

The Insolvency Act 1986

Statement of administrator's proposals**2.17B**

Name of Company Omega Electrical Installations Limited	Company number 05451387
In the High Court of Justice Manchester District Registry	Court case number 2777 OF 2008

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

I, **Charles Michael Brook**
Cresswall Associates Limited
West Lancashire Investment Centre
Maple View
White Moss Business Park
Skelmersdale, WN8 9TG

* Delete as applicable

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

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

(b) Insert date

(b) **30 July 2008**

Signed 
 Administrator

Dated **30 July 2008****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.

	Tel
DX Number	DX Exchange



A50

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31/07/2008

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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

THURSDAY

**OMEGA ELECTRICAL INSTALLATIONS LIMITED
(IN ADMINISTRATION)
(COMPANY NUMBER: 05451387)**

**ADMINISTRATOR'S STATEMENT OF PROPOSALS
IN ACCORDANCE WITH PARAGRAPH 49
OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986
DATED 30 July 2008**

**High Court of Justice
Manchester District Registry**

2777 OF 2008

**CRESSWALL ASSOCIATES LIMITED
MAPLE VIEW
WHITE MOSS BUSINESS PARK
SKELMERSDALE
LANCASHIRE
WN8 9TG**

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1. Glossary

Administrator Charles Michael Brook of Cresswall Associates Limited, West Lancashire Investment Centre, Maple View, White Moss Business Park, Skelmersdale, Lancashire, WN8 9TG

Company Omega Electrical Installations Limited (registration number 05451387)

Appointor The Directors of the Company

2. Introduction

Charles Michael Brook ("the Administrator") was appointed Administrator of Omega Electrical Installations Limited ("the Company") in High Court of Justice, Manchester District Registry, on 29 May 2008 Court Administration number 2777 of 2008

The appointment was made by the Director of the Company, ("the Appointor"), in accordance with Paragraph 22 of Schedule B1 of the Insolvency Act 1986

The purpose of Administration, as defined under the provisions of the Enterprise Act 2002, as it amends the Insolvency Act 1986, is for the Administrator to perform his functions with the following three objectives

- Rescue the Company as a Going Concern,
- Achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up,
- Realise property in order to make a distribution to one or more secured creditors,

In accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986, the Administrator now report to creditors and set out their proposals for achieving the purpose of administration and for the conduct of the administration

This report also includes certain information required to be provided to creditors in accordance with Rule 2.33 of the Insolvency (Amendment) Rules 2003

3. Statutory Information

A summary of the Company's statutory information, as shown at Companies House is set out in Appendix 1

4. Background and Events leading to the Administrator's Appointment

The Company was incorporated on 12 May 2005 for the purpose of carrying out electrical installation, electrical design/planning, consultation, refurbishment and repairs and testing/inspection work for retail, banking and commercial industries. It was initially funded by the introduction of funds by Mr David Pickering ("the Director") and commenced trading on the 1st January 2006 from the premises at 5 Shore Road, Thornton Cleveleys, Blackpool FY5 1PF.

The main person involved in the running of the company was Mr David Pickering whose experience/background was as an electrician and who then progressed to a Contract Manager gaining experience in managing projects, stock control, staff control and all financial aspects of running projects and having good understanding of company procedures and accounting.

The Company's business became established by gaining customers from previous working relationships and through recommendations from other contractors and existing clients. Therefore the director did not undertake any advertising. Products and materials were obtained mainly from electrical wholesalers, some from private sales and others where company closures had taken place. The employees were found by word of mouth and past working relationships with customers and contractors.

The Company traded on a small basis from January 2006 from 5 Store Road, Thornton Cleveleys, FY5 1PF, which is the private residence of the Director and from where he undertook the work on his own with one sub contractor. The first expansion came in June 2006 when work with Britannia Hotels came on board and the Company took on more staff whereby they then had 7 employees and 5 sub contractors. The Company then moved the office to Unit 12, Sovereign Court, Wyrefields, Poulton Le Fylde, FY6 8JX ("Blackpool Office"), which was leased from Adhan Developments Limited and for which the rent and service charges were £4,375 per quarter.

