

# AM10

## Notice of administrator's progress report



Companies House

SATURDAY



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A09

23/12/2023

#190

COMPANIES HOUSE

### 1 Company details

Company number 0 5 5 1 3 2 5 6

Company name in full 8 Ball Mail Order Ltd

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

### 2 Administrator's name

Full forename(s) Nicholas

Surname Simmonds

### 3 Administrator's address

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

### 4 Administrator's name ①

Full forename(s) Chris

Surname Newell

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

### 5 Administrator's address ②

Building name/number 2nd Floor

Street Arcadia House

Post town 15 Forlease Road

County/Region Maidenhead

Postcode S L 6 1 R X

Country

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



AM10

Notice of administrator's progress report

6

Period of progress report

From date	d	1	d	3	m	0	m	6	y	2	y	0	y	2	y	3
To date	d	1	d	2	m	1	m	2	y	2	y	0	y	2	y	3

7

Progress report

☒ I attach a copy of the progress report

8

Sign and date

Administrator's  
signature

Signature

X



X

Signature date

d	2	d	2	m	1	m	2	y	2	y	0	y	2	y	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**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	Nicholas Simmonds
Company name	Quantuma Advisory Limited
Address	1st floor 21 Station Road
Post town	Watford
County/Region	Herts
Postcode	W D 1 7 1 A P
Country	
DX	
Telephone	01923 954170

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

# **8 Ball Mail Order Ltd**

**(In ADMINISTRATION)**

**("the Company")**

**In the High Court of Justice The Business & Property Courts of England & Wales 003175 of 2022**

## **THE JOINT ADMINISTRATORS' PROGRESS REPORT**

**22 December 2023**

**Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited, 1st floor, 21 Station Road, Watford, Herts, WD17 1AP, were appointed Joint Administrators of 8 Ball Mail Order Ltd on 13 December 2022.**

**Nicholas Simmonds is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association**

**This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.**

## **CONTENTS**

<b>1</b>	<b>INTRODUCTION</b>
<b>2</b>	<b>THE PROGRESS OF THE ADMINISTRATION</b>
<b>3</b>	<b>CREDITORS: CLAIMS AND DISTRIBUTIONS</b>
<b>4</b>	<b>OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS</b>
<b>5</b>	<b>ETHICS</b>
<b>6</b>	<b>PRE-ADMINISTRATION COSTS</b>
<b>7</b>	<b>THE JOINT ADMINISTRATORS' FEES AND EXPENSES</b>

## **APPENDICES**

<b>Appendix 1</b>	<b>Statutory Information</b>
<b>Appendix 2</b>	<b>The Joint Administrators' Receipts and Payments Account</b>
<b>Appendix 3</b>	<b>Schedule of Joint Administrators' Time Costs</b>
<b>Appendix 4</b>	<b>Detailed narrative list of work undertaken by the Joint Administrators during the Review Period</b>
<b>Appendix 5</b>	<b>Proof of Debt</b>

## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Nicholas Simmonds and Chris Newell of Quantum Advisory Limited
"the Company"	8 Ball Mail Order Ltd (in Administration)
"the Court"	High Court of Justice The Business & Property Courts of England & Wales 003175 of 202
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 13/06/2023 to 12/12/2023
"Whole Period"	Period covered by the report from 13/12/2022 to 12/12/2023

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the last report dated 7 July 2023.

Given the information previously provided to Members and Creditors in the earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Administration subsequent to that report.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 21 February 2023.

An extension to the period of the Administration of 12 months was granted by the relevant creditors on 12 October 2023. The Administration is now scheduled to end on 12 December 2024.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

### Details of the appointment of the Joint Administrators

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 13 December 2022.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE ADMINISTRATION

### The Joint Administrators' Receipts and Payments Account

Attached at **Appendix 2** is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the previous Review Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in **Appendix 4**.

### Realisation of assets

#### Intellectual Property and Stock

Following the marketing of the business and assets of the Company for sale, a proposal to acquire these was received from Granda 23 Limited ("Granda") in the sum of £40,000. Agents, Richard Birch & Co. who were instructed by the Joint Administrators, and are independent and hold professional indemnity insurance, recommended the acceptance of the offer received from Granda on the basis that this was the best and only offer received for the Company's business and assets. Accepting this proposal would also enable the Company's secured creditor to be paid in full.

The Joint Administrators concluded a pre-pack sale of the Company's business and assets for a consideration of £40,000. The sum of £5,000 was paid on completion and the remaining £35,000 was to be paid via deferred monthly instalments. During the Review Period, payments from Granda have been received amounting to £10,500 and for the Whole Period totalling £26,000. I can confirm that the monthly deferred considerations are up to date.

