

**2.24B**

The Insolvency Act 1986

**Administrator's progress report**

|                              |
|------------------------------|
| Name of Company              |
| Anthony Donald Evans limited |

|                |
|----------------|
| Company number |
| 6221896        |

|   |
|---|
| In the<br>High Court of Justice Chancery Division<br>Manchester District Registry<br>(full name of court) |
|---|

|                                   |
|-----------------------------------|
| Court case number<br>2591 of 2010 |
|-----------------------------------|

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

I/We (a)  
Mark Terence Getliffe  
CLB Coopers  
Ship Canal House  
98 King Street  
Manchester  
M2 4WU

Diane Elizabeth Hill  
CLB Coopers  
Ship Canal House  
98 King Street  
Manchester  
M2 4WU


administrator(s) of the above company attach a progress report for the period

(b) Insert date

|                 |
|-----------------|
| From            |
| (b) 23 May 2011 |

|                       |
|-----------------------|
| To                    |
| (b) 30 September 2011 |

Signed

  
Joint / Administrator(s)

Dated

14 October 2011.

WEDNESDAY



A11

\*APAAUZ3F\*

09/11/2011

COMPANIES HOUSE

312

**Joint Administrators' Progress  
Report**

**For the period  
23 May 2011 to 30 September  
2011**

**Anthony Donald Evans  
Limited – In Administration**

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## THE JOINT ADMINISTRATORS' PROGRESS REPORT

### 1 Statutory information

1 1 I was appointed as Joint Administrator of Anthony Donald Evans Limited ('the Company') on 23 November 2010 together with my partner Diane Hill. The application for the appointment of Joint Administrators was made by the directors of the Company.

1 2 This Administration is being handled by CLB Coopers at Ship Canal House, 98 King Street, Manchester M2 4WU. The Administration is registered in the High Court of Justice Manchester District Registry, reference number 2591 of 2010.

1 3 Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators jointly or alone.

1 4 The trading address of the Company was Unit 8 Deacon Park, Moorgate Road, Knowsley, Liverpool L33 7RX. The business used the following trading styles:

Seeus2save

Seeus2save Direct

Seeus2save Direct Insurance

Seeus2save Insurance

Seeus2save com

Accident Assistance

Helpadebt com

Clear bike insurance

Clear Insurance

Homecover

1 5 The registered office of the Company has been changed to, c/o CLB Coopers, Ship Canal House, 98 King Street, Manchester M2 4WU and its registered number is 6221896 England & Wales.

- 1 6 The Company was an FSA regulated business and as such the FSA's approval to the Administration and the Administrators' strategy was sought

**2 Progress of the Administration**

- 2 1 Attached at Appendix A is the Joint Administrators' Receipts and Payments Account for the period from 23 May 2011 to 30 September 2011 and cumulative to 30 September 2011.
- 2 2 The first objective of Administration pursuant to Paragraph 3 (1) (a) of Schedule B1 to the Insolvency Act 1986, rescuing the Company as a going concern was not achievable
- 2 3 The Company had been placed on hold for new business by its main insurance providers during the third week of October 2010. This led to the cessation of normal trading operations by the end of October 2010. In addition, upon the review of the Company's agency agreements with insurers the majority of the agency agreements with the various insurers provided that the policy holders reverted to the insurers in the event of the Company's insolvency. There was therefore no prospect of the rescue of the Company as a going concern.
- 2 4 The Joint Administrators have pursued the objective of achieving a better result for the Company's creditors as a whole than would be likely if the Company had been wound up (without first being in Administration). Control of the Company via Administration offered immediate protection of its assets and records and allowed a controlled run-off of the Company's business, potentially for the benefit of all creditors. I am not able at this stage to estimate the quantum or timing of any dividend to unsecured creditors.
- 2 5 In accordance with Statement of Insolvency Practice No 13 (SIP13), I would advise you that no assets were sold to any director of the Company.
- 2 6 A considerable amount of time was invested in this matter in dealing with the queries, complaints and inquiries of the Company's clients. This was as a result of the Company's failure and also as a result of the Company's FSA authorisation and obligations to consumers.

