as irrecoverable.

#### **Robinson Architects Limited**

Remuneration approved by a resolution from the secured creditor pursuant to Rule 2.106 of the Insolvency Act 1986. Total time spent to 15 September 2009 on this assignment amounts to 61.55 hours at an average composite rate of £203.81 per hour resulting in total time costs to close of £12,544.25. Total future remuneration to be drawn in accordance with the above approval amounts to £4,592.50 leaving unbilled time costs of £7,951.75 which have been written off as irrecoverable.

#### **Robinson Consulting Limited**

Remuneration approved by a resolution from the secured creditor pursuant to Rule 2.106 of the Insolvency Act 1986. Total time spent to 15 September 2009 on this assignment amounts to 69.50 hours at an average composite rate of £204.46 per hour resulting in total time costs to close of £14,209.75. Total future remuneration to be drawn in accordance with the above approval amounts to £3,116.50 leaving unbilled time costs of £11,093.25 which have been written off as irrecoverable.

#### **3D.Com Limited**

Remuneration approved by a resolution from the secured creditor pursuant to Rule 2.106 of the Insolvency Act 1986. Total time spent to 15 September 2009 on this assignment amounts to 50.00 hours at an average composite rate of £207.18 per hour resulting in total time costs to date of £10,359.00. Total future remuneration to be drawn in accordance with the above approval amounts to £5,050.50 leaving unbilled time costs of £5,308.50 which have been written off as irrecoverable.

The following further information as regards time costs and expenses is set out at Appendix 3:

- ☐ Begbies Traynor policy for re-charging expenses
- ☐ Begbies Traynor charge-out rates
- ☐ Narrative summary of time costs incurred and summary by staff grade and work activity

## **4. SUMMARY OF STEPS TAKEN DURING THE ADMINISTRATION**

At the date of appointment all statutory forms were filed at Court and Companies House. The notice of the Administrators' appointment to creditors was circulated on 3 November 2008 since then we have received on going correspondence from creditors of the Companies which have been acknowledged and our records updated with their claims.

Prior to our appointment by Clydesdale Bank Plc t/a Yorkshire Bank, we were asked to advise the companies by Warings Chartered Accountants (the companies auditors) as H M Revenue & Customs had issued Winding up Petitions against most of the companies in the group with a hearing date of 29 October 2008. Following a meeting with Robinson Design Group's board, on the 20 October 2008 we were advised that the Companies had a group liability, which included confidential invoice discounting of approximately £1.0 million with the Bank. This facility contained composite cross-guarantee debentures.

Given that the companies had various Winding up Petitions to be heard on 29 October 2008 there was not enough time to market the business as a going concern and given the directors personal guarantees to the Bank they were keen to propose a management buyout which would move the business forward with different shareholdings to the original group and save some 80 jobs in the area. In any event it was viewed that no other party would be willing to pay the same value that the management buyout was willing to pay.

Our agents Wignall Brownlow valued the computers and office equipment whilst it was agreed that the companies contracts could be lost should their details be released to the public domain, weakening the Joint Administrators position and any return to preferential creditors as competitors would seek to pick up the ongoing work.

On our appointment, an offer of £305,020 was received for all the companies' interest in the computers, fixture and fittings, work in progress and goodwill as detailed below. The offer was a cash offer and was paid on completion. The acquiring company, Robinson Group Limited would take on all contracts of employment of the Company's employees and the continued employment of the workforce would minimise the claims that would have been made by the employees in a winding up.

Following advice from our agents the offer was accepted.

	£
Fixtures and Fittings	7,500
Goodwill	10,000
Work in Progress	200,000
Intellectual Property	1
IT Equipment & Software	52,520
Licence	10,000
Domain Names	1
50 Shares in Healthcare Design Partnership	24,996
75% shareholding in Robinson Jozhun Fangzhong	
Architecture	1
Shares in Dormant companies	1
	<u>305,020</u>

In completing a sale of the Companies business and assets to Robinson Group Limited, it was acknowledged that the purchaser would continue in occupation at the premises and help to mitigate the claim of the landlord in relation to the Company's property leases.

