

AM10

Notice of administrator's progress report



Companies House

SATURDAY



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15/02/2020

#236

COMPANIES HOUSE

1 Company details

Company number 0 5 5 5 9 0 1 9

Company name in full Integrity Property Management Limited

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

2 Administrator's name

Full forename(s) Peter

Surname Hart

3 Administrator's address

Building name/number Geoffrey Martin & Co

Street 15 Westferry Circus

Post town Canary Wharf

County/Region London

Postcode E 1 4 4 H D

Country

4 Administrator's name ①

Full forename(s) James

Surname Sleight

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

5 Administrator's address ②

Building name/number Geoffrey Martin & Co, 3rd Floor

Street One Park Row

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 5 H N

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	7	m	0	m	7	y	2	y	0	y	1	y	9
To date	d	1	d	6	m	0	m	1	y	2	y	0	y	2	y	0

7 Progress report


☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



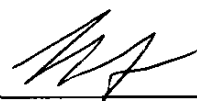
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Signature date

d	1	d	4	m	0	m	2	y	2	y	0	y	2	y	0
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Integrity Property Management Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 17/07/2019 To 16/01/2020 £	From 17/07/2018 To 16/01/2020 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	1.11
8,000.00	Book Debts	NIL	NIL
	Cash at Bank	(7,168.99)	1,935.67
	Client Monies	NIL	(0.18)
121.00	Petty Cash	NIL	120.79
3,966.00	Prepayments	NIL	NIL
200,000.00	Shares in Bennett Clarke and James	NIL	NIL
		(7,168.99)	2,057.39
	PREFERENTIAL CREDITORS		
(800.00)	Employee Wage Arrears	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(1,025,295.00)	BMS (UK) S.A.R.L	NIL	NIL
(100,929.00)	FE Loan Management Limited	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(1,961.63)	Employees - Wage Arrears	NIL	NIL
(99,465.73)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(450,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,466,364.36)		(7,168.99)	2,057.39
	REPRESENTED BY		
	Floating Current A/c		2,057.39
	VAT Payable		(1,837.22)
	VAT Receivable		1,837.22
			2,057.39



Peter Hart
Joint Administrator

High Court of Justice, Business & Property Court in Leeds

No. 696 of 2018

**Integrity Property Management Limited
(In Administration)**

The Joint Administrators' Progress Report to 16 January 2020

Peter Hart

James Sleight

Geoffrey Martin & Co

Geoffrey Martin & Co, 15 Westferry Circus, Canary Wharf, London E14 4HD

0207 516 2297

Jessica.dennett@geoffreymartin.co.uk

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Peter Hart and James Sleight were appointed Joint Administrators of Integrity Property Management Limited on 17 July 2018. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

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- 6. Conclusion**

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 - III. The Joint Administrators' Time Costs**
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 - V. Details of Work Undertaken**
-

1. EXECUTIVE SUMMARY

This report describes the progress since the last progress report dated 16 July 2019 ("the Review Period").

A summary of key information in this report is detailed below.

Asset realisations

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Shares in Bennett Clarke and James Limited	1	1*	Nil	1
Assumption of Fixed Charge Debt	199,000	199,000*	Nil	199,000
Debtors	5,580	Nil	Nil	Nil
Pre-Payments	3,966	Nil	Nil	Nil
Petty Cash	121	121	Nil	121
Cash at Bank	N/A	1,936	Nil	1,936
Bank Interest Gross	N/A	1	Nil	1
Insurance Refund	N/A	41	Nil	41
Total	209,667	202,099	Nil	202,099

(*) Bennett Clarke and James Limited was purchased by a BMS Finance (UK) S.A.R.L backed vehicle for consideration of £200,000 in total (by way of a share sale and a corresponding novation of the debt to the buyer). Accordingly, this is not reflected within the Receipts and Payment account at Appendix II.

Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
GM & Co Pre-Appointment Fee	37,253	37,253	Nil	10,000*
Joint Administrators' Fees	40,070	51,699	7,500	59,199
Category 1 Disbursements	1,444	1,027	417	1,444
Category 2 Disbursements	541	565	Nil	565
Solicitor's Fees – Schofield Sweeney LLP	6,895	4,850	Nil	4,850
Solicitor's Disbursements – Schofield Sweeney LLP	N/A	220	Nil	220
Total	86,203	95,614	7,917	76,278

(*) pre- appointment time costs were agreed with the Board and the secured creditors on a fixed fee basis of £10,000 plus VAT.

Dividend Prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	Nil	Nil
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

An extension to the period of Administration of 12 months was granted by the secured creditors on 6 June 2019 and thus the Administration is now scheduled to end on 16 July 2020.