**3 Assets still to be realised**

**3.1 Bank Accounts**

At the date of appointment the Company operated a number of bank accounts. The majority of the funds held at that time together with additional deposits made have been transferred to the Joint Administrators' account. Barclaycard, the Company's credit card services provider are repaying the balance of funds held by them in staged payments in order to ensure that they hold sufficient funds to cover any card related chargebacks from the Company's clients. To date they have refunded £140,000 to the Administration account and a further refund of approximately £7,000 is anticipated. It is currently anticipated that the total funds realised from funds held in the Company's various bank accounts, net of any chargebacks, will be approximately £161,000.

**3.2 Debtor Monies**

There are a number of intercompany and loan accounts due to the Company. These relate to amounts due from both directors and from a number of companies some of which are connected within the meaning of Section 249 and 435 of the Insolvency Act 1986.

We are in the process of conducting an on-going review of these debts and have commenced recovery action where applicable. Progress has been made on establishing the actual amounts subject to recovery, however, these recovery actions are on-going and we are not therefore able to quantify the amounts likely to be recovered in respect of the above debts at this stage.

**3.3 Referral Debtors**

The referral debtors relate to amounts outstanding in relation to referral agreements in place between the Company, acting as a claims management agency ("CMC") and various solicitors. We have reviewed the Company's records and have identified referral agreements with a number of solicitors. We are in the process of reconciling the amounts due under these agreements.

We have progressed the recovery exercise in respect of these amounts and are in contact with the CMC where we believe funds are due.

**4 Pre-administration Costs**

- 4 1 On 31 January 2011 the following amounts in respect of pre-administration costs were approved

| <b>Name of recipient</b> | <b>Brief description of services provided</b> | <b>Total amount approved</b> |
|--------------------------|---|------------------------------|
| <i>CLB Coopers</i>       | <i>Placing Company into Administration</i>    | <i>£7,688.35</i>             |

**5 Joint Administrators' Remuneration**

- 5 1 The Creditors approved that the basis of the Joint Administrators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Administration
- 5 2 The Joint Administrators' time costs for the Administration period of 23 November 2010 to 30 September 2011 are £147,511.30. This represents 774.2 hours at an average rate of £190.53 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the period from 23 May 2011 to 30 September 2011 and cumulative to 30 September 2011 in respect of the costs fixed by reference to time properly spent in managing the Administration. To 30 September 2011, £139,798.40 has been drawn on account of the above time costs
- 5 3 Due to an administrative error time spent by one employee at "Case Administrator" grade has been charged to this case at a rate which was £7 per hour higher than other members of staff operating at the same grade. We do not consider this increase in the amount charged for this grade of staff to be material. An adjustment of £7 per hour has been made to the total amount charged by the relevant case administrator for the period to 13 May 2011 to adjust for this discrepancy

***Administration & Planning***

The total number of hours accrued and categorised as Administration & Planning are 200.05 with a time cost of £36,997.05. A total of 15.4 hours was spent at partner level, 99.75 hours at manager level and 84.9 spent by case administrators. Examples of work categorised under this heading are as follows:

- Statutory (legal) reporting matters and statutory (legal) issues associated to the Administration
- Administrative case set up
- Appointment notification and formalities
- Bonding and bordereau
- Insurance compliance and protection of the former trading premises
- Dealing with media and press enquiries
- Obtaining the Directors' Statement of Affairs
- Banking and cashiering
- Fees and WIP
- Book-keeping for the Administration
- Periodic reviews
- Reviewing the Company's records
- Compliance with the Financial Services Authority's requirements

***Realisation of Assets***

The total number of hours accrued and categorised as Realisation of Assets is 147.3 with a time cost of £31,966.60. A total of 40.65 hours was spent at partner level, 32.5 hours at manager level and 74.15 hours at case administrator level. Work undertaken includes:

- Engagement of valuers and agents
- Marketing of the Company's assets
- Liaising with prospective purchasers



