

The Insolvency Act 1986

Administrators' progress report

Name of Company Trimega Laboratories Limited	Company number 05652830
In the High Court Manchester District Registry	Court case number 2424 of 2014

We Paul Andrew Flint, c/o KPMG, St James' Square, Manchester, M2 6DS

and Brian Green, c/o KPMG, St James' Square, Manchester, M2 6DS

Joint Administrators of the above company attach a progress report for the period

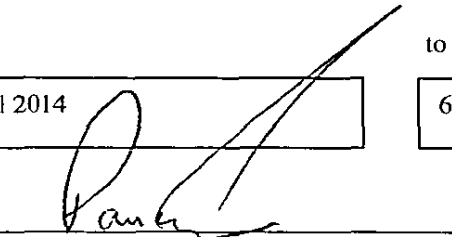
from

7 April 2014

to

6 October 2014

Signed


Joint Administrator

Dated 5 November 2014

MONDAY



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Trimega Laboratories Limited - in Administration

Joint Administrators' progress report for
the period 7 April 2014 to 6 October
2014

5 November 2014

Notice to creditors

This progress report provides an update on the administration of the Company

We have included (Appendix 2) an account of all amounts received and payments made since the date of our appointment

We have also explained our future strategy for the administration and how likely it is that we will be able to pay each class of creditor

You will find other important information in this progress report such as the costs which we have incurred to date

A glossary of the abbreviations used throughout this document is attached (Appendix 5)

Finally, we have provided answers to frequently asked questions and a glossary of insolvency terms on the following website, <http://www.insolvency-kpmg.co.uk/case+KPMG+TE407B5740.html> We hope this is helpful to you

Please also note that an important legal notice about this progress report is attached (Appendix 6).



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1 Executive summary

- The Directors resolved on 7 April 2014 to appoint us as Joint Administrators. The notice of appointment was lodged at High Court Manchester District Registry on 7 April 2014 and we were duly appointed.
- This progress report covers the period from the date of our appointment to 6 October 2014.
- We circulated our statement of proposals ('proposals') to all known creditors on 23 May 2014. We conducted the business of a meeting by correspondence and the proposals were approved by the creditors without modification.
- Randox Laboratories Limited made a formal offer for the Company's customer list/goodwill and also its chattel assets for consideration of £42,500, which was duly accepted. To date, book debts of £233,422 have been collected which equate to 71% of the Company's total ledger as at the date of appointment. (Section 2 - Progress to date)
- During the period, Lloyds CF have been repaid their indebtedness in full as this was secured by way of an assignment over the Company's book debts. Lloyds CF also had a debenture registered over the Company. (Section 3 - Dividend prospects and dividends paid)
- It is anticipated a dividend will be made available to preferential creditors, the timing and quantum of which remain uncertain at this time. Preferential claims are currently estimated at £54,500. (Section 3 - Dividend prospects and dividends paid)
- It is anticipated a dividend will be made available to unsecured creditors following the completion of book debt realisations and any associated costs. The quantum of this dividend remains uncertain at this time. (Section 3 - Dividend prospects and dividends paid)
- Please note you should read this progress report in conjunction with our proposals which were issued to the Company's creditors and can be found at <http://www.insolvency-kpmg.co.uk/case+KPMG+TE407B5740.html>. Unless stated otherwise, all amounts in this progress report and appendices are stated net of VAT.


Paul Flint
Joint Administrator



2 Progress to date

This section updates you on our strategy for the administration and on our progress to date. It follows the information provided in our proposals.

The Joint Administrators' proposals were sent to all known creditors on 23 May 2014. The Joint Administrators convened a meeting by correspondence and the proposals were approved on 9 June 2014.

2.1 Strategy and progress to date

Strategy

As outlined in the proposals, the Company ceased to trade immediately on appointment and all staff, excluding four employees who were retained to assist the Joint Administrators perform their duties, were made redundant.