In April 2007, after the collapse of another similar business operated by a Mr A Nicholson, Omega took on some of his existing staff and assumed the benefit of the goodwill and trading relationships with that business' clients. This resulted in the opening of the branch at Unit 2, Grassy Court, Etwall Road, Mickleover, Derby, DE3 0BX, ("Derby Office"). This was on a lease at a rental of £685.50 per month. Mr A Nicholson was appointed with responsibility for the Derby Office and the client base linked to it, as these had been previous clients of his own. Omega also took on more admin staff at the Blackpool Office to work on drawings, contracts etc. At this point the employee base expanded to 4 salaried staff, 15 weekly paid employees and 3 sub contractors.

The first sign of difficulties came to light in the last quarter of 2007 when the cash flow became a constant problem. The Company was constantly chasing the debtors for payment and it became apparent that the expenditure was beginning to exceed the income. There was an agreement set up with HMR&C in September 2007 to reduce the PAYE/NIC outstanding by payments of £5,000 by the 10th of each month and a further payment dependent on the Company's cash situation towards each month end. Although there are numerous companies in the same industry the Company had the constant flow of works from clients such as River Island, Ultra Electronics, Britannia Hotels, etc so no loss of contracts to competitors ever came about.

By December 2007 it was apparent that the jobs at Derby were not sufficiently profitable so the costs incurred were looked into and meetings took place to rectify matters. At one point invoice factoring was considered but at that time the Director felt it was an option the Company should not take up. Various meetings were held with the Derby Site throughout the course of the final year of trading to look at costs against sales, quantities and amounts spent for materials, the amount of expenses being claimed etc but all to no avail. However staff reductions occurred from February 2008 onwards, mostly resignations by weekly paid employees, and the Director chose to take only £150 net wages each week.

In March 2008 the Director sought professional advice and considered factoring the Company's debtors to try and improve the Company cash flow. Factoring with Bibbys was looked into and a start was made to try and get the debtors lodged with them, but verification and assistance from the Derby Office was non-existent. By April 2008 the Derby employees had all left of their own volition leaving just Mr Nicholson in that office and only 3 weekly paid employees at Blackpool along with 1 salaried member of staff. By this juncture Mr Pickering had stopped drawing any further salary.

The Director was aware that the Company could not meet its current liabilities and appointed an Administrator to deal with the creditors. Charles Brook of Cresswall Associates Limited was approached to act as Administrator and was appointed on 29 May 2008 whereupon the Company ceased trading.

5. Purpose and Progress of the Administration

In accordance with the purpose of Administration, as outlined in Section 2, the objective of this Administration is to achieve a sale of the business and in so doing realise a better result for the Company's creditors as a whole than would be likely if the Company were wound up.

The Director has another Company trading in the same industry, and indicated prior to the Administrator's appointment that he would be prepared to pay the open market price for the Company's chattel assets and make a payment for the goodwill of the business. On this basis, a sale of the business has been achieved which fulfils the objective of the Administration Order.

5.1 Asset Realisations

5.1.1 Chattel Assets

Upon my appointment, the assets of the Company were professionally valued by Robson Kay & Co, Consultant Valuers and Auctioneers of Manchester. The Company's assets consisted of office furniture and equipment, stock and vehicles with a value of £14,120. As required by SIP 13, I can advise that the Company's former Director, Mr Pickering, through his new Company OEI GB Limited, submitted an offer to purchase the Company's assets as outlined above for £18,000.

This offer was accepted by the Administrator as it was in excess of the Independent Agents' valuation and it was not anticipated that a higher offer could be obtained from an alternative purchaser who would require the goods to be removed from their current premises.

The Administrator has received £9,000 to date in respect of the sale agreement and the agents are holding a further 3 cheques of £3,000 each, post dated at monthly intervals.

5.1.2 Book Debts

At the date of the Administrator's appointment, the Company had outstanding book debts totalling £49,656, some of which have already been disputed. The collection of these debtors is still being pursued and I am investigating the disputed claims in conjunction with the former Director. However, I am unable at this point to estimate the likely recoveries from this source.