## **Anthony Donald Evans Limited - In Administration**

- Attending site to secure the premises and identify and remove financial paperwork
- Schedule and store documents and paperwork and files containing client's personal data and information relating to the Company's Affairs
- Arranging and overseeing the transfer of clients from Helpadebt.com to specialist provider
- Review of Sage accounting records
- Review of the Company's bank statements
- Reviewing Retention of Title claims
- Managing security on site
- Clearance of the site and computerised information
- Monitoring the clearance of third party assets from site
- Ascertaining location of assets, motor vehicles and caravan not disclosed by the Directors and providing details to the HP/lease companies
- Review of information held on insurance clients
- Reconciliation of debtors
- Dealing with the Bank and Barclaycard regarding funds held, credit card payments and related chargeback amounts
- Reviewing and agreeing funds due from premium rate telephone lines
- Review of claims management business and related referral fee debtors
- Reconciliation of inter-company debtors and directors' loan accounts
- Liaising with legal advisors

***Creditors***

The total number of hours accrued and categorised under the heading Creditors are 325.8 with a time cost of £56,702.20. A total of 24.35 hours has been accrued at partner level, 109.2 at manager level and 192.25 by insolvency case administrators. Work undertaken includes

- Liaising with secured creditors, payment of and accounting for outstanding liabilities and costs in respect of the security
- Handling creditor queries, recording creditor claims
- Meeting with Directors and staff regarding accounting system, complaints policy and protocol
- Liaison with insurers and agreeing a strategy for continuing service to current policy holders
- Reporting to the unsecured and secured creditors
- Submitting claims for unpaid wages and holiday pay prior to the Administration in respect of the Company's 51 employees
- Corresponding with the Redundancy Payments Service and Job Centre Plus
- Review of preferential claims by employees and Redundancy Payments Service
- Arranging uplift of HP/Lease equipment left on site
- Dealing with Bailiffs
- Handling several hundred complaints and cancellations and providing information/documentation to current and former policy holders
- Pre-appointment VAT, PAYE and Tax issues
- Liaising with the Financial Ombudsman Service and the Financial Services Compensation Scheme

30 Creditors claims have been received, 55 remain outstanding

- 5.4 Attached as Appendix D is additional information in relation to this firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade

**6 Joint Administrators' Expenses**

| Expense                          | Amount £  | Paid/Unpaid |
|----------------------------------|-----------|-------------|
| Rent payable                     | £2,000    | Paid        |
| Telephone Costs                  | £479 21   | Paid        |
| Specialist Insurance<br>Advisory | £6,385 50 | Paid        |
| Salaries                         | £856 95   | Paid        |

**7 Investigations**

- 7 1 The Joint Administrators are required under the Company Directors Disqualification Act 1986 to submit a report to the Department for Business Innovation and Skills in respect of the Directors conduct in the three year period prior to the Administration
- 7 2 The content of the report is confidential however the Joint Administrators can confirm that a report has been submitted and their statutory obligation has been complied with
- 7 3 My investigation into the Company's affairs prior to its Administration remains ongoing Details of recovery actions to date are at section 3 above

**8 Estimated outcome for creditors**

- 8 1 An Estimated Outcome Statement as at 30 September 2011 is attached at Appendix C

**8.2 Secured Creditors**

8.3 The Company granted a floating charge to Barclays Bank plc ('the Bank') on 3 November 2008. As a matter of law, I am required to create a fund out of the Company's net floating charge property if there is any money due to the Bank under its floating charge. Based on present information however, there are no amounts due to the Bank under the floating charge and therefore the requirement described above may not apply.

**8.4 Preferential Creditors**

8.5 The Company's preferential Creditors comprise the Employees' claims for arrears of wages and outstanding holiday pay. The preferential claims are currently estimated to total £34,411.97. We are in the process of reconciling the preferential claim received from the Redundancy Payments Service to the Company's records. The quantum of any dividend to preferential creditors will be dependent on the final claims and the extent of future asset realisations.

**8.6 Unsecured Creditors**

8.7 The total of unsecured creditor claims inclusive of employees' unsecured claims are currently estimated at £1,186,895.

8.8 It is currently anticipated that there may be a surplus available for unsecured creditors but it is difficult to estimate the amount of any dividend until the remaining assets are realised.

**9 Ending the Administration**

9.1 We currently anticipate that there will be sufficient assets to allow a dividend to be paid to unsecured creditors. In this situation, it is likely that a notice will be filed with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation.