The decision to cease trading followed a marketing period carried out pre-appointment where no party wished to acquire the business and assets of the Company, and post appointment trading did not have the support of the Company's lender.

On appointment, an asset list was distributed to a number of potential interested parties. The assets were independently valued by Sanderson Weatherall. Shortly after distribution of the list, Radox made a formal offer for the Company's customer list/goodwill and its chattel assets for consideration of £42,500. This offer outweighed that of any other offer received and was duly accepted.

As outlined in the proposals, the Company's only post appointment asset not realised as part of the sale to Radox was its sales ledger. To maximise the sales ledger realisations, the Joint Administrators enlisted the assistance of the KPMG Receivables Realisations Group ("RRG") who are experienced in the collection of outstanding sales ledgers in an insolvent or discontinued business scenario.

Initially, KPMG RRG were supported by two members of the Company's credit control team to assist in collecting the ledger due to their existing working relationships with the debtors. RRG carried out a monitoring role, with day to day dialogue with the outstanding debtors carried out by the two employees.

Following it no longer being cost effective to retain the Company staff, RRG have continued to collect book debts to realise the remainder of the sales ledger detailed at 2.2, with the assistance of RMUK, an independent debt collection agent.

2.2 Asset realisations

Realisations during the period are set out in the attached receipts and payments account (Appendix 2).

Goodwill/Customer list

A total of £30,000 has been generated from the sale of the Company's goodwill in the period.

Debtors

The Company's total debtor ledger as at the date of appointment totalled £329,285. The Company's approved debtor ledger (after removing inter-company balances and debts over 90 days old, totalled approximately £200,000).



To date, the Company in administration have collected £233,422, which equates to 71% of the Company's total debtor ledger

Lloyds CF took out an assignment over the sales ledger through the provision of an invoice discounting facility. Initially all debtor monies were received into a Lloyds trust account and accordingly Lloyds CF have had their total indebtedness repaid in full, inclusive of interest and termination charges, with the surplus remitted to an account under the Joint Administrators' control. Lloyds CF also have an all asset debenture registered against the Company.

To date, subsequent book debt realisations receipted into our account total £205,396

Furniture & equipment

A total of £12,500 has been realised in the period in relation to the sale of furniture and equipment present at the Company premises as at the date of appointment. This constituted an additional sale made to Radox.

Cash at bank

As at the date of appointment, the Company held cash at bank, after charges of £1,953. These monies have been transferred to an account under the Joint Administrators' control.

Sundry refunds

A total of £10,608 has been refunded to the Company during the period and relates to services prepaid for by the Company prior to entering administration.

Bank interest

Bank interest totalling £137 has been earned during the period with £34 being earned in the fixed charge account and £103 in the floating charge account.

Investigations

We have reviewed the affairs of the Company to find out if there are any actions which can be taken against third parties to increase recoveries for creditors. It is not considered appropriate to carry out further investigation work.

We have complied with the relevant statutory requirements to provide information on the conduct of the Company's directors and any shadow directors to the Department for Business, Innovation and Skills. The contents of our submission are confidential.

2.3 Costs

Payments made in this period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant payments made during the period are provided below.

Wages & salaries

A total of £14,655 was incurred in the period in relation to the retention employees to assist with the collection of the sales ledger and collating of the Company records in the period.

Other expenses

A total of £5,265 relates to the payment of sundry services to ensure the continued running of the Company whilst collecting book debts and selling the Company's physical assets. These services include telephone access, internet access and access to the Company's systems.

Debt collection costs

A total of £2,504 has been incurred in the period in relation to the collection of book debts by RMUK.



2.4 Schedule of expenses

We have detailed the costs incurred during the period, whether paid or unpaid, in the schedule of expenses attached (Appendix 3)

Summaries of the most significant expenses which have been incurred in the period but have not yet been paid are provided below

Joint Administrators' time costs

Time costs totalling £181,099 have been incurred in the period. As explained in section 5.1, we have not drawn any remuneration during the period.