5.1.3 Cash at Bank

Upon my appointment, instructions were given to the Company's bankers to close the bank account. However, despite various letters and faxes and telephone conversations with the Bank, they have yet to confirm to me the closing position of the Bank account.

5.2 Secured Creditors

Following a review of the Register of Mortgages and Charges held at Companies House, I can advise that the Company has no secured creditors.

5.3 Employees and Preferential Creditors

Upon my appointment, the Company's remaining employees were made redundant. A claim has not yet been received from the Redundancy Payments Office as employee claims have not yet been fully processed.

Based on current information, it is likely that a dividend payment may be made to preferential creditors

5.4 Other Creditors

The trade and expense creditors are estimated at £90,233. There is a debt due to HM Revenue & Customs in respect of PAYE & NIC in the sum of £17,613 and a further sum of £13,098 is owed in respect of VAT.

Based on current information, it is uncertain whether or not there will be sufficient funds available in the Administration to enable a dividend to be paid to this class of creditor. This will depend primarily on the quantum of any preferential claims received and the level of future realisations in respect of the Company's outstanding book debts.

In accordance with Rule 2.33(1) of the Insolvency (Amendment) Rules 2003, the Administrator must estimate the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part. Similarly, the provisions of Section 176A(3) and 176A(5) of the Insolvency Act 1986 will not apply.

6 Statement of Affairs

The director has not provided a formal Statement of Affairs and therefore I enclose a schedule of the Company's Creditors at Appendix 2.

7 Receipts and Payments

A Receipts and Payments account to date is attached as Appendix 3 which I trust is self-explanatory.

8 Other Matters

The Administrator has a statutory obligation to carry out a review of the Directors' conduct and submit a report to the Directors Disqualification Unit of the Department of Trade & Industry. This report will be submitted within 6 months of the Administrator's appointment.

A schedule of the Administrator's time costs, as required under the provisions set out in the Statement of Insolvency Practice (SIP9), is attached as Appendix 4 where creditors will note that I have incurred time costs to date of £9,186.25 which is comprised of 53.3 hours at an average cost of £172.34 per hour. The current charge out rates for this Firm is as follows -

Grade of Staff	Charge out Rate (£ per hour)
Partner	250
Senior Manager	210
Senior Case Administrator	115
Case Administrator	105

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 out 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). I also enclose a creditors' guide to fees at Appendix 5. A full copy of this guide can be downloaded from the following site -

www.insolvency-practitioners.org.uk/documents/technical/SIP9.

I can advise that no pre-appointment fees are due or claimed within this administration. These amounted to £887.50 and have now been written off. Solicitors and Counsels fees relation to the administration appointment are payable as an expense of the administration.

9 Conclusion of the Administration

If a distribution is to be made to unsecured creditors, it is proposed that the Company be moved from Administration to Creditors Voluntary Liquidation in accordance with Paragraph 83(1)(b) of Schedule B1 of the Insolvency Act 1986.

If no funds are available for distribution to any class of creditor within this Administration, in accordance with Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986, it is proposed that the Company is moved from Administration to dissolution upon the conclusion of the Administrator's duties.

10 Creditors Meeting

In accordance with paragraph 58 of Schedule B1 of the Insolvency Act 1986 and Rule 2.48 of the Insolvency Rules 1986, the Administrator does not intend to convene a meeting of the Company's creditors on the basis that at present there does not appear to be any likelihood of any monies becoming available to enable a dividend to become payable to the unsecured creditors in this matter. Therefore the Administrator has enclosed a Notice of conduct of business by correspondence form to seek the approval of his proposals by postal arrangement, to minimise costs attached at Appendix 6.

The Administrator would be grateful for the return of the form by 12 noon on the 13 August 2008.