The Group had a confidential invoice discounting agreement with the Bank. The group's book debts outstanding at the date of appointment were in the region of £1.5 million, of which £981,017 was owed to the Bank. The directors estimate that realisations, after taking into consideration companies that have become subject to insolvency and bad and doubtful debts, will be in the region of £718,795. Since appointment the Bank has been repaid £558,311.53.

After taking into account the above and the sums due to the Bank, it was calculated that there was insufficient funds available to enable a distribution to be made to the Companies unsecured creditors. The Preferential creditors of Robinson Design Limited have been paid in full.

## Reports

You may be aware that the Joint Administrator has a duty to submit to the Department of Trade and Industry, a report on the conduct of the directors and the running of the Company.

Given the information available to the Administrators we been able to conduct our investigations and submit our return to the department on 8 April 2009.

## Achievements & Distributions

We consider that the objective set out in our Proposals has been achieved, as a sale of the business as a whole has realised a better outcome than if the assets had been sold separately. Unfortunately, due to insufficient funds, we have been unable to distribute a dividend to any unsecured creditors in this case.

## 5. OUTCOME

As the Notice accompanying this report confirms, once registered by Companies House (which we anticipate shortly), our appointment as joint administrators will cease to have effect and, unless the court makes an order otherwise, the Company will be deemed dissolved at the end of the period of three months from the date of registration of the notice (Form 2.35 B)

### Discharge from Liability

The Joint Administrators proposals provided that the Joint Administrators be discharged from liability pursuant to Paragraph 98(2) of Schedule B1 of the Insolvency Act 1986. It is per the Proposals, deemed approved, that the Joint Administrators discharge will take affect from the date the administration order is discharged

Name:

  
Joint Administrator

Date:

15 September 2009

# JOINT ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS,

Period: 28 October 2008 to 15 September 2009

ROBINSON DESIGN GROUP LIMITED

ROBINSON GEO ENGINEERING LIMITED

ROBINSON ARCHITECTES LIMITED

ROBINSON CONSULTING LIMITED

3D.COM LIMITED (ALL IN ADMINISTRATION)



**Robinson Design Group Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 27/04/2009 To 15/09/2009</b>	<b>From 28/10/2008 To 15/09/2009</b>
	<b>FIXED CHARGE ASSETS</b>		
10,001.00	Goodwill	NIL	10,000.00
		NIL	10,000.00
	<b>FIXED CHARGE COSTS</b>		
	Agent's Fees	NIL	(600.00)
	<b>FIXED CHARGE CREDITORS</b>		
	Clydesdale Bank PLC	NIL	(9,400.00)
		NIL	(9,400.00)
	<b>FLOATING CHARGE ASSETS</b>		
	Shareholdings	NIL	24,996.00
	License to Occupy	NIL	10,000.00
24,998.00	Fixed Assets Investments	NIL	NIL
28,181.00	Computer Equipment	NIL	52,520.00
190.00	Petty Cash	NIL	NIL
	Domain Name & Intellectual Property	NIL	2.00
	Dormant Companies	NIL	1.00
	Insurance Refund	NIL	250.00
	Rates Refund	NIL	2,446.15
	Shareholding in Robinson Jozhun Fan	NIL	1.00
4,098.00	Fixtures & Fittings	NIL	NIL
10,000.00	Prepayments	NIL	NIL
	Fixtures & WIP	NIL	192,263.00
		NIL	282,479.15
	<b>FLOATING CHARGE COSTS</b>		
	Legal Fees	NIL	5,000.00
	Statutory Advertising	NIL	442.26
	Printing Costs	240	916.56
	Bank Interest & Charges	68.27	109.4
	Specific Bond	NIL	7.5
	Joint Administrators' Fees	15,847.72	15,847.72
		(16,155.99)	(22,323.44)
	<b>PREFERENTIAL CREDITORS</b>		
(1,972.00)	Employee wages & holiday pay	1,834.99	1,834.99
		(1,834.99)	(1,834.99)
	<b>FLOATING CHARGE CREDITORS</b>		
(246,838.00)	Clydesdale Bank PLC	NIL	277,120.72
		NIL	(277,120.72)
	<b>UNSECURED CREDITORS</b>		
(2,349,545.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(162,000.00)	Ordinary Shareholders	NIL	NIL
<u>(2,682,887.00)</u>		<u>(17,990.98)</u>	<u>0.00</u>