### **Estimated Future Realisations**

The Joint Administrators will continue to monitor the monthly payments being made by Granda. In accordance with the sale agreement reached with Granda, a total consideration of £40,000 is to be paid for the acquisition of the business and assets of the Company which is broken down as follows:

Goodwill/Intellectual Property	£29,851
Stock	<u>£10,149</u>
Total	£40,000

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured Creditors**

The Company granted a fixed and floating charge in favour of 8 Ball Holdings Limited which was created on 28 October 2019. It is anticipated that the secured creditor will be paid in full in the sum of £19,000.

### **Preferential Creditors**

There are no preferential creditors in the Administration.

### **Secondary Preferential Creditors**

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims relating to PAYE/NIC and VAT were estimated at £5,370 and £4,541 respectively in the Director's Estimated Statement of Affairs. HMRC have not yet submitted a claim in the Administration.

Based on current information, there does not appear to be any prospect of a dividend to secondary preferential creditors.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Based on present information, there will be insufficient realisations to discharge in full all costs and preferential claims. Therefore, there will be no net property from which to deduct a prescribed part.

### **Unsecured Creditors**

Unsecured claims were estimated at £207,987 in the Director's Estimated Statement of Affairs and, to date, 5 claims have been received totalling £104,352.

It is not anticipated that a dividend will be paid to unsecured creditors.

### **Claims Process**

In the event it is possible to make a distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Silvia Fernandes.

A Proof of Debt form is attached at **Appendix 5**.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

The initial assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for Creditors.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

### **Further Information**

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

## **5. ETHICS**

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

### **General Ethical Considerations**

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

## Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## 6. PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 31 January 2023 was a Statement of Pre-Administration Costs.

These costs were approved on 17 February 2023 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma Advisory Limited – pre appointment fees	6,000	17 February 2023	Part paid 22 May 2023
Quantuma Advisory Limited – pre appointment disbursements	245	17 February 2023	-
Legal fees	7,125	17 February 2023	Part paid 19 May 2023
Agents fees	750	17 February 2023	-
TOTAL APPROVED	£14,120		

## 7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Joint Administrator's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 17 February 2023 as follows:

- That the Joint Administrators' fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.

To date, no fees have been drawn in the Administration.

The Joint Administrators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

## Comparison of Estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and the Whole Period, see **Appendix 3**. A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 4**.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £	No. of hours	Average hourly rate £	Total time costs £
Administration Planning	51.50	244.90	12,612.50	10.80	288.24	3,113.00	40.30	259.90	10,474.00
Creditors	43.10	257.71	11,107.50	9.90	281.92	2,791.00	34.70	271.87	9,434.00
Investigations	8.20	246.52	2,021.50	-	-	-	10.50	241.14	2,532.00
Realisation of Assets	5.80	291.81	1,692.50	1.40	275.00	385.00	4.20	266.31	1,118.50
Cashiering	6.50	114.31	743.00	4.65	171.94	799.50	10.65	154.32	1,643.50
Closing Procedures	3.00	260.33	781.00	-	-	-	-	-	-
<b>TOTAL</b>	<b>118.10</b>	<b>245.20</b>	<b>28,958.00</b>	<b>26.75</b>	<b>264.99</b>	<b>7,088.50</b>	<b>100.35</b>	<b>251.14</b>	<b>25,202.00</b>

## Joint Administrators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred for the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 expenses</b>				
Agents fees	4,000.00	-	4,000.00	
Legal costs	615.00	-	615.00	
Statutory & other Advertising	300.00	-	92.00	
Indemnity Bond	135.00	-	135.00	
Printing & Postage costs of external provider	150.00	4.41	86.56	
Storage costs of external provider	300.00	4.20	324.67	Direct costs of external provider – costs underestimated
<b>TOTAL</b>	<b>5,500.00</b>	<b>8.61</b>	<b>5,253.23</b>	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at **Appendix 2**.

## **Cost to Closure**

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

## **Sub Contracted Work**

The Joint Administrators have not sub-contracted any work in the Administration.

## **Payments to Associates**

The Joint Administrators have not made any payments to associates.

## **Other Professional Costs**

No payments were made during the Review Period.

All professional costs are reviewed and analysed before payment is approved.

## **Creditors' right to request information**

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

## **Creditors' right to challenge remuneration and/or expenses**

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

## **Future of the Administration**

The Joint Administrators will continue to monitor the monthly payments being made by Granda.