Joint Administrators' disbursements

Disbursements totalling £906 have been incurred in the period. As explained in section 5.1, none of which has been paid during the period.

Legal Fees

Legal fees totalling £3,000 were incurred but not paid in the period from costs incurred in relation to legal advice from Hill Dickinson LLP.

3 Dividend prospects and dividends paid

3.1 Secured creditors

Lloyds CF were owed against the Company on the date of appointment £20,824 (plus interest and charges). I confirm that their indebtedness has been repaid in full in the period.

CBPE hold a second ranking charge over the Company's fixed assets. CBPE has no direct indebtedness in the Company, however they have a claim against the Company as the Company was a party to a cross company guarantee with its immediate parent to whom CBPE had indebtedness of £1.1m. No distribution has been made to CBPE in the period.

3.2 Preferential creditors

We estimate the amount of preferential claims to be £54,500.

Based on current estimates, we anticipate that preferential creditors should receive a dividend. We have yet to determine the amount of this, but we will do so when we have completed the realisation of assets and payment of associated costs.

3.3 Unsecured creditors

Based on current estimates, we anticipate that unsecured creditors should receive a dividend. We have yet to determine the amount of this, but we will do so when we have completed the realisation of assets and payment of associated costs.



4 Other matters

4.1 Creditors' Meeting

Conducting the business of a meeting by correspondence

In order to minimise costs, we propose to conduct the business of a meeting of creditors by correspondence. Formal notice is attached to the covering letter.

The purpose of conducting the business of a meeting by correspondence is to seek approval for our discharge from liability in respect of any actions as Joint Administrators (Section 6.2 - Discharge from liability).

Creditors' right to request a meeting

We will summon such a meeting (1) if asked to do so by creditors whose debts amount to at least 10% of the total debts of the Company, and (2) if the procedures set out below are followed.

Requests for a creditors' meeting must be made within five business days of us sending the formal notice of conducting the business of a meeting by correspondence. They must include:

- a list of the creditors concurring with the request, showing the amounts of their respective debts in the administration,
- written confirmation of their concurrence from each concurring creditor, and
- a statement of the purpose of the proposed meeting.

In addition, the expenses of summoning and holding a meeting at the request of a creditor must be paid by that creditor. That creditor is required to deposit security for such expenses with us.

If you wish to request a creditors' meeting, please contact Ryan Scallon on 0161 246 4582 to obtain the requisite forms.

5 Joint Administrators' remuneration, disbursements and pre-administration costs

5.1 Joint Administrators' remuneration and disbursements

During the period, the unsecured creditors have provided approval that:

- our remuneration will be drawn on the basis of time properly given by us and the various grades of our staff according to the charge-out rates included in Appendix 4.
- disbursements for services provided by KPMG (defined as Category 2 disbursements in Statement of Insolvency Practice 9) will be charged in accordance with KPMG's policy as set out in Appendix 4.



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Time costs

From the date of our appointment to 6 October 2014, we have incurred time costs of £181,099. These represent 591 hours at an average rate of £306 per hour.

Remuneration

During the period, we have not drawn any remuneration.

Disbursements

During the period, we have incurred disbursements of £906. None of these have yet been paid.

Additional information

We have attached (Appendix 4) an analysis of the time spent, the charge-out rates for each grade of staff and the expenses paid directly by KPMG for the period from our appointment to 6 October 2014. We have also attached our charging and disbursements policy.

Where a creditors' voluntary liquidation is the exit route for the administration and if we are appointed as Joint Liquidators, the basis of remuneration which has been approved for the administration will continue to apply in the creditors' voluntary liquidation.