11 Creditors Committee

In accordance with the requirements of Statement of Insolvency Practice (SIP15), the creditors shall have a right to establish a creditors committee consisting of a minimum of 3 creditors and a maximum of 5 creditors, if it thinks it appropriate

The purpose of the committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, which are set out in the guidance note SIP15, it may also serve to assist the Supervisors generally and act as a sounding board for them to obtain views on matters pertaining to the Administration. A copy of SIP15 can be downloaded from the following site -

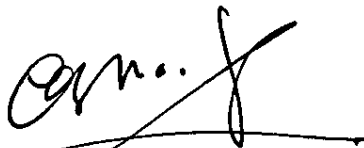
[www.insolvency-practitioners.org.uk/documents/technical/SIP15\(1\).](http://www.insolvency-practitioners.org.uk/documents/technical/SIP15(1).)

12 The Proposals

The Administrator's proposals are as follows

- 1 When it is anticipated that no further realisations will be made in the administration than would be available in a winding up, to take the necessary steps to put the Company into Creditors' Voluntary Liquidation
- 2 If Creditors Voluntary Liquidation is deemed appropriate, the Administrator be permitted to seek the appointment of Charles Michael Brook as Liquidator of the Company, without further recourse to creditors. In accordance with paragraph 87(3) and Rule 2.117(3), creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of these proposals and before these proposals are approved
- 3 To seek an extension to the administration period if deemed necessary by the administrator
- 4 If, in accordance with Paragraph 84(1) of Schedule B1 of the Enterprise Act 2002, the company has no property which would permit distribution to creditors, the administrator is permitted to move the company from Administration to dissolution
- 5 For the purposes of Schedule B1 of the Enterprise Act 2002, the remuneration of the Administrator shall be fixed by reference to the time given by the Administrator and their staff in attending to matters arising under the Administration. The Administrator shall be authorised to draw their remuneration and disbursements either from funds under their control as Administrator or as a first expense in any subsequent Liquidation

- 6 The Administrator shall have the authority to sanction and agree the fees of any solicitors or similar chattel agents by reference to the time given by such agents and their staff, in attending to matters arising in the Administration
- 7 European Community regulations apply to this Administration These are the main proceedings
- 8 Without prejudice to the provisions of Schedule B1 of the Enterprise Act 2002, the Administrator may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in their achievement of the stated purposes of the Administration Order or any variation thereto
- 9 The Administrator be discharged from liability in respect of any action of his as Administrator on vacation of office (whether because he vacates office by reason of resignation, death or otherwise, because he is removed from office or because his appointment ceases to have effect), in accordance with Schedule B1 paragraphs 98 and 99 of the Act

A handwritten signature in black ink, appearing to read 'C.M. Brook', with a long horizontal stroke extending to the right.

Charles Michael Brook
Administrator

30 July 2008

OMEGA ELECTRICAL INSTALLATIONS LIMITED
(COMPANY NUMBER: 05451387)

Statutory Information

Company number	05451387
Date of Incorporation	12 May 2005
Nature of Business	Installation of Electrical Wiring
Current Directors	Mr David Pickering
Company Secretary	Andrea Fletcher
Registered Office	
Currently:	C/O Cresswall Associates Limited West Lancashire Investment Centre Maple View White Moss Business Park Skelmersdale Lancashire WN8 9TG
Previously:	Unit 12 Sovereign Court Wyrefields Poulton Le Fylde Lancs FY6 8JX
Auditors	Clarke Broome & Fleming 223 Church Street Blackpool FY1 3PB
Bankers	Lloyds TSB Bank plc
Issued Share Capital	100 Ordinary shares of £1 each
Shareholders	David Pickering – 100 Shares

