



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 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 PKF GM

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 PKF GM

Street 3rd Floor 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

<sup>d</sup>

1

<sup>d</sup>

7

<sup>m</sup>

0

<sup>m</sup>

7

<sup>y</sup>

2

<sup>y</sup>

0

<sup>y</sup>

2

<sup>y</sup>

0

To date

<sup>d</sup>

1

<sup>d</sup>

6

<sup>m</sup>

0

<sup>m</sup>

1

<sup>y</sup>

2

<sup>y</sup>

0

<sup>y</sup>

2

<sup>y</sup>

1

**7**

### Progress report

☒ I attach a copy of the progress report**8**

### Sign and date

Administrator's  
signature

Signature

X



X

Signature date

<sup>d</sup>

2

<sup>d</sup>

2

<sup>m</sup>

0

<sup>m</sup>

2

<sup>y</sup>

2

<sup>y</sup>

0

<sup>y</sup>

2

<sup>y</sup>

1

**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 **PKF GM**

Address  
**15 Westferry Circus**  
**Canary Wharf**

Post town **London**

County/Region

Postcode **E 1 4 4 H D**

Country

DX **info@pkfgm.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](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)**

Integrity Property Management Limited  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 17/07/2020 To 16/01/2021 £	From 17/07/2018 To 16/01/2021 £
	ASSET REALISATIONS		
	Bank Charges Refund	14.46	14.46
	Bank Interest Gross	NIL	1.11
8,000.00	Book Debts	NIL	1,107.50
	Cash at Bank	NIL	1,935.67
	Client Monies	NIL	(0.18)
	Insurance Refund	NIL	41.12
121.00	Petty Cash	NIL	120.79
3,966.00	Prepayments	NIL	NIL
200,000.00	Shares in Bennett Clarke and James	NIL	NIL
		14.46	3,220.47
	COST OF REALISATIONS		
	Legal Disbursements	NIL	525.00
	Legal Fees	NIL	2,000.00
		NIL	(2,525.00)
	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)		14.46	695.47
	REPRESENTED BY		
	Floating Current A/c		195.47
	VAT Receivable		500.00
			695.47

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 2021**

**Peter Hart**

**James Sleight**

**PKF GM**

**PKF GM, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**0207 516 2297**

**[jessica.dennett@pkfgm.co.uk](mailto:jessica.dennett@pkfgm.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.

## **Contents**

- 1. Executive Summary**
- 2. The Progress of the Administration**
- 3. Creditors: Claims and Distributions**
- 4. Investigations**
- 5. Ethics**
- 6. The Joint Administrators' Fees and Expenses**
- 7. Conclusion**

## **Appendices**

- I. Statutory Information and Definitions**
  - II. The Joint Administrators' Receipts and Payments Account**
  - III. The Joint Administrators' Time Costs**
  - IV. Charge-out Rates and Bases of Disbursements**
  - V. Details of Work Undertaken**
-

## 1. EXECUTIVE SUMMARY

This report describes the progress since the last progress report dated 16 July 2020 ("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	1,108	Nil	1,108
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
Bank Charges Refund	N/A	14	Nil	14
<b>Total</b>	<b>209,667</b>	<b>203,221</b>	<b>Nil</b>	<b>203,221</b>

(\*) 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*
Pre-Appointment Solicitor's Fees – Schofield Sweeney LLP	8,655	8,655	Nil	8,655
Pre-Appointment Solicitor's Disbursements – Schofield Sweeney LLP	60	60	Nil	60
Joint Administrators' Fees	40,070	59,859	8,000	67,859
Category 1 Disbursements	1,444	1,027	417	1,444
Category 2 Disbursements	541	581	Nil	581

---

Solicitor's Fees – Schofield Sweeney LLP	6,895	6,850	Nil	6,850
Solicitor's Disbursements – Schofield Sweeney LLP	N/A	745	Nil	745
<b>Total</b>	<b>94,918</b>	<b>115,030</b>	<b>8,417</b>	<b>96,194</b>

(\*) 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

<b>Creditor class</b>	<b>Distribution / dividend paid to date</b>	<b>Anticipated distribution / dividend, based upon the above</b>
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 a further extension of 1 year and 3 months was granted by the Court on 26 June 2020 and thus the Administration is now scheduled to end on 31 October 2021.