5.2 Pre-administration costs

We disclosed the following pre-administration costs, which were unpaid at the date of our appointment, in our proposals:

Pre-administration costs				
	Disclosed unpaid costs (£)	Approved (£)	Paid in the period (£)	Outstanding (£)
KPMG fees*	2,885	-	-	2,885
KPMG disbursements	-	-	-	-
Hill Dickinson Legal Fees and Disbursements	1,000	-	-	1,000
Sanderson Weatherall Valuation Fees	675	-	-	675
Total	4,560	-	-	4,560

On 9 June 2014, we obtained approval from the Company's unsecured creditors to pay these pre-administration costs as an expense of the administration. None of these costs were paid in the period, however, it is anticipated that these costs will be paid shortly.



6 Future strategy

6.1 Future conduct of the administration

We will continue to manage the affairs, the business and the property of the Company in order to achieve the purpose of the administration. This may include but not be limited to

- collection of outstanding book debts
- distribution to the Company's secured creditor
- distribution to the Company's preferential creditors
- distribution to the Company's unsecured creditors
- statutory procedures required for closure

6.2 Discharge from liability

We are seeking approval from the unsecured creditors that we be discharged from liability in respect of any action as Joint Administrators, upon the filing of our final receipts and payments account with the Registrar of Companies

Discharge does not prevent the exercise of the Court's power in relation to any misfeasance action against us

See Section 4 for details regarding conducting the business of a meeting by correspondence

6.3 Future reporting

We will provide a further progress report within one month of 6 April 2015 or earlier if (1) an extension request is necessary or (2) the administration has been completed prior to that time



Appendix 1 Statutory information

Company information

Company name	Trimega Laboratories Limited
Date of incorporation	13 December 2005
Company registration number	05652830
Present registered office	c/o KPMG LLP, St James' Square, Manchester, M2 6DS

Administration information

Administration appointment	The administration appointment granted in High Court Manchester District Registry, 2424 of 2014
Appointor	Directors
Date of appointment	7 April 2014
Joint Administrators' details	Paul Flint and Brian Green
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2)
Current administration expiry date	6 April 2015



Appendix 2 Joint Administrators' receipts and payments account

Receipts and payments

Trimega Laboratories Limited - in Administration			
Joint Administrators' abstract of receipts & payments			
Statement of affairs (£)		From 07/04/2014 To 06/10/2014 (£)	From 07/04/2014 To 06/10/2014 (£)
FIXED CHARGE ASSETS			
30,000 00	Goodwill/Customer list	30,000 00	30,000 00
	Bank interest, gross	34 28	34 28
		30,034 28	30,034 28
ASSET REALISATIONS			
12,500 00	Furniture & equipment	12,500 00	12,500 00
120,000 00	Book debts	205,395 98	205,395 98
2,050 00	Cash at bank	1,953 17	1,953 17
9,482 00	Cash re Subrogated Claim	NIL	NIL
		219,849 15	219,849 15
OTHER REALISATIONS			
	Bank interest, gross	102 76	102 76
	Sundry refunds	10,608 38	10,608 38
		10,711 14	10,711 14
COST OF REALISATIONS			
	Storage expenses	(334 99)	(334 99)
	Agents'/Valuers' fees	(1,015 00)	(1,015 00)
	Debt Collection Costs	(2,504 79)	(2,504 79)
	Statutory advertising	(169 20)	(169 20)
	Other expenses	(5,264 67)	(5,264 67)
	Insurance of assets	(394 32)	(394 32)
	Wages & salaries	(14,655 17)	(14,655 17)
	Bank charges	(90 00)	(90 00)
	Payroll costs	(729 99)	(729 99)
		(25,158 13)	(25,158 13)
174,032 00		235,436 44	235,436 44
REPRESENTED BY			
	Floating ch VAT rec'able		1,898 76
	Fixed charge current		36,034 28
	Floating charge current		206,019 58
	Fixed charge VAT payable		(6,000 00)



Trimega Laboratories Limited - in Administration**Joint Administrators' abstract of receipts & payments**

Statement of affairs (£)	From 07/04/2014	From 07/04/2014
	To 06/10/2014 (£)	To 06/10/2014 (£)
Floating ch VAT payable		(2,516 18)
	235,436 44	235,436 44