**Robinson Geo Engineering Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/04/2009 To 15/09/2009	From 28/10/2008 To 15/09/2009
<b>FIXED CHARGE ASSETS</b>			
90,771.00	Book Debts	<u>11,000.00</u>	<u>55,343.74</u>
		11,000.00	55,343.74
<b>FIXED CHARGE CREDITORS</b>			
(90,771.00)	Clydesdale Bank PLC	<u>11,000.00</u>	<u>55,343.74</u>
		<u>(11,000.00)</u>	<u>(55,343.74)</u>
<b>FLOATING CHARGE ASSETS</b>			
1,523.00	Fixtures & Fittings	NIL	NIL
NIL	Prepayments	NIL	NIL
2,406.00	Office Equipment	NIL	NIL
58,726.00	Stock & WIP	NIL	NIL
NIL	Fixtures & WIP	<u>NIL</u>	<u>2,455.00</u>
		NIL	2,455.00
<b>FLOATING CHARGE COSTS</b>			
	Specific Bond	NIL	7.5
	Joint Administrators' Fees	<u>2,447.50</u>	<u>2,455.00</u>
		(2,447.50)	(2,462.50)
<b>PREFERENTIAL CREDITORS</b>			
(2,455.00)	Employee wages & holiday pay	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>FLOATING CHARGE CREDITORS</b>			
(246,838.00)	Clydesdale Bank PLC	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>UNSECURED CREDITORS</b>			
(177,895.00)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>DISTRIBUTIONS</b>			
<sup>1</sup>	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
<u>(364,532.00)</u>		<u>(2,447.50)</u>	<u>0.00</u>

**Robinson Architects Limited  
(In Administration)  
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/04/2009 To 15/09/2009	From 28/10/2008 To 15/09/2009
<b>FIXED CHARGE ASSETS</b>			
497,501.00	Book Debts	<u>NIL</u>	<u>249,748.27</u>
		NIL	249,748.27
<b>FIXED CHARGE CREDITORS</b>			
(497,501.00)	Clydesdale Bank PLC	<u>NIL</u>	<u>249,748.27</u>
		<u>NIL</u>	<u>(249,748.27)</u>
<b>FLOATING CHARGE ASSETS</b>			
1,161.00	Fixtures & Fittings	NIL	NIL
NIL	Prepayments	NIL	NIL
2,447.00	Office Equipment	NIL	NIL
59,656.00	Stock & WIP	NIL	NIL
NIL	Fixtures & WIP	<u>NIL</u>	<u>4,600.00</u>
		NIL	4,600.00
<b>FLOATING CHARGE COSTS</b>			
	Specific Bond	NIL	7.5
	Joint Administrators' Fees	<u>4,592.50</u>	<u>4,592.50</u>
		(4,592.50)	(4,600.00)
<b>PREFERENTIAL CREDITORS</b>			
(4,600.00)	Employee wages & holiday pay	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>FLOATING CHARGE CREDITORS</b>			
(246,838.00)	Clydesdale Bank PLC	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>UNSECURED CREDITORS</b>			
(305,668.00)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>DISTRIBUTIONS</b>			
(81,000.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
<u>(574,842.00)</u>		<u>(4,592.50)</u>	<u>0.00</u>