Omega Electrical Installations Limited

Appendix 2 - Company Creditors

Key	Name	Address	£
CA00	Acutest	Century Road, High Carr Business Park, Newcastle Under Lyme, Staffordshire	5,076 00
CA01	Adhan Developments	52A Preston New Road, Blackburn, BB2 6AH	88 13
CB00	Blackpool Electrical Traders	Unit 1, Plot 8 Bracewell Avenue, Poulton Le Fylde, FY6 8JF	851 62
CB01	BWS Office Supplies	92 Red Bank Road, Bispham, Lancashire, FY2 9DZ	962 28
CB02	BT Insolvency Unit	Alexander Bain House, 15 York Street, Glasgow, G2 8LA	0 00
CB03	Bank of Scotland Corporate	52 Victoria Road West, Thornton Cleveleys, Lancs FY5 1AG	0 00
CC00	CCL Cheltenham Controls	42/44 Bath Rd, Cheltenham, Gloucester, GL53 7HJ	10,110 88
CC01	Clarke Broome & Fleming	223 Church Street, Blackpool, FY1 3PB	2,348 25
CC02	Jim Clancy & Sons Limited	Station Road, Poulton Le Fylde, FY6 7HU	608 00
CC03	CPC	Farday Drive, Fulwood, Preston, PR2 9PP	272 65
CE00	Edmundson Electrical	North West Credit Office, PO Box 11, Widnes, WA8 6JR	1,235 12
CE01	Electrical Waste Recycling Group	National Customer Centre, Windlestone Manor, Windlestone, County Durham, DL17 0NA	11 75
CE02	Eon	PO Box 123, Nottingham, NG1 6HD	716 24
CF00	Fire Bright Solutions	Dane Mill Business Centre, Broadhurst Lane, Congleton, Cheshire, CW12 1LA	9,975 53
CG00	Griffin Internet		0 00
CH00	H M Revenue & Customs - VAT	Insolvency Operations, Queens Dock, Liverpool, L74 4AF	0 00
CH01	HLB	Unit a, Prestige House, Cornford Road, Blackpool, FY4 4QQ	27 91
CH02	HSS Hire Service Group Limited	25 Willow Lane, Mitcham, Surrey, CR4 4TS	3,249 73
CI00	HM Revenue & Customs - PAYE & NIC	Enforcement & Insolvency, Durrington Bridge House, Barrington Road, Worthing, West Sussex BN12 4SE	17,613 92
CL00	Lowline Ceilings	47 Hawthorne Road, Thornton, Cleveleys, FY5 5DQ	1,410 00
CL01	Lloyds TSB Bank plc	c/o DWF LLP, 5 Castle St, Liverpool, L2 4XE	0 00
CO00	Office Technology Corporation	35-39 Cecil Street, Carlisle, Cumbria, CA1 1NS	79 90
CO01	Optimum Business Supplies	Unit 16, Derby Trading Estate, Stores Road, Derby, DE21 4BE	126 53
CR00	Rapid Racking	Kemble Enterprise Park, Kemble, Cirencester, GL7 6BQ	128 08
CR01	Rexel Senate	c/o Euler Hermes, 1 Canada Sq, London, E14 5DX	15,836 08
CS00	Sage UK	North Park, Newcastle Upon Tyne, NE12 9AA	1,128 00
CS01	Scottish Power	1 Atlantic Quay, Glasgow, G2 8SP	183 84
CS02	South Derbyshire Council	Civic Offices, Civic Way, Swadlincote, DE11 0AH	4,354 59
CS03	Snap on Tools	8 Ferndale Close, Leyland, PR25 3BS	369 90
CV00	Vodafone		0 00
CW00	WF Electrical	Hagemeyer (UK) Ltd, 11-12 Frederick Rd, Edgbaston, Birmingham, B15 1JD	28,543 27
CW01	Williams Office Concept	The Yard, 2 Arthur Street, Derby, DE1 3EF	94 00

Omega Electrical Installations Limited
Appendix 2 - Company Creditors

Key	Name	Address	£
32 Entries Totalling			105,402.20

**Omega Electrical Installations Limited
(In Administration)**

**Income and Expenditure Account
29 May 2008 to 30 July 2008**

INCOME	Total (£)
Furniture & Equipment	2,120 00
Motor Vehicles	4,880 00
Stock	2,000 00
	<hr/>
	9,000.00
	<hr/>
EXPENDITURE	
Agents/Valuers Fees (1)	1,600 00
Agents/Valuers disbursements	674 00
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	2,274.00
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Balance	6,726.00
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MADE UP AS FOLLOWS	
Client	6,328 05
Vat Control Account	397 95
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	6,726.00
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Cresswall Associates Ltd**TIME & CHARGEOUT SUMMARIES (POST)**