Appendix 3 Schedule of expenses

Schedule of expenses (07/04/2014 to 06/10/2014)

Expenses (£)	Incurred and paid in the period (£)	Incurred in the period not yet paid (£)	Total (£)
Cost of realisations			
Storage expenses	334 99	0 00	334.99
Agents'/Valuers' fees	1,015 00	0 00	1,015 00
Debt Collection Costs	2,504 79	0 00	2,504 79
Statutory advertising	169 20	0 00	169 20
Other expenses	5,264 67	0 00	5,264 67
Insurance of assets	394 32	0 00	394 32
Wages & salaries	14,655 17	0 00	14,655 17
Bank charges	90 00	0 00	90 00
Payroll costs	729 99	0 00	729 99
Joint Administrators' fees	0 00	181,098 50	181,098.50
Joint Administrators' disbursements	0 00	905 56	905 56
Legal Fees	0 00	3,000 00	3,000 00
TOTAL	25,158 13	185,004.06	210,162 19

Requests for further information and right to challenge our remuneration and expenses

Creditors' requests for further information

If you would like to request more information about our remuneration and expenses disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report

Requests from unsecured creditors must be made with the concurrence of at least 5% in value of unsecured creditors (including, the unsecured creditor making the request) or with the permission of the Court

Creditors' right to challenge our remuneration and expenses

If you wish to challenge the basis of our remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report

Applications by unsecured creditors must be made with concurrence of at least 10% in value of unsecured creditors (including the unsecured creditor making the challenge) or with the permission of the Court

The full text of the relevant rules can be provided on request by writing to Ryan Scallon at St James' Square, Manchester, M2 6DS



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Appendix 4 Joint Administrators' charging and disbursements policy

Joint Administrators' charging policy

The time charged to the administration is by reference to the time properly given by us and our staff in attending to matters arising in the administration. This includes work undertaken in respect of tax, VAT, employee, pensions and health and safety advice from KPMG in-house specialists.

Our policy is to delegate tasks in the administration to appropriate members of staff considering their level of experience and requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or us.

A copy of "A Creditors' Guide to Joint Administrators Fees" from Statement of Insolvency Practice 9 ('SIP 9') produced by the Association of Business Recovery Professionals is available at

[http://www.r3.org.uk/media/documents/technical_library/Guides_to/Guide_to_Joint Administrators_Fees_Nov2011.pdf](http://www.r3.org.uk/media/documents/technical_library/Guides_to/Guide_to_Joint_Administrators_Fees_Nov2011.pdf)

If you are unable to access this guide and would like a copy, please contact Ryan Scallon on 0161 246 4582.

Hourly rates

Set out below are the relevant hourly charge-out rates for the grades of our staff actually or likely to be involved on this administration. Time is charged by reference to actual work carried out on the administration, using a minimum time unit of six minutes.

All staff who have worked on the administration, including cashiers and secretarial staff, have charged time directly to the administration and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the administration but is reflected in the general level of charge-out rates.

Charge-out rates (£) for: CRS		
Grade	From 01 Oct 2013 £/hr	From 01 Oct 2014 £/hr
Partner	565	595
Director	485	535
Senior Manager	475	485
Manager	385	405
Senior Administrator	265	280
Administrator	195	205
Support	120	125

The charge-out rates used by us might periodically rise (for example to cover annual inflationary cost increases) over the period of the administration. In our next statutory report, we will inform creditors of any material amendments to these rates.