**Robinson Consulting Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/04/2009 To 15/09/2009	From 28/10/2008 To 15/09/2009
<b>FIXED CHARGE ASSETS</b>			
343,138.00	Book Debts	<u>NIL</u>	<u>217,972.89</u>
		NIL	217,972.89
<b>FIXED CHARGE CREDITORS</b>			
(343,138.00)	Clydesdale Bank PLC	<u>NIL</u>	<u>217,972.89</u>
		<u>NIL</u>	<u>(217,972.89)</u>
<b>FLOATING CHARGE ASSETS</b>			
417.00	Fixtures & Fittings	NIL	NIL
51,147.00	WIP	NIL	NIL
1,409.00	Computer Equipment	NIL	NIL
NIL	Fixtures & WIP	<u>NIL</u>	<u>3,124.00</u>
		NIL	3,124.00
<b>FLOATING CHARGE COSTS</b>			
	Specific Bond	NIL	7.5
	Joint Administrators' Fees	<u>3,116.50</u>	<u>3,116.50</u>
		(3,116.50)	(3,124.00)
<b>PREFERENTIAL CREDITORS</b>			
(3,124.00)	Employee wages & holiday pay	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>FLOATING CHARGE CREDITORS</b>			
(246,838.00)	Clydesdale Bank PLC	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>UNSECURED CREDITORS</b>			
(241,716.00)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>DISTRIBUTIONS</b>			
(1.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
<u>(438,706.00)</u>		<u>(3,116.50)</u>	<u>0.00</u>

**3D.Com Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/04/2009 To 15/09/2009	From 28/10/2008 To 15/09/2009
<b>FIXED CHARGE ASSETS</b>			
44,836.63	Book Debts	492.89	44,836.63
		<u>492.89</u>	<u>44,836.63</u>
<b>FIXED CHARGE CREDITORS</b>			
(44,836.63)	Clydesdale Bank PLC	492.89	44,836.63
		<u>(492.89)</u>	<u>(44,836.63)</u>
<b>FLOATING CHARGE ASSETS</b>			
301.00	Fixtures & Fittings	NIL	NIL
30,471.00	WIP	NIL	NIL
18,077.00	Office Equipment	NIL	NIL
NIL	Fixtures & WIP	NIL	5,058.00
		<u>NIL</u>	<u>5,058.00</u>
<b>FLOATING CHARGE COSTS</b>			
	Specific Bond	NIL	7.5
	Joint Administrators' Fees	5,050.50	5,050.50
		<u>(5,050.50)</u>	<u>(5,058.00)</u>
<b>PREFERENTIAL CREDITORS</b>			
(5,058.00)	Employee wages & holiday pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>FLOATING CHARGE CREDITORS</b>			
(246,838.00)	Clydesdale Bank PLC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>UNSECURED CREDITORS</b>			
(60,326.00)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>DISTRIBUTIONS</b>			
(100.00)	Ordinary Shareholders	NIL	NIL
<u>(263,473.00)</u>		<u>(5,050.50)</u>	<u>0.00</u>