9.2 If the Joint Administrators think that there are matters of investigation that the Official Receiver is better placed to deal with then a Petition will be made for the Compulsory Winding Up of the Company.

9 3 The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrator ceasing to have effect

9 4 The Joint Administrators are seeking the consent of the secured and unsecured creditors to a six month extension of the Administration period in order to recover the outstanding assets. This will extend the automatic end of the Administration from 22 November 2011 to 22 May 2012

## **10 Creditors' rights**

10 1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report

10 2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Joint Administrators' remuneration, the remuneration charged or the expenses incurred by the Joint Administrators as set out in this progress report are excessive

## **11 Next report**

11 1 The Joint Administrators are required to provide a progress report within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised or they wish to extend it

For and on behalf of  
Anthony Donald Evans Limited



**Mark Getliffe**  
Joint Administrator

14/10/2011

## **Anthony Donald Evans Limited - In Administration**

D E Hill and M T Getliffe are Licensed in the United Kingdom as Insolvency Practitioners by the Institute of Chartered Accountants in England & Wales

When acting as Administrators, M T Getliffe and D E Hill manage the affairs business and property of the Company as agents without personal liability

**Receipts and Payments Account for the Period from 23 May 2011 to  
30 September 2011 and Cumulative to 30 September 2011**

**Appendix A**

**Anthony Donald Evans Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

| Statement<br>of Affairs            | From 22/05/2011<br>To 30/09/2011 | From 23/11/2010<br>To 30/09/2011 |
|------------------------------------|----------------------------------|----------------------------------|
| <b>ASSET REALISATIONS</b>          |                                  |                                  |
| Furniture & Equipment              | NIL                              | 17,500 00                        |
| Cash at Bank                       | 30,000 00                        | 154,077 35                       |
| Sundry Refunds                     | 326 32                           | 326 32                           |
|                                    | <u>30,326 32</u>                 | <u>171,903 67</u>                |
| <b>COST OF REALISATIONS</b>        |                                  |                                  |
| Helpadebt com Refunds              | NIL                              | 926 86                           |
| Stationery                         | NIL                              | 96 00                            |
| Specific Bond                      | NIL                              | 400 00                           |
| Specialist Insurance Advisory      | NIL                              | 6,385 50                         |
| Pre-administration costs           | NIL                              | 7,688 35                         |
| Joint Administrators' Remuneration | 35,577 80                        | 139,798 40                       |
| Agents/Valuers Fees                | NIL                              | 1,500 00                         |
| Agents/Valuers Disbursements       | NIL                              | 232 00                           |
| Travel                             | 114 40                           | 350 10                           |
| Re-direction of Mail               | 136 00                           | 395 85                           |
| Statutory Advertising              | NIL                              | 202 61                           |
| Rents Payable                      | NIL                              | 2,000 00                         |
| Confidential Data Destruction      | NIL                              | 593 00                           |
| Insurance of Assets                | NIL                              | 280 54                           |
| Wages & Salaries                   | NIL                              | 856 95                           |
| Bank Charges                       | NIL                              | 23 00                            |
| Telephone Costs                    | 30 00                            | 479 21                           |
|                                    | <u>(35,858 20)</u>               | <u>(162,208 37)</u>              |
|                                    | <u><b>(5,531.88)</b></u>         | <u><b>9,695.30</b></u>           |
| <b>REPRESENTED BY</b>              |                                  |                                  |
| VAT Receivable                     |                                  | 1,600 00                         |
| Current Account                    |                                  | 8,095 30                         |
|                                    |                                  | <u><b>9,695.30</b></u>           |