Policy for the recovery of disbursements

Where funds permit the officeholders will seek to recover both Category 1 and Category 2 disbursements from the estate. For the avoidance of doubt, such expenses are defined within SIP 9 as follows

Category 1 disbursements These are costs where there is specific expenditure directly referable to both the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the officeholder or his or her staff

Category 2 disbursements These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage

Category 2 disbursements charged by KPMG Restructuring include mileage. This is calculated as follows

Mileage claims fall into three categories

- Use of privately-owned vehicle or car cash alternative – 45p per mile
- Use of company car – 60p per mile
- Use of partner's car – 60p per mile

For all of the above car types, when carrying KPMG passengers an additional 5p per mile per passenger will also be charged where appropriate

We have incurred the following disbursements from the date of our appointment to 6 October 2014

SIP 9 - Disbursements					
Disbursements	Category 1		Category 2		Totals (£)
	Paid (£)	Unpaid (£)	Paid (£)	Unpaid (£)	
Meals	172 49		NIL		172 49
Mileage	NIL		212 10		212 10
Postage	6 40		NIL		6 40
Sundry	365 00		NIL		365 00
Telecommunications	25 59		NIL		25 59
Travel	123 98		NIL		123 98
Total	693 46		212 10		905 56

We have the authority to pay Category 1 disbursements without the need for any prior approval from the creditors of the Company

Category 2 disbursements have been approved in the same manner as our remuneration



Narrative of work carried out for the period 7 April 2014 to 6 October 2014

The key areas of work have been

Statutory and compliance	<ul style="list-style-type: none"> ■ collating initial information to enable us to carry out our statutory duties, including creditor information, details of assets and information relating to the licences, ■ providing initial statutory notifications of our appointment to the Registrar of Companies, creditors and other stakeholders, and advertising our appointment, ■ issuing regular press releases and posting information on a dedicated web page, ■ preparing statutory receipts and payments accounts, ■ arranging bonding and complying with statutory requirements, ■ ensuring compliance with all statutory obligations within the relevant timescales
Strategy documents, Checklist and reviews	<ul style="list-style-type: none"> ■ formulating, monitoring and reviewing the administration strategy, ■ briefing of our staff on the administration strategy and matters in relation to various work-streams, ■ regular case management and reviewing of progress, including regular team update meetings and calls, ■ meeting with management to review and update strategy and monitor progress, ■ reviewing and authorising junior staff correspondence and other work, ■ dealing with queries arising during the appointment, ■ reviewing matters affecting the outcome of the administration, ■ allocating and managing staff/case resourcing and budgeting exercises and reviews, ■ liaising with legal advisors regarding the various instructions, including agreeing content of engagement letters, ■ complying with internal filing and information recording practices, including documenting strategy decisions
Reports to debenture holders	<ul style="list-style-type: none"> ■ providing written and oral updates to representatives of the secured creditors regarding the progress of the administration and case strategy
Cashiering	<ul style="list-style-type: none"> ■ setting up administration bank accounts and dealing with the Company's pre-appointment accounts, ■ preparing and processing vouchers for the payment of post-appointment invoices, ■ creating remittances and sending payments to settle post-appointment invoices, ■ preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks, ■ reviewing and processing employee expense requests, ■ reconciling post-appointment bank accounts to internal systems, ■ ensuring compliance with appropriate risk management procedures in respect of receipts and payments
Tax	<ul style="list-style-type: none"> ■ gathering initial information from the Company's records in relation to the taxation position of the Company, ■ submitting relevant initial notifications to HM Revenue and Customs, ■ reviewing the Company's pre-appointment corporation tax and VAT position, ■ analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations, ■ working initially on tax returns relating to the periods affected by the administration, ■ analysing VAT related transactions, ■ reviewing the Company's duty position to ensure compliance with duty requirements, ■ dealing with post appointment tax compliance
Shareholders	<ul style="list-style-type: none"> ■ providing notification of our appointment, ■ responding to enquiries from shareholders regarding the administration, ■ providing copies of statutory reports to the shareholders
General	<ul style="list-style-type: none"> ■ reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9, ■ locating relevant Company books and records, arranging for their collection and dealing with the ongoing storage
Asset realisations	<ul style="list-style-type: none"> ■ collating information from the Company's records regarding the assets, ■ liaising with finance companies in respect of assets subject to finance agreements, ■ liaising with agents regarding the sale of assets, ■ dealing with issues associated with the sale of stock, ■ reviewing outstanding debtors and management of debt collection strategy,