Omega Electrical Installations Limited

From 29 May 2008 to 29 Jul 2008

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0 00	0 00	0 00	12 85	12 85	1,287 75	100 21
Investigations	0 00	0 50	0 00	0 00	0 50	105 00	210 00
Realisation of Assets	0 00	6 30	1 00	0 00	7 30	1,573 00	215 48
Creditors	1 80	2 25	3 80	8 10	15 95	2,611 50	163 73
Other Specific	0 50	5 70	3 00	0 00	9 20	2,072 00	225 22
Statutory Matters	0 00	4 30	2 80	0 40	7 50	1,537 00	204 93
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	575 00	4,000 50	2,522 00	2,088 75		9,186 25	
Total Hours	2 30	19 05	10 60	21 35	53 30		
Average Rate	250 00	210 00	237 92	97 83			

A CREDITORS' GUIDE TO ADMINISTRATORS' FEES

Where Petition Presented or Appointment Made On or After 15 September 2003

ENGLAND AND WALES

1 Introduction

- 1.1** When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees and explains the basis on which fees are fixed.

2 The nature of administration

- 2.1** Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court with the following objective:

- rescuing the company as a going concern, or
- achieving a better result for the creditors as a whole than would be likely if the company were wound up without first being in administration,

or, if the administrator thinks neither of these objectives is reasonably practicable

- realising property in order to make a distribution to secured or preferential creditors

3 The creditors' committee

- 3.1** The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is normally established at the meeting of creditors which the administrator is required to hold within a maximum of 10 weeks from the beginning of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee asks for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide information about the exercise of his functions.

4 Fixing the administrator's fees

- 4.1** The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed either

- as a percentage of the value of the property which the administrator has to deal with, or
- by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration.

It is for the creditors' committee (if there is one) to determine on which of these bases the remuneration is to be fixed, and if it is fixed as a percentage fix the percentage to be applied. Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case,
- any responsibility of an exceptional kind or degree which falls on the administrator,

- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties,
- the value and nature of the property which the administrator has to deal with

4.2 If there is no creditors' committee, or the committee does not make the requisite determination, the administrator's remuneration may be fixed by a resolution of a meeting of creditors having regard to the same matters as the committee would. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator.

4.3 There are special rules about creditors' resolutions in cases where the administrator has stated in his proposals that the company has insufficient property to enable a distribution to be made to unsecured creditors except out of the reserved fund which may have to be set aside out of floating charge assets.

In this case, if there is no creditors' committee, or the committee does not make the requisite determination, the remuneration may be fixed by the approval of –

- each secured creditor of the company, or
- if the administrator has made or intends to make a distribution to preferential creditors –
 - each secured creditor of the company, and
 - preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval,

having regard to the same matters as the committee would.

Note that there is no requirement to hold a creditors' meeting in such cases unless a meeting is requisitioned by creditors whose debts amount to at least 10 per cent of the total debts of the company.

4.4 A resolution of creditors may be obtained by correspondence.

5 What information should be provided by the administrator?

5.1 When seeking fee approval

5.1.1 When seeking agreement to his fees the administrator should provide sufficient supporting information to enable the committee or the creditors to form a judgement as to whether the proposed fee is reasonable having regard to all the circumstances of the case. The nature and extent of the supporting information which should be provided will depend on

- the nature of the approval being sought,
- the stage during the administration of the case at which it is being sought, and
- the size and complexity of the case.

5.1.2 Where, at any creditors' or committee meeting, the administrator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case.

5.1.3 Where the administrator seeks agreement to his fees during the course of the administration, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the administrator should disclose to the committee or the creditors the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case. The additional information should comprise a sufficient explanation of what the administrator has achieved and how it was achieved to enable the value of the exercise to be assessed (whilst recognising that the administrator must fulfil certain statutory obligations that might be seen to bring no added value for creditors) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4.1 above.