**Time Analysis for the Period from 23 May 2011 to 30 September 2011  
and Cumulative to 30 September 2011.**

**Appendix B**

## Time Cost from 23 May 2011 to 30 September 2011

| Classification Of Work Function | HOURS    |           |                                 |                        |             | Time Cost<br>£ | Average<br>Hourly Rate £ |
|---------------------------------|----------|-----------|---------------------------------|------------------------|-------------|----------------|--------------------------|
|                                 | Partner  | Manager   | Other<br>Senior<br>Professional | Assistants/<br>Support | Total Hours |                |                          |
| Administration & Planning       | -        | 9 75      | 7 35                            | -                      | 17 10       | 3,112 65       | 182 03                   |
| Realisation of Assets           | 10 90    | 13 50     | 2 30                            | -                      | 26 70       | 7,423 35       | 278 03                   |
| Creditors                       | 0 50     | 35 00     | 7 60                            | -                      | 43 10       | 8,906 10       | 206 64                   |
| Other Case Matters              | -        | 1 25      | 3 20                            | -                      | 4 45        | 720 30         | 161 87                   |
| Investigations                  | 3 20     | 15 75     | 6 15                            | -                      | 25 10       | 5,638 10       | 224 63                   |
| VAT / Tax Compliance            | -        | -         | 1 60                            | -                      | 1 60        | 217 60         | 136 00                   |
| Total Fees Claimed £            | 5,442 00 | 17,109 50 | 3,466 60                        | 12 00                  |             | 26,018 10      |                          |
| Total Hours                     | 14 60    | 75 25     | 28 20                           | 0 00                   | 118 05      |                |                          |
| Average Rate                    | 372 74   | 227 37    | 122 93                          |                        |             |                | 220 40                   |

## Time Cost from 23 November 2010 to 30 September 2011

| Classification Of Work Function | HOURS     |           |                                 |                        |             | Time Cost<br>£ | Average<br>Hourly Rate £ |
|---------------------------------|-----------|-----------|---------------------------------|------------------------|-------------|----------------|--------------------------|
|                                 | Partner   | Manager   | Other<br>Senior<br>Professional | Assistants/<br>Support | Total Hours |                |                          |
| Administration & Planning       | 15 40     | 99 75     | 73 90                           | 11 00                  | 200 05      | 36,997 05      | 184 94                   |
| Realisation of Assets           | 40 65     | 32 50     | 74 15                           | -                      | 147 30      | 31,966 60      | 217 02                   |
| Creditors                       | 24 35     | 109 20    | 184 00                          | 8 25                   | 325 80      | 56,702 20      | 174 04                   |
| Other Case Matters              | 13 50     | 7 75      | 6 75                            | -                      | 28 00       | 7,555 65       | 269 84                   |
| Investigations                  | 11 20     | 20 25     | 31 55                           | -                      | 63 00       | 12,919 70      | 205 07                   |
| VAT / Tax Compliance            | -         | 0 75      | 9 30                            | -                      | 10 05       | 1,370 10       | 136 33                   |
| Total Fees Claimed £            | 38,974 00 | 57,269 20 | 49,612 60                       | 1,655 50               |             | 147,511 30     |                          |
| Total Hours                     | 105 10    | 270 20    | 379 65                          | 19 25                  | 774 20      |                |                          |
| Average Rate                    | 370 83    | 211 95    | 130 68                          | 86 00                  |             |                | 190 53                   |

## Estimated Outcome Statement as at 30 September 2011

| <b>ASSETS</b>  | <b>Notes</b> | <b>Estimated<br/>to Realise</b> |
|--|--------------|---------------------------------|
|  |              | £                               |
| Furniture & Equipment  |              | 17,500                          |
| Funds at Bank  | 1            | 161,000                         |
| Premium Line Income  | 2            | Nil                             |
| Debtors  | 3            | n/k                             |
| Loan Accounts  | 4            | n/k                             |
|  |              | <hr/> 178,500                   |
| <b>Total Realisations</b>                                      |              |                                 |
| <br><b>Estimated Costs of Administration</b>                   |              |                                 |
| Joint Administrators' Fees                                     | 5            | (150,000)                       |
| Joint Administrators' Disbursements                            | 6            | (2,318)                         |
| Pre-appointment Costs  |              | (7,688)                         |
| Legal Fees   | 7            | (3,000)                         |
| Agents Fees  |              | (1,500)                         |
| Agents Disbursements   |              | (232)                           |
| Help A Debt Refunds  | 8            | 927                             |
| Insurance Advisory   | 9            | (6,385)                         |
| Rent Payable   |              | (2,000)                         |
| Wages and Salaries   |              | (857)                           |
| Telephone Costs  |              | (449)                           |
| Bank Charges   |              | (23)                            |
|  |              | <hr/> (175,379)                 |
| <b>Total Expenditure</b>                                       |              |                                 |
| <br><b>Estimated Funds Available to Preferential Creditors</b> |              | <br>3,121                       |
| <br><b>LIABILITIES</b>   |              |                                 |
| <b>Preferential Claims</b>                                     |              |                                 |
| Employees Wages and Holiday pay                                |              | <hr/> (34,411)                  |
| Estimated Deficiency to Preferential Creditors                 |              | (31,290)                        |
| <br><b>Unsecured Creditors</b>                                 |              |                                 |
| Trade Creditors  |              | (1,162,606)                     |
| Employee Redundancy & Pay in Lieu of Notice                    |              | (24,289)                        |
| <br><b>Estimated Total Shortfall</b>                           |              | <br><hr/> <hr/> (1,207,588)     |