Should you have any queries in regard to any of the above please do not hesitate to contact Silvia Fernandes on 01923 954 179 or by e-mail at [Silvia.Fernandes@quantuma.com](mailto:Silvia.Fernandes@quantuma.com)



**Nicholas Simmonds**  
**Joint Administrator**

**8 Ball Mail Order Ltd  
(IN ADMINISTRATION)****STATUTORY INFORMATION**

Company Name	8 Ball Mail Order Ltd
Trading Address	27 Old Gloucester Street, London, WC1N 3AX
Proceedings	In Administration
Date of Appointment	13 December 2022
Joint Administrators	Nicholas Simmonds Chris Newell Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Registered office Address	c/o Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Company Number	05513256
Incorporation Date	19/07/2005

**8 Ball Mail Order Ltd  
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 12 DECEMBER 2023**

**8 Ball Mail Order Ltd  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 13/06/2023 To 12/12/2023 £	From 13/12/2022 To 12/12/2023 £
29,850.00	<b>SECURED ASSETS</b>		
	Intellectual Property	8,751.00	15,851.00
		8,751.00	15,851.00
(19,000.00)	<b>SECURED CREDITORS</b>		
	8 Ball Holdings Limited	5,950.00	12,200.00
		(5,950.00)	(12,200.00)
10,150.00	<b>ASSET REALISATIONS</b>		
	Stock	1,749.00	10,149.00
	Bank Interest Gross	29.46	39.32
		1,778.46	10,188.32
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	135.00
	Pre-Appointment Fees	NIL	4,000.00
	Pre-Appointment Legal Fees & Expens	NIL	2,240.00
	Postage	NIL	82.15
	Storage Costs	NIL	320.47
	Statutory Advertising	NIL	92.00
		NIL	(6,869.62)
(5,370.44)	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(4,540.71)	HMRC PAYE/NIC	NIL	NIL
	HMRC - VAT	NIL	NIL
		NIL	NIL
(160,542.16)	<b>UNSECURED CREDITORS</b>		
(47,444.38)	Trade & Expense Creditors	NIL	NIL
	Bank (BBL)	NIL	NIL
		NIL	NIL
(100.00)	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(196,997.69)		4,579.46	6,969.70
	<b>REPRESENTED BY</b>		
	Bank 1 Current		7,819.70
	Trade Creditors		(850.00)
			6,969.70

**VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

**Appendix 3**

**8 Ball Mail Order Ltd  
(IN ADMINISTRATION)**

**SCHEDULE OF THE JOINT ADMINISTRATORS' TIME COSTS DURING THE REVIEW PERIOD AND  
THE WHOLE PERIOD**

Time Entry - SIP9 Time & Cost Summary

6012403 - 8 Ball Mail Order Ltd  
All Post Appointment Project Codes  
From: 13/12/2022 To: 12/12/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.30	7.70	21.70	9.60	40.30	10,474.00	259.90
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	1.15	0.00	0.00	9.50	10.65	1,643.50	154.32
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	7.20	25.00	2.40	34.70	9,434.00	271.87
Investigations	0.00	1.20	7.00	2.30	10.50	2,532.00	241.14
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.30	3.90	0.00	4.20	1,118.50	266.31
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	2.55	16.40	57.60	23.80	100.35	25,202.00	251.14
Total Fees Claimed						0.00	
Total Disbursements Claimed						309.15	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	400	695
Other Senior Professional	200	405
Other Professional Services	N/A	N/A
Manager	325	510
Assistants & Support Staff	135	369

Time Entry - SIP9 Time & Cost Summary

6012403 - 8 Ball Mail Order Ltd  
All Post Appointment Project Codes  
From: 13/06/2023 To: 12/12/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.60	1.80	6.30	2.10	10.80	3,113.00	288.24
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.65	0.00	0.00	4.00	4.65	799.50	171.94
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	1.40	7.20	1.20	9.90	2,791.00	281.92
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	1.40	0.00	1.40	385.00	275.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.35	3.20	14.90	7.30	26.75	7,088.50	264.99
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	400	695
Other Senior Professional	200	405
Other Professional Services	N/A	N/A
Manager	325	510
Assistants & Support Staff	135	369

**8 Ball Mail Order Ltd  
(IN ADMINISTRATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS  
DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Administration & Planning	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Secured Creditor Reports/Claims	Paying distributions to secured creditor
Annual/Progress Reports	Preparing, circulating and filing progress reports
<b><u>REALISATION OF ASSETS</u></b>	
Realisation of Assets	
Sale of Business, Intellectual Property, Stock	Monitoring monthly payments Allocating payments received
<b><u>CASHIERING</u></b>	
Maintaining and managing the Office Holders' cashbook and bank account.	Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

Description of work undertaken	Includes
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
CEO/Managing Directors	545
Directors	440
Senior Administrator	275
Assistant Administrator	175
Support Staff/Executive Assistant	120

**8 Ball Mail Order Ltd  
(IN ADMINISTRATION) PROOF OF DEBT**

**PROOF OF DEBT - GENERAL FORM****8 Ball Mail Order Ltd (in Administration)****Date of Administration: 13 December 2022**

<b>DETAILS OF CLAIM</b>		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"><li>• For UK companies: its registered number</li><li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li><li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li></ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO





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