	<ul style="list-style-type: none"> ■ liaising with Company credit control staff and communicating with debtors, ■ seeking legal advice in relation to book debt collections, ■ liaising with the RMUK regarding debtor recoveries, ■ reviewing the inter-company debtor position between the Company and other group companies
Property matters	<ul style="list-style-type: none"> ■ reviewing the Company's leasehold properties, including review of leases, ■ communicating with landlords regarding rent, property occupation and other issues, ■ performing land registry searches
Sale of business	<ul style="list-style-type: none"> ■ planning the strategy for the sale of the business and assets, including instruction and liaison with professional advisers, ■ seeking legal advice regarding sale of business, including regarding non-disclosure agreements, ■ collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale, ■ dealing with queries from interested parties and managing the information flow to potential purchasers, including setting up a data room, ■ managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties, ■ carrying out sale negotiations with interested parties
Health and safety	<ul style="list-style-type: none"> ■ liaising with internal health and safety specialists in order to manage all health and safety issues and environmental issues, including ensuring that legal and licensing obligations are complied with, ■ liaising with the Health and Safety Executive regarding the administration and ongoing health and safety compliance
Open cover insurance	<ul style="list-style-type: none"> ■ arranging ongoing insurance cover for the Company's business and assets, ■ liaising with the post-appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place, ■ assessing the level of insurance premiums
Employees	<ul style="list-style-type: none"> ■ dealing with queries from employees regarding various matters relating to the administration and their employment, ■ dealing with statutory employment related matters, including statutory notices to employees and making statutory submissions to the relevant government departments, ■ administering the Company's payroll, including associated taxation and other deductions, and preparing PAYE and NIC returns, ■ communicating and corresponding with HM Revenue and Customs, ■ dealing with issues arising from employee redundancies, including statutory notifications and liaising with the Redundancy Payments Office, ■ managing claims from employees, ■ ensuring security of assets held by employees
Pensions	<ul style="list-style-type: none"> ■ collating information and reviewing the Company's pension schemes,
Creditors and claims	<ul style="list-style-type: none"> ■ drafting and circulating our proposals, ■ convening and preparing for the meeting of creditors, ■ creating and updating the list of unsecured creditors, ■ responding to enquiries from creditors regarding the administration and submission of their claims, ■ drafting our progress report
Investigations/directors	<ul style="list-style-type: none"> ■ reviewing Company and directorship searches and advising the directors of the effect of the administration, ■ liaising with management to produce the Statement of Affairs and filing this document with the Registrar of Companies, ■ arranging for the redirection of the Company's mail, ■ reviewing the questionnaires submitted by the Directors of the Company, ■ reviewing pre-appointment transactions, ■ drafting the statutory report and submitting to the relevant authority

Time costs

SIP 9 - Time costs analysis (07/04/2014 to 06/10/2014)

	Hours				Time Cost (£)	Average Hourly Rate (£)
	Partner / Director	Manager	Administrator	Support	Total	
Trading						
Employees						
DTI redundancy payments service		1 00			1.00	385 00
Administration & planning						
Bankrupt/Director/Member						
Notification of appointment		0 50	0 60		1 10	396 50
Cashiering						
General (Cashiering)			27 80		27 80	5,766 00
Reconciliations (& IPS accounting reviews)			9 00		9 00	1,755 00
General						
Books and records			2 00		2 00	390 00
Fees and WIP				0 50	0 50	60 00
Statutory and compliance						
Appointment and related formalities	2 00	19 60	60 80		82 40	23,648 00
Bonding and bordereau		1 00	0 20		1 20	528 00
Checklist & reviews		7 10	2 50		9 60	4,026 00
Statutory advertising			0 50		0 50	132 50
Strategy documents		2 90			2 90	1,377 50
Tax						
Initial reviews - CT and VAT		10 40	3 00		13.40	5,582 00
Post appointment corporation tax	3 00	0 90	3 35		7 25	2,770 25
Post appointment PAYE			2 00		2 00	530 00
Post appointment VAT		0 40	0 90		1.30	329 50
Creditors						
Creditors and claims						
General correspondence	1 00	7 00	137 15		145 15	29,376 75
Notification of appointment			1 30		1 30	344 50
Secured creditors	1 50	5 00	2 50		9 00	3,775 00
Statutory reports		5 50	8 00		13 50	4,557 50
Employees						
Correspondence		25 80			25 80	9,943 00