**Notes to the Estimated Outcome Statement as at 22 May 2011:**

- 1 Funds at Bank are expected to realise a net amount of approximately £161,000 in total To date we have received £154,077 from the Company's various bank accounts Barclaycard are currently holding approximately £15,000, however this amount is subject to possible chargebacks relating to client refunds which are currently anticipated to total £8,000
- 2 At the date of appointment the Company was anticipating income from premium rate telephone lines of £20,316 20 However the debtor, Switchconnect Limited was placed into Administration on 17 March 2011 We are awaiting further information on possible dividends to creditors from the Administration of Switchconnect Limited
- 3 The debtor amount relates to sums due from a number of solicitor firms for referral fees from the claims management side of the Company's business We have identified a large number of referrals made which should in turn lead to significant realisations We are in the process of clarifying a number of issues prior to being able to estimate the quantum of any realisations from referral related debtors
- 4 There are a number of outstanding inter-company loan accounts and directors' loans which we have reviewed This are discussed at section 3 2 above
- 5 To date, £139,798 40 has been drawn in respect of the Joint Administrators' Time Costs Our total time costs to 30 September 2011 are set out at section 5 2 and it is anticipated that total time costs in the Administration will be approximately £150,000
- 6 The Joint Administrators' Disbursements to date total £2,318 10 made up as follows

|                               |         |
|-------------------------------|---------|
| Bond                          | £400 00 |
| Travel Costs                  | £350 10 |
| Mail Re-direction             | £395 85 |
| Statutory Advertising         | £202 61 |
| Stationery                    | £96 00  |
| Confidential Data Destruction | £593 00 |
| Insurance of Assets           | £280 54 |

**Anthony Donald Evans Limited - In Administration**

- 7 It is anticipated that further legal advice will be required in order to fully realise the outstanding assets and an indicative estimate of legal costs is included at £3,000
- 8 We have refunded a total of £926 86 to clients of the Company under the trading style Helpadebt com
- 9 We were assisted at the start of the Administration by sub-contractors to assist in reviewing complaints and cancellations and also in respect of advice with regard to the relationships and nature of the insurance business

**Additional Information in Relation to Administrator's Fees Pursuant to  
Statement of Insolvency Practice 9**

**Appendix D**

**Policy**

Detailed below is CLB Coopers policy in relation to

- staff allocation and the use of sub-contractors,
- professional advisors, and
- disbursements

***Staff Allocation and the use of Sub-contractors***

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We have utilised the services of sub-contractors to assist in reviewing complaints and cancellations in accordance with the Company's terms and conditions and also in respect of advice with regard to the relationships and nature of the insurance business.

**Professional Advisors**

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor                     | Basis of Fee Arrangement      |
|--|-------------------------------|
| Kennedy's Solicitors (legal advice)              | Hourly rate and disbursements |
| AUA Insolvency Risk Services (insurance)         | Hourly rate and disbursements |
| Wignall Brownlow (valuation and disposal advice) | Hourly rate and disbursements |

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them

### **Disbursements**

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

### **Charge-out Rates**

A schedule of CLB Coopers charge-out rates for this assignment effective from 23 November 2010 to 5 June 2011 is detailed below

| GRADE OF STAFF              | (Per hour)<br>£ |
|-----------------------------|-----------------|
| PARTNER 1                   | 374 00          |
| PARTNER 2                   | 311 00          |
| MANAGER                     | 206 00          |
| ADMINISTRATOR               | 132 00          |
| ASSISTANT AND SUPPORT STAFF | 86 00           |