#### 1.1. Summary of Key Issues Outstanding

- Continue to pursue claim against the director of the Company
- Identify ultimate beneficiaries of remaining nominal client funds held
- Draw outstanding costs and disbursements



## **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 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**

#### **Bank Charges Refund**

An unexpected refund in the sum of £14.46 was received from Lloyds Bank Plc during the Review Period.

No further realisations are anticipated.

### **2.4 Estimated Future Realisations**

#### **Claim Against Director**

The Joint Administrators are currently pursuing a claim against one of the Company's directors. Further detail in this regard will be provided in future reports when it is appropriate to do so.

---

## **2.5 Costs Incurred but Remaining Unpaid**

During the Review Period, the Joint Administrators have incurred time costs, all of which have yet been discharged. The Joint Administrators have also incurred direct costs in prior review period which are yet to be 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 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 other than to advise that they are pursuing a claim against one of the Company's directors. It is not appropriate at this time to disclose any further information 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. ETHICS

Please also be advised that Joint Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified [and the safeguards put in place to mitigate threats previously identified have been reviewed and they are effectively managing those threats].

### 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.

Schofield Sweeney LLP have been instructed to assist the Joint Administrators in respect of all matters arising in the Administration and most recently applying to Court in respect of the extension of the Administration. Schofield Sweeney LLP are specialist insolvency solicitors who have extensive experience across all types of insolvency matters. Additionally, they are based in the North of England making their rates and costs lower than any respective firm based in the South of England.

## 6. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

### 6.1. Pre-Administration Costs

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

These costs were approved as detailed below:

	£
PKF GM's time costs (*)	10,000
Solicitors' Fees – Schofield Sweeney	8,655
Solicitors' Disbursements – Schofield Sweeney	60
<b>Total</b>	<b>18,715</b>

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

PKF GM's time costs remain unpaid. Schofield Sweeney's costs have been discharged by PKF GM due to insufficient funds within the Administration.

---

## 6.2. The Joint Administrators' Fees

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

*"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 and for the Administration as a whole is provided at Appendix III and further information regarding the charge-out rates of the Joint Administrators and their staff is provided at Appendix IV.

"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](https://www.r3.org.uk/media/documents/publications/professional/Guide%20to%20Administrators%20Fees%20Oct%202015.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.

## 6.3. 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	3.90	163.46	637.50	132.70	203.43	26,995.00
Realisation of assets	19.00	232.89	4,425.00	-	-	-	26.30	302.09	7,945.00
Creditors	45.00	170.22	7,660.00	5.70	223.25	1,272.50	99.50	188.38	18,743.50
Investigations	36.00	221.25	7,965.00	0.40	225.00	90.00	27.70	222.92	6,175.00
<b>Total</b>	<b>203.50</b>	<b>196.90</b>	<b>40,070.00</b>	<b>10.00</b>	<b>200.00</b>	<b>2,000.00</b>	<b>286.20</b>	<b>59,858.50</b>	<b>209.15</b>

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	-	6,850*	-
Legal Disbursements – Schofield Sweeney LLP	N/A	-	745*	It was not initially envisaged that Schofield Sweeney would incur disbursements post appointment.
Advertising	144	-	72	-
Bonding	500	-	500	-
Storage	500	-	Nil	-

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)
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.
<b>Total</b>	<b>8,880</b>	<b>-</b>	<b>9,187</b>	

\*Schofield Sweeney's costs have been partially discharged by PKF GM due to insufficient funds within the Administration.

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 has been exceeded for the reasons provided above.

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. Additionally, the Administration has been extended twice, to enable a claim against the director to be pursued which was not anticipated at the outset of the case. Given the limited realisations anticipated in this case, the Joint Administrators do not propose to draw fees in excess of the fees estimate.

#### **6.4. 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.

#### **6.5. 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.

---

## 7. CONCLUSION

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

- Continue to pursue claim against the director of the Company
- Identify ultimate beneficiaries of remaining nominal client funds held
- Draw outstanding costs and disbursements

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
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  PKF GM 15 Westferry Circus Canary Wharf London E14 4HD
Registered office address	PKF GM 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

*On 11 January 2021 the trading style of PKF Geoffrey Martin & Co Limited changed to PKF GM. This information is purely for notification purposes and does not affect your rights as a creditor or the appointment of Peter Hart and James Sleight as Joint Administrators.*