1.1 Summary of Key Issues Outstanding

- Continue ongoing investigation matters
- Discharge outstanding fees and disbursements
- Closure formalities

2. THE PROGRESS OF THE ADMINISTRATION

2.1. The Joint Administrators' Receipts and Payments Account

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

The rest of this report describes the key developments in the Administration over the Review Period. For a detailed list of work undertaken by the Joint Administrators as a whole, see Appendix V.

In this section, we have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of the associated costs incurred but as yet remaining unpaid.

2.2. Administration

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

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
 - Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
 - Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
 - Monitoring and maintaining an adequate statutory bond;
-

- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

2.3. Realisation of Assets

Insurance Refund

An unexpected refund from the Company's pre-appointment insurer, Lorica Insurance Brokers, was received in respect of a partial refund of a pre-paid premium on a pro-rata basis.

The sum of £41 has been received.

2.4. Estimated Future Realisations

There are no anticipated future realisations.

2.5. Costs Incurred but Remaining Unpaid

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

Cost Description	Amount (£)
Statutory Advertising	72
Statutory Bond	500
Insurance	455
Postage, Stationery & Telephone	565
TOTAL	1,592

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 5 below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

3.1. Secured Creditors

The Company granted a fixed and floating charge to BMS (UK) S.A.R.L on 20 July 2017, who was owed £1,025,295 on appointment.

The Company also granted a fixed and floating charge to FE Loan Management Limited on 23 March 2016, who was owed £100,929 on appointment.

The validity of the aforementioned charges have previously been confirmed by the Joint Administrators' solicitors, Schofield Sweeney LLP.

It is not anticipated that either of the secured creditors will be paid in full.

3.2. Preferential Creditors

The sole preferential claim relating to wage arrears was estimated at £800 in the Director's Estimated Statement of Affairs. At present, there are insufficient realisations to enable a dividend to the sole preferential creditor.

3.3. Unsecured Creditors

Unsecured claims were estimated at £1,225,689.73 in the Director's Estimated Statement of Affairs.

Based on current asset realisations, it is not anticipated that a dividend will become payable to unsecured creditors.

4. INVESTIGATIONS

4.1. Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company director and former company directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 9 October 2018.

4.2. Initial Assessment of Potential Recoveries

As detailed in the Joint Administrators' previous progress report to creditors, their investigation did identify potential causes of action which could lead to a recovery for creditors.

At present, the Joint Administrators are unable to provide further detail in this regard, so as not to prejudice any possible proceedings. A further update will be provided in our future reports when it is appropriate to do so.

5. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

5.1. Pre-Administration Costs

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

These costs were approved as detailed below:

	£
Geoffrey Martin & Co's time costs (*)	10,000
Solicitors' Fees – Schofield Sweeney	8,655
Solicitors' Disbursements – Schofield Sweeney	60
Total	18,715

(*) pre- appointment time costs were agreed with the Board and the secured creditors on a fixed fee basis of £10,000 plus VAT.

All of the aforementioned costs remain unpaid.

5.2. The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 20 September 2018 by the secured creditors as follows:

1. By reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, such time to be charged at the prevailing standard hourly charge out rates used by Geoffrey Martin & Co at the time when the work is performed.

A breakdown of the time costs incurred during the Review Period is provided at Appendix III, together with further information regarding the charge-out rates of the Joint Administrators and their staff.

"A Creditors' Guide to Administrators' Remuneration" is available for download at https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_Fees_Oct_2015.pdf

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost.

Comparison of Estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows:

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration	103.50	193.43	20,020.00	17.30	216.91	3,752.50	114.90	197.50	22,692.50
Realisation of assets	19.00	232.89	4,425.00	0.70	225.00	157.50	26.30	302.09	7,945.00
Creditors	45.00	170.22	7,660.00	17.60	225.00	3,960.00	83.10	183.19	15,223.50
Investigations	36.00	221.25	7,965.00	2.20	225.00	495.00	26.20	222.81	5,837.50
Total	203.50	196.90	40,070.00	37.80	221.30	8,365.00	250.50	206.38	51,698.50

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

Expenses	Original expenses estimate (£)	Actual expenses incurred in the Review Period (£)	Actual expenses incurred to date (£)	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal Fees – Schofield Sweeney LLP	6,895	-	4,895	-

Integrity Property Management Limited (In Administration)
The Joint Administrators' Progress Report to 16 January 2020

Expenses	Original expenses estimate (£)	Actual expenses incurred in the Review Period (£)	Actual expenses incurred to date (£)	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal Disbursements – Schofield Sweeney LLP	N/A	-	220	It was not initially envisaged that Schofield Sweeney would incur disbursements post appointment.
Advertising	144	-	72	-
Bonding	500	-	500	-
Storage	500	-	Nil	-
Insurance	300	-	455	Insurance was required for a longer period than initially envisaged, due to granting a licence to occupy for second period.
Category 2 Disbursements	541	-	565	The standard rate levied of £8.04 per creditor and shareholder in relation to postage, stationery and telephone, does not include the cost of conference calls.
Total	8,880	-	6,734	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

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

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

The main reasons why the fees estimate has been exceeded is due to the extensive amount of work that has been incurred dealing with the new managing agents of property estates formerly managed by the Company, as well as the time incurred reconciling and administering client monies back to their rightful beneficiaries. Given the limited realisations anticipated in this case, the Joint Administrators do not propose to draw fees in excess of the fees estimate.