From 6 June 2011 the charge out rates are

| GRADE OF STAFF              | (Per hour)<br>£ |
|-----------------------------|-----------------|
| PARTNER                     | 320 00 - 375 00 |
| MANAGER                     | 230 00          |
| ADMINISTRATOR               | 136 00          |
| ASSISTANT AND SUPPORT STAFF | 95 00           |

# 1 Activities Undertaken

The standard activities – administration and planning, Investigations, realisation of assets, trading, creditors and other case matters which make up the classification of work function provide creditors with a summary of the work carried out by the Office Holders and their staff. Full details of the time and charge out summary are set out in the above table. The classification of work with further examples of work carried out is as follows -

| Standard Activity         | Examples of Work                         |
|---------------------------|--|
| Administration & Planning | Case strategy                            |
|                           | Case planning                            |
|                           | Administrative set up                    |
|                           | Appointment notification and formalities |
|                           | Maintenance of records                   |
|                           | General accounting                       |
|                           | Statutory reporting & meetings           |
|                           | Bonding and bordereau                    |
|                           | Fees and WIP                             |
|                           | General cashing                          |
|                           | Reconciliations                          |
|                           | Periodic reviews                         |
|                           |  |
|                           |  |
| Investigations            | CDDA reports                             |
|                           | Questionnaires and checklists            |
|                           | Antecedent transactions                  |
| Standard Activity         | Examples of Work                         |
| Realisation of Assets     | Identifying, securing, insuring assets   |
|                           | Retention of Title                       |
|                           | Debt collection                          |



# Anthony Donald Evans Limited - In Administration

|                          |   |
|--------------------------|---|
|                          | Property, business and assets sales                 |
|                          | Leasehold property issues                           |
|                          | Stock and WIP issues                                |
|                          | Sale of Goodwill / business                         |
|                          | Health and safety                                   |
|                          |   |
| Trading                  | Management of operations                            |
|                          | Accounting for trading                              |
|                          | On-going Employee issues                            |
| <b>Standard Activity</b> | <b>Examples of Work</b>                             |
| Creditors                | Creditor queries                                    |
|                          | Creditor correspondence                             |
|                          | Reporting   |
|                          | Legal claims  |
|                          | Creditor claims (all categories)                    |
|                          | Employees   |
|                          | Pre Appointment VAT/PAYE/CT                         |
|                          |   |
| Other Case Matters       | Non specific items not included in other categories |
| VAT & Tax Compliance     | Post appointment VAT, PAYE and Tax issues           |

# Notice of conduct of business by correspondence

Name of Company

Anthony Donald Evans Limited

Company number

6221896

In the High Court of Justice Chancery Division  
Manchester District Registry

Court case number

2591 of 2010

Notice is hereby given by Mark Getliffe and Diane Hill of CLB Coopers, Joint Administrators of Replacement Vehicle Specialists Limited, whose registered office is at Ship Canal House, 98 King Street, Manchester, M2 4WU

To the secured and unsecured creditors of Anthony Donald Evans Limited, that pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, below is a sole resolution for your consideration. Please indicate whether you are in favour or against this resolution.

This form must be received at CLB Coopers, Ship Canal House, 98 King Street, Manchester, M2 4WU, by 12 00 hours on 7 November 2011 in order to be counted. It must be accompanied by details in writing of your claim. Failure to do so will lead to your vote(s) being disregarded.

**Resolutions (\* delete as appropriate)**

- 1 The period of the Administration be extended from 22 November 2011 to 22 May 2012

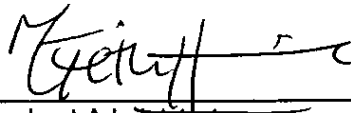
I am \*in Favour / Against

**To be completed by the creditor when returning the form**

Name of creditor \_\_\_\_\_

Signature of creditor \_\_\_\_\_

(If signing on behalf of a creditor, state capacity e.g. director/solicitor) If you require any further details or clarification prior to returning your votes, please contact me / us at the address above.

Signed  \_\_\_\_\_  
Mark Getliffe, Joint Administrator

Dated 14 October 2011