## SUMMARY OF ADMINISTRATORS' PROPOSALS

### **Proposals deemed approved under Rule 2.33(5) of the Insolvency Rules 1986.**

#### **In the matter of each Company, it is proposed that:**

- The Joint Administrators propose to achieve 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) as set out in Paragraph 3(1)(b) of Schedule B1 to the Insolvency Act 1986.
- However should Paragraph 3(1)(b) not be achieved then the Joint Administrators propose to achieve Paragraph 3(1)(c) of realising property in order to make a distribution to one or more secured or preferential creditors.
- The Joint Administrators propose in the interim to take all necessary actions to preserve the value of the Company's assets.
- In the event that a sale of the Company's assets, either in whole or in part, involves the disposal of assets subject to security and the Joint Administrators cannot come to terms with the creditors concerned, the Joint Administrators propose to apply to Court under the provisions of Paragraphs 70, 71 and 72 of Schedule B1 to the Insolvency Act 1986 to dispose of property which is subject to security as if it were not subject to security and goods which are under hire-purchase agreements as if all the rights of ownership under the agreement were vested with the Company.
- Once the Administration is complete and the Joint Administrators think that the purpose of the Administration has been achieved, then the creditors, in accordance with paragraph 98(2) of Schedule B1 to the Insolvency Act 1986, hereby consent to the Joint Administrators being discharged from liability in respect of any action as Joint Administrators, such discharge having effect immediately upon the Joint Administrators filing their final report to creditors.
- Once the Administration is complete and the Joint Administrators think that the purpose of the Administration has been achieved, the Joint Administrators propose to move from Administration to Creditors' Voluntary Liquidation under the provisions of Paragraphs 83 of Schedule B1 to the Insolvency Act 1986. In accordance with Paragraph 83(7) and Rule 2.117(3) of the Insolvency Rules 1986, creditors may nominate a different person to be Liquidator provided that the nomination is made after receipt of the proposals and before the proposals are approved. Any nomination should be made in writing prior to the meeting of creditors. It is proposed that G N Lee, Licensed Insolvency Practitioner regulated by the Insolvency Practitioners Association, be appointed Liquidator of the Company.
- However should it ultimately transpire that the Company will have insufficient property to enable a distribution to be made to unsecured creditors then consequently, as soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, we propose to implement the provisions of Paragraph 84 of Schedule B1 to the Act. Under these provisions, on the registration of a notice sent by us to

the Registrar of Companies, our appointment as administrators ceases to have effect, and at the end of three months the Company will automatically be dissolved.

- Where an administrator sends such a notice of dissolution to the Registrar of Companies, he must also file a copy of the notice with the court and send a copy to each creditor of the Company, and on application by any interested party the court may suspend or disapply the automatic dissolution of the company.
- The Joint Administrators propose to be remunerated on the basis of their hourly costs at scaled rates calculated on the time properly spent in the course of the Administration and to draw their remuneration on account as and when funds permit.
- The Joint Administrators propose to re-charge any category 2 expenses that are incurred in the Administration.
- Any pre-appointment fees shall rank as an unsecured claim in accordance with the guidance given in the Dear IP issue number 24. This does not affect the right to draw legitimate expenses not covered by that guidance.

These proposals shall be subject to such modifications or conditions as the Court may approve or impose. Pursuant to paragraph 51 of Schedule B1 to the Act, the Joint Administrators' proposals will be considered at an initial meeting of the Company's creditors.

## **JOINT ADMINISTRATORS' TIME COSTS AND EXPENSES**

- a. Begbies Traynor policy for re-charging expenses;
- b. Begbies Traynor charge-out rates;
- c. Narrative summary of time costs incurred and summary by staff grade and work activity;



## POLICY FOR RE-CHARGING EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

### INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Standard professional practice<sup>1</sup> requires that such charges should be disclosed to those who are responsible for approving his remuneration, together with an explanation of how those charges are made up and the basis on which they are arrived at.

### DEFINITIONS

Required professional practice classifies expenses into two broad categories:

- *Category 1 expenses (approval not required)* – specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges;
- *Category 2 expenses (approval required)* – all other items of expenditure:
  - Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost; and/or
  - Where the cost of the expense incurred is an estimated, unitised cost with the estimate based on external costs or opportunity cost.

### CHARGING POLICY

- *Category 1 expenses (approval not required)* – with the exception of any items referred to below, all such items are re-charged to the case as they are incurred.
- *Category 2 expenses (approval required)*
  - (A) The following items of expenditure are re-charged as described:
    - Internal meeting room usage for the purpose of statutory meetings of creditors is re-charged at the rate of £100 (London £150) per meeting;
    - Car mileage is re-charged at the rate of 40 pence per mile;
    - Storage of books and records (when not rechargeable as a *Category 1 expense*) is recharged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;
  - (B) The following items of expenditure will normally be treated as general office overheads not subject to a re-charge:
    - Telephone and facsimile
    - Printing and photocopying
    - Stationery

A re-charge may be made, however, where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 expense*.

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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) effective from April 2007

## **BEGBIES TRAYNOR CHARGE-OUT RATES**

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions.