5.3. Creditors' Right to Request Information

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

5.4. Creditors' Right to Challenge Fees and/or Expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

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

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

6. CONCLUSION

The Administration will continue in order to finalise the following outstanding matters:

- Continue ongoing investigation matters
- Discharge outstanding fees and disbursements
- Closure formalities

Should you require any further information, please contact Jessica Dennett on 0207 516 2297.



Peter Hart
Joint Administrator

Peter Hart and James Sleight were appointed Joint Administrators of Integrity Property Management Limited on 17 July 2018. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

**Integrity Property Management Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

Company Name	Integrity Property Management Limited
Previous Names	n/a
Proceedings	In Administration
Court	High Court of Justice, Business & Property Court in Leeds
Court Reference	696 of 2018
Date of Appointment	17 July 2018
Joint Administrators	Peter Hart James Sleight Geoffrey Martin & Co 15 Westferry Circus Canary Wharf London E14 4HD
Registered office address	Geoffrey Martin & Co 15 Westferry Circus Canary Wharf London E14 4HD
Company Number	05559019
Appointment by	Qualifying Floating Chargeholder: BMS Finance (UK) S.A.R.L 55 Avenue Pasteur, L-2311 Luxembourg

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Peter Hart and James Sleight of Geoffrey Martin & Co
The Company	Integrity Property Management Limited (In Administration)
The Court	High Court of Justice, Business & Property Court in Leeds
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 17 January 2019 to 16 July 2019
BMS	BMS Finance (UK) S.A.R.L
FE	FE Loan Management Limited
BCJ	Bennett Clarke and James Limited
Campsie	Thistle Realisations 2018 Limited formerly known as Campsie Commercial Limited – In Administration

**Integrity Property Management Limited
(IN ADMINISTRATION)**

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

Integrity Property Management Limited - In Administration

Joint Administrators' Receipts and Payments Account

	For the Review Period (£)	For the period 17/07/2018 to 16/07/2019	Total (£)
RECEIPTS			
Cash at Bank	-	1,935.67	1,935.67
Petty Cash	-	120.79	120.79
Bank Interest Gross	-	1.11	1.11
	<hr/>	<hr/>	<hr/>
	-	2,057.57	2,057.57
 PAYMENTS			
Client Monies	-	0.18	0.18
	<hr/>	<hr/>	<hr/>
	-	0.18	0.18
 BALANCE	<hr/>	<hr/>	<hr/>
	-	2,057.39	2,057.39

**Integrity Property Management Limited
(IN ADMINISTRATION)**

THE JOINT ADMINISTRATORS' TIME COSTS

INTE408

Integrity Property Management Limited

SIP 9 - Time & Cost Summary

Period: 17/07/2019...16/01/2020

Classification of work function	Hours					Time Cost (£)	Average hourly rate (£)
	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	0.10	7.60	0.00	7.70	1,742.50	226.30
Post Appointment VAT & Tax	0.00	0.00	0.30	0.00	0.30	67.50	225.00
Case Monitoring	0.00	0.00	0.70	0.00	0.70	157.50	225.00
Cashier for Non Trading	0.00	0.00	0.00	1.00	1.00	75.00	75.00
Other Statutory Matters	0.00	0.00	7.60	0.00	7.60	1,710.00	225.00
Administration & Planning	0.00	0.10	16.20	1.00	17.30	3,752.50	216.91
Investigations	0.00	0.00	2.20	0.00	2.20	495.00	225.00
Investigations	0.00	0.00	2.20	0.00	2.20	495.00	225.00
Other Assets	0.00	0.00	0.50	0.00	0.50	112.50	225.00
Insurance Claims	0.00	0.00	0.20	0.00	0.20	45.00	225.00
Realisations of assets	0.00	0.00	0.70	0.00	0.70	157.50	225.00
Unsecured Creditors	0.00	0.00	12.50	0.00	12.50	2,812.50	225.00
Employee Matters (Claims)	0.00	0.00	0.40	0.00	0.40	90.00	225.00
Statutory Reporting to Creditors	0.00	0.00	4.70	0.00	4.70	1,057.50	225.00
Creditors	0.00	0.00	17.60	0.00	17.60	3,960.00	225.00
Total Hours	0.00	0.10	36.70	1.00	37.80	8,365.00	221.30