SIP 9 - Time costs analysis (07/04/2014 to 06/10/2014)

	Hours					Time Cost (£)	Average Hourly Rate (£)	
	Partner / Director	Manager	Administrator	Support	Total			
DTI redundancy payments service		26 00		19 50	45 50	15,177 50	333 57	
Pension funds				1 60	1 60	424 00	265 00	
Pensions reviews				3 20	3 20	736 00	230 00	
Investigation								
Directors								
Correspondence with directors				0 30	0 30	79 50	265 00	
D form drafting and submission		1 50		12 00	13 50	3,242 50	240 19	
Directors' questionnaire / checklist				0 20	0 20	53 00	265 00	
Realisation of assets								
Asset Realisation								
Cash and investments				2 00	2 00	530 00	265 00	
Debtors	2 50	140 00		8 50	151 00	58,777 50	389 25	
Freehold property				0 30	0 30	72 50	241 67	
Goodwill		4 00		1 50	5 50	2,297 50	417 73	
Leasehold property				0 20	0 20	39 00	195 00	
Office equipment, fixtures & fittings		0 20			0 20	77 00	385 00	
Plant and machinery		4 00			4 00	1,900 00	475 00	
Sale of business	1 00			5 50	6 50	1,942 50	298 85	
Vehicles		0 20			0 20	77 00	385 00	
Total in period	11.00	263.00		316 40	0 50	590 90	181,098 50	306 48

Brought forward time (appointment date to SIP 9 period start date)	0 00	0 00
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)	590 90	181,098 50
Carry forward time (appointment date to SIP 9 period end date)	590 90	181,098 50

All staff who have worked on this assignment, including cashiers and secretarial staff, have charged time directly to the assignment and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the assignment but is reflected in the general level of charge out rates.

All time shown in the above analysis is charged in units of six minutes.



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Appendix 5 Glossary

Bank	Lloyds TSB Bank
Company/Trimega	Trimega Laboratories Limited - in Administration
CBPE	CBPE Capital
Directors	Fiona Begley Matthew Taylor
Joint Administrators/we/our/us	Paul Flint and Brian Green
KPMG	KPMG LLP
Secured creditors	CBPE Lloyds CF
Screensafe	Screensafe UK Limited
Radox	Radox Laboratories Limited
ITSL	Ingemino Testing Services Limited – in Administration
Ingemino	Ingemino Limited – in Liquidation
RMUK	Debt collection agents
Agents	Sanderson Weatherall LLP
Legal advisors	Hill Dickinson LLP

Any references in this progress report to sections, paragraphs or rules are to Sections, Paragraphs and Rules in the Insolvency Act 1986, Schedule B1 of the Insolvency Act 1986 and the Insolvency Rules 1986 respectively



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Appendix 6 Notice: About this report

This report has been prepared by Paul Flint and Brian Green, the Joint Administrators of Trimega Laboratories Limited – in Administration (the 'Company'), solely to comply with their statutory duty to report to creditors under the Insolvency Rules 1986 on the progress of the administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of or any financial interest in the Company.

Any estimated outcomes for creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules 1986 does so at its own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

Paul Andrew Flint and Brian Green are authorised to act as insolvency practitioners by the Institute of Chartered Accountants in England & Wales.

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability to any person in respect of this report or the conduct of the administration.



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