The rates applying to the Manchester office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out Rate (£ per hour)</b>
Partner	395
Senior Manager	295
Manager	250
Assistant Manager	195
Senior Administrator	160
Administrator	130

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

**SUMMARY OF OFFICE HOLDERS' TIME COSTS**

CASE NAME: ROBINSON DESIGN GROUP LIMITED  
ROBINSON GEO ENGINEERING LIMITED  
ROBINSON ARCHITECTS LIMITED  
ROBINSON CONSULTING LIMITED  
3D.COM

CASE TYPES: ADMINISTRATIONS ("ADM")  
OFFICE HOLDERS: P STANLEY AND M SAVILLE  
DATE OF APPOINTMENT: 28 OCTOBER 2008

**Administration & Accountancy**

- Completing work case notification form
- Setting case up on IPS
- Inputting creditors on IPS
- Updating diary with completed tasks
- Reviewing ADM checklist
- Filling
- Completing Vat forms
- Completing standard ADM letters and forms
- Updating IPS when matters have been completed
- Reviewing work programme

**Planning & Control**

- Internal staff meetings to confirm strategy of Administration
- Liaising with Company's accountants regarding potential tax refund
- Reviewing the corporation tax return
- Preparing 3 monthly and 6 monthly reviews to ascertain which issues are outstanding

**Fixed Charge Assets**

- Reviewing Company's financial information regarding fixed charge assets

**Floating Charge Assets**

- Reviewing documentation in respect of floating charges assets
- Liaising with our agent in respect of the sale of the Company's assets

**Debt Collection**

- Liaising with debtor to obtain outstanding monies due to the Company
- Completing income voucher regarding monies received from debtor

## **Begbies Traynor**

### **Preferential and Unsecured Creditors**

- Inputting creditors onto IPS
- Reviewing claims received by creditors
- Organising and setting up files in respect of claims received
- Corresponding with creditors by telephone and letter format
- Updating IPS with the claims of creditors
- Notifying any additional creditors which came to light of ADM

### **Employee**

- Liaising with employees on telephone
- Liaising with RPO to agree claims
- Reviewing RP1 Forms received
- Reviewing Company records in respect of employee claims
- Submission of Pension documentation to PPF

### **Meeting**

- Attending initial planning meetings and taking notes

### **Reporting, SofA, Stat Returns**

- Preparing interim and accompanying forms, notices etc
- Comparing directors SofA with Company's accounts

### **Investigation**

- Submission of D-Form to DTI

### **Administration**

- Filling documents on key files
- Bordereau
- Dealing with returned post
- Novation agreements
- Dealing with Insurers

### **Banking**

- General cashier duties, banking cheques, posting on journals and payments on IPS

## Time costs analysis for the period from 28 October 2008 to 15 September 2009

1003

Robinson Geo Engineering Limited  
Time costs analysis for the period from 28 October 2008 to 15 September 2009

1561

**Robinson Architects Limited**

1001





## Time costs analysis for the period from 28 October 2008 to 15 September 2009

[illegible]

Administration and banking	1.00	-	1.80	-	-	-	-	2.80	926	330.71
Appointment and case planning	-	1.25	1.30	-	0.50	3.00	0.10	7.05	1,377	195.35
Administration and banking	-	-	9.15	-	-	13.25	-	22.40	4,422	197.40

[illegible]

-	-	0.40	-	-	-	-	0.40	118	295.00
<b>Debt collection</b>									
-	-	-	-	-	-	-	-	-	-
<b>Property, business and asset sales</b>									
-	-	-	-	-	-	-	-	-	-
<b>Retention of Title/Third party assets</b>									

[illegible][illegible][illegible]

<b>Total hours by staff grade</b>	2.80	1.25	13.80	-	9.75	-	21.15	0.35	0.90	50.00	
<b>Total time cost by staff grade</b>	1,106	406	4,071	-	1,901	-	2,750	35	90		10,359
<b>Average hourly rate £</b>	395.00	325.00	295.00		195.00		130.00	100.00	100.00		207.18

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