To enable this assessment to be carried out it may be necessary for the administrator to provide an analysis of the time spent on the case by type of activity and grade of staff. The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the administrator's own initial assessment, including the anticipated return to creditors. To the extent applicable it should also explain

- Any significant aspects of the case, particularly those that affect the amount of time spent
- The reasons for subsequent changes in strategy
- Any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement
- Any existing agreement about fees
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees

It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases

- 5.1.4 Where the fee is charged on a percentage basis the administrator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by an administrator or his staff

5.2 After fee approval

Where a resolution fixing the basis of fees is passed at any creditors' meeting held before he has substantially completed his functions, the administrator should notify the creditors of the details of the resolution in his next report or circular to them. In all subsequent reports to creditors the administrator should specify the amount of remuneration he has drawn in accordance with the resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the administrator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out

5.3 Expenses and disbursements

There is no statutory requirement for the committee or the creditors to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the administrator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the administrator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

6 What if a creditor is dissatisfied?

- 6.1** If a creditor believes that the administrator's remuneration is too high he may, if at least 25 per cent in value of the creditors (including himself) agree, apply to the court for an order that it be reduced. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing. Unless the court orders otherwise, the costs must be paid by the applicant and not as an expense of the administration.

7 What if the administrator is dissatisfied?

- 7.1** If the administrator considers that the remuneration fixed by the creditors' committee is insufficient he may request that it be increased by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient, he may apply to the court for it to be increased. If he decides to apply to the court he must give at least 14 days' notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

8 Other matters relating to fees

- 8.1** Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.
- 8.2** If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

9. Provision of information – additional requirements

In any case where the administrator is appointed on or after 1 April 2005 he must provide certain information about time spent on a case, free of charge, upon request by any creditor, director or shareholder of the company.

The information which must be provided is –

- the total number of hours spent on the case by the administrator or staff assigned to the case,

- for each grade of staff, the average hourly rate at which they are charged out,
- the number of hours spent by each grade of staff in the relevant period

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the administrator's appointment, or where he has vacated office, the date that he vacated office

The information must be provided within 28 days of receipt of the request by the administrator, and requests must be made within two years from vacation of office

PROOF OF DEBT - GENERAL FORM

Omega Electrical Installations Limited In Administration	
Date of Administration: 29 May 2008	
1	Name of Creditor (If a company please also give company registration number)
2	Address of Creditor for correspondence
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into Administration (see note) £
4	Details of any documents by reference to which the debt can be substantiated [Note there is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting]
5	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7	Particulars of any security held, the value of the security, and the date it was given
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates
9	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator

Rule 2.48

Notice of conduct of business by correspondence

Name of Company
Omega Electrical Installations Limited

Company number
05451387

In the High Court of Justice
Manchester District Registry,
(full name of court)

Court case number
2777 OF 2008

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

Notice is hereby given by (a)
Charles Michael Brook
Cresswall Associates Limited
West Lancashire Investment Centre
Maple View
White Moss Business Park
Skelmersdale WN8 9TG

(b) Insert full name and
address of registered

office of the company

to the creditors of (b) Omega Electrical Installations Limited
West Lancashire Investment Centre
Maple View
White Moss Business Park
Skelmersdale
WN8 9TG

(c) Insert number of
resolutions enclosed

that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed is (c) 1
resolution for your consideration Please indicate below whether you are in favour or
against the resolution

(d) Insert address to
which form is to be
delivered

This form must be received at (d)
Cresswall Associates Limited, Maple View White Moss Business Park, Skelmersdale,
Lancs, WN8 9TG

(e) Insert closing date

by 12 00 hours on (e) 13 August 2008 in order to be counted It must be accompanied by
details in writing of your claim Failure to do so will lead to your vote(s) being disregarded

Repeat as necessary for
the number of resolutions
attached

Resolution (1)
**For the acceptance of the Administrator's I am *in Favour / Against
proposals as circulated**

*Delete as appropriate

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

Name of creditor

Signature of creditor
(If signing on behalf of creditor, state capacity e.g. director/solicitor)

If you require any further details or clarification prior to returning your votes, please contact
me/us at the address above

Signed

Administrator

Dated 30 July 2008