---

**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 PKF GM
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 July 2020 to 16 January 2021
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 16/07/2020	Total (£)
<b>RECEIPTS</b>			
Book Debts	-	1,107.50	1,107.50
Insurance Refund	-	41.12	41.12
Cash at Bank	-	1,935.67	1,935.67
Petty Cash	-	120.79	120.79
Bank Interest Gross	-	1.11	1.11
Bank Charges Refund	14.46	-	14.46
	<b>14.46</b>	<b>3,206.19</b>	<b>3,220.65</b>
<b>PAYMENTS</b>			
Client Monies	-	0.18	0.18
Legal Fees	-	2,000.00	2,000.00
Legal Disbursements	-	525.00	525.00
	<b>-</b>	<b>2,525.18</b>	<b>2,525.18</b>
<b>BALANCE</b>	<b>14.46</b>	<b>681.01</b>	<b>695.47</b>
<b>MADE UP AS FOLLOWS</b>			
VAT Receivable			500.00
Floating Current A/C			195.47
			<b>695.47</b>

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

**THE JOINT ADMINISTRATORS' TIME COSTS**

**SIP 9 - Time & Cost Summary**

Period: 17/07/20..16/01/21

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	0.00	1.80	0.00	1.80	335.00	186.11
Post Appointment VAT & Tax Rep	0.00	0.00	0.10	0.00	0.10	22.50	225.00
Case Monitoring	0.00	0.00	0.70	0.00	0.70	137.50	196.43
Cashier for Non Trading	0.00	0.00	0.90	0.40	1.30	142.50	109.62
Administration & planning	0.00	0.00	3.50	0.40	3.90	637.50	163.46
Pursuing Antecedent Transaction	0.00	0.00	0.40	0.00	0.40	90.00	225.00
Investigations	0.00	0.00	0.40	0.00	0.40	90.00	225.00
Unsecured Creditors	0.00	0.00	0.50	0.00	0.50	102.50	205.00
Statutory Reporting to Creditors	0.00	0.00	5.20	0.00	5.20	1,170.00	225.00
Creditors	0.00	0.00	5.70	0.00	5.70	1,272.50	223.25
Total Hours	0.00	0.00	9.60	0.40	10.00	2,000.00	200.00

**SIP 9 - Time & Cost Summary**

Period: 17/07/18..16/01/21

## Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	0.10	38.60	22.20	60.90	12,162.50	199.71
Administrative Setup	0.00	0.00	0.30	0.00	0.30	37.50	125.00
Appointment, Notification / Filing	4.00	0.00	3.50	8.50	16.00	3,725.00	232.81
Post Appointment VAT & Tax Ref	0.00	0.00	1.40	0.00	1.40	315.00	225.00
Case Monitoring	0.80	0.40	4.50	0.70	6.40	1,595.00	249.22
Cashier for Non Trading	0.00	0.00	8.50	6.60	15.10	1,602.50	106.13
Other Statutory matters	2.30	0.00	22.40	4.60	29.30	6,880.00	234.81
Case Strategy	0.00	0.00	2.00	1.30	3.30	677.50	205.30
Administration & planning	7.10	0.50	81.20	43.90	132.70	26,995.00	203.43
Investigations	1.00	0.00	14.80	10.70	26.50	5,905.00	222.83
Pursuing Antecedent Transaction	0.00	0.00	1.20	0.00	1.20	270.00	225.00
Investigations	1.00	0.00	16.00	10.70	27.70	6,175.00	222.92
Ident / Securing & Insuring	0.00	0.00	0.00	0.40	0.40	70.00	175.00
Property	0.00	0.00	0.40	0.00	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	7.70	7.70	26.30	7,945.00	302.09
Preferential Creditors	0.00	0.00	0.40	0.00	0.40	50.00	125.00
Unsecured Creditors	0.10	0.10	26.80	12.90	39.90	7,782.50	195.05
Employee Matters (Claims)	0.00	0.00	7.50	2.20	9.70	1,665.00	171.65
Statutory Reporting to Creditors	0.00	0.40	28.70	16.10	45.20	8,530.00	188.72
Report / Secured Creditor	0.00	0.00	0.10	2.60	2.70	477.50	176.85
Pension Issues	0.00	0.00	1.60	0.00	1.60	238.50	149.06
Creditors	0.10	0.50	65.10	33.80	99.50	18,743.50	188.38
Total Hours	19.10	1.00	170.00	96.10	286.20	59,858.50	209.15

**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**

<b>General Description</b>	<b>Includes</b>
<b>Administration</b>	
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 Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Planning / review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending case files to storage
<b>Investigations</b>	
Ongoing	Liaising with director's Trustee in Bankruptcy
<b>Creditors</b>	
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