INTE408

Integrity Property Management Limited

SIP 9 - Time & Cost Summary

Period: 17/07/2018 ..16/01/2020

Classification of work function	Hours					Time Cost (£)	Average hourly rate (£)
	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	0.10	30.40	25.90	56.40	11,220.00	198.94
Administrative Setup	0.00	0.00	0.00	0.30	0.30	37.50	125.00
Appointment, Notification/Filing	4.00	0.00	0.00	12.00	16.00	3,725.00	232.81
Post Appointment VAT & Tax	0.00	0.00	1.30	0.00	1.30	292.50	225.00
Case Monitoring	0.00	0.40	2.00	0.70	3.10	702.50	226.61
Cashier for Non Trading	0.00	0.00	0.00	12.70	12.70	1,362.50	107.28
Other Statutory Matters	0.00	0.00	17.20	4.60	21.80	4,675.00	214.45
Case Strategy	0.50	0.00	2.00	1.30	3.30	677.50	205.30
Administration & Planning	4.50	0.50	52.90	57.50	114.90	22,692.50	197.50
Investigations	1.00	0.00	14.30	10.90	26.20	5,837.50	222.81
Investigations	1.00	0.00	14.30	10.90	26.20	5,837.50	222.81
Ident/Securing & Insuring	0.00	0.00	0.00	0.40	0.40	70.00	175.00
Property	0.00	0.00	0.00	0.40	0.40	50.00	125.00
Other Assets	7.80	0.00	6.80	4.70	19.30	5,862.50	303.76
Insurance Claims	0.00	0.00	0.50	0.50	1.00	200.00	200.00
Shares in Subsidiaries	3.10	0.00	0.00	0.00	3.10	1,395.00	450.00
Strategy	0.00	0.00	0.00	2.10	2.10	367.50	175.00
Realisations of assets	10.90	0.00	7.30	8.10	26.30	7,945.00	302.09
Unsecured Creditors	0.10	0.10	17.10	18.50	35.80	6,870.00	191.90
Employee Matters (Claims)	0.00	0.00	7.00	2.70	9.70	1,665.00	171.65
Statutory Reporting to Creditors	0.00	0.40	9.40	23.50	33.30	5,972.50	179.35
Report/Secured Creditor	0.00	0.00	0.10	2.60	2.70	477.50	176.85
Pension Issues	0.00	0.00	1.10	0.50	1.60	238.50	149.06
Creditors	0.10	0.50	34.70	47.80	83.10	15,223.50	183.19
Total Hours	16.50	1.00	109.20	124.30	250.50	51,698.50	206.38

**Integrity Property Management Limited
(IN ADMINISTRATION)**

CHARGE-OUT RATES AND BASES OF CATEGORY 2 DISBURSEMENTS

Time Costs

The firm's hourly charge out rates are revised annually from 1 July. The rates currently in use are within the following bands:

	£
Appointment Taker	325 - 450
Associate	285
Manager	265 - 325
Senior Administrator	160 - 225
Administrator, Junior Administrator and Support Staff	100 - 175

Secretarial and cashiers time is charged to the case and their rates are included within the above hourly rates identified above as appropriate. Time is charged in units of 6 minutes.

Disbursements

A disbursement charge relating to the recovery of overhead costs is levied at the rate of £8.04 per creditor and member. This sum is drawn at the outset of the case and covers printing, postage, stationery, photocopying, telephone and fax usage.

A further disbursement charge of £4.02 per creditor will be levied on those cases where a dividend(s) to unsecured creditors is declared.

Company Searches and Identity Verifications are charged at cost.

Outsourced printing and/or photocopying will be charged at cost in addition to the above.

Travelling expenses are charged at the rate of 45p per mile.

**Integrity Property Management Limited
(IN ADMINISTRATION)**

DETAILS OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS

General Description	Includes
Administration	
Statutory/advertising	Filing of documents to meet statutory requirements
Document maintenance/file review/checklist	Filing of documents 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
Bank account administration	Requesting bank statements <i>Bank account reconciliations</i> Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Planning / review	Discussions regarding strategies to be pursued <i>Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case</i>
Books and records / storage	Dealing with records in storage Sending case files to storage
Investigations	
Ongoing	Liaising with director's IVA supervisor
Realisation of Assets	
Insurance Refund	<i>Liaising with pre-appointment insurer regarding refund</i>
Creditors	
Creditor reports	Preparing six monthly progress reports Reporting to secured creditor appointor
Creditor communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO <i>Corresponding with the PPF and the Pensions Regulator</i>
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims

AM10

Notice of administrator's progress report



Presenter information

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

Contact name **Jessica Dennett**

Company name **Geoffrey Martin & Co**

Address
15 Westferry Circus
Canary Wharf

Post town **London**

County/Region

Postcode **E 1 4 4 H D**

Country

DX **info@geoffreymartin.co.uk**

Telephone **020 7495 1100**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse