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15/07/2023

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COMPANIES HOUSE

1 Company details

Company number 0 6 3 0 7 6 6 8

Company name in full LIFEBOOK LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Simon

Surname Jagger

3 Administrator's address

Building name/number 22 York Buildings

Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country United Kingdom

4 Administrator's name ①

Full forename(s) Mark

Surname Supperstone

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 22 York Buildings

Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country United Kingdom

② Other administrator

Use this section to tell us about
another administrator.



AM10

Notice of administrator's progress report

6 Period of progress report

From date	d 0 d 9	m 1 m 2	y 2 y 0 y 2 y 2
To date	d 0 d 8	m 0 m 6	y 2 y 0 y 2 y 3

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

James

X

Signature date

d 0 d 6	m 0 m 7	y 2 y 0 y 2 y 3
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AM10

Notice of administrator's progress report



Presenter information

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

Contact name Jack Robinson

Company name ReSolve Advisory Limited

Address 22 York Buildings

Post town London

County/Region

Postcode W C 2 N 6 J U

Country United Kingdom

DX

Telephone 020 3411 8102



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



LIFEBOOK LIMITED
In Administration (“the Company”)

Joint Administrators’ six-month progress report
For the period 9 December 2022 to 8 June 2023 (“the Reporting Period”)

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1. INTRODUCTION

As you may be aware, Mark Supperstone and I were appointed as Joint Administrators of the Company on 9 December 2023. This report is my first report on the progress of the Administration and provides an update all matters advised in my initial report and proposals dated 16 December 2022.

Please find attached the statutory information relating to the Company at **Appendix I**.

2. ADMINISTRATORS' ACTIONS SINCE APPOINTMENT

I provide a summary of the matters dealt with since the Administrators' appointment below:

- Completed a Pre-Pack Sale of the Company's business and assets (including book debts) to LifeBook Memoirs Ltd ("the Purchaser") immediately upon our appointment;
- Liaised with the Purchaser and our solicitors, Kingsley Napley LLP, in relation to post-completion matters;
- Wrote to the 21 employees of the Company to confirm their transfer to the Purchaser in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE");
- Notified NEST – the Company's pension provider – of the Company's having entered Administration and of the subsequent Pre-Pack Sale;
- Opened an Administration bank account;
- Notified the Company's pre-appointment bankers, Barclays, Santander and Revolut, of our appointment, requesting that all accounts be frozen forthwith and that any credit balances be transferred to the Administration bank account.
- Notified Stripe and PayPal of the Administration, requesting that the relevant credit balances be transferred to the Administration;
- Corresponded with the Company's current directors, generally;
- Reviewed financial and other information received from the Company;
- Assisted the Company's directors with preparing and submitting the Company's Statement of Affairs;
- Liaised with the Purchaser regarding post-completion matters, generally;
- Drafted our SIP16 statement to creditors;
- Drafted the Administrators' Proposals ("the Proposals");
- Drafted this annual report;
- Instructed and corresponded with our insurance broker, Aon, to obtain "open cover" insurance immediately following our appointment and, subsequently, to ensure the appropriate insurance remains in place;
- Engaged tax specialists at LAS partnership for the purpose of preparing the Company's Corporation Tax returns;
- Corresponded with our valuation agents at Hilco regarding the quantum of the sale proceeds received as part of the Pre-Pack Sale to the Purchaser;
- Liaised with the directors in relation to the submission of the Statement of Affairs and directors' questionnaires;
- Liaised with creditors regarding claims and enquiries; and

The office holders need maintain up to date records of the names and addresses of creditors, together with the amounts of their claims, as part of the management of the case and to ensure that notices and reports can be issued to creditors. The office holders also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory obligations.

Unsecured

- Dealing with creditor correspondence, emails and telephone conversations.
- Maintaining up to date creditor information on the case management system.

Employees

- Liaising with employees with respect to their redundancy.
- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the RPS.
- Corresponding with employees regarding their claims.
- Engaging agents Evolve IS Limited to liaise with the RPS regarding employee claims for unpaid pension contributions.

Investigations

Insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions, that is, where assets have been disposed of prior to the commencement of the insolvency procedure, as well as in respect of matters such as misfeasance and wrongful trading. The office holders are required by the SIP to undertake an initial investigation to determine whether there are potential recovery actions for the benefit of creditors; any consequent time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified, the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary. In such a scenario, further information will be provided to creditors. Any approval for an increase in fees will be sought from creditors as necessary. Such recovery actions will be for the benefit of the creditors and the office holders will provide an estimate of that benefit if an increase in fees is necessary.

The office holders are also required by legislation to report to the BEIS on the conduct of the directors. The work to enable compliance with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

Such work includes:

- General investigation into the Company's affairs.
- Statutory investigation into the directors' conduct, including preparation and submission of required reports.

Realisation of Assets

This is the work that needs to be undertaken to protect and then realise the known assets, which should directly benefit creditors.

Sale of business / assets

- Liaising with the Purchaser and solicitors Kingsley Napley LLP regarding post-completion matters in relation to the Pre-Pack Sale; and
- Internal correspondence and meetings regarding post-completion matters.

Other assets

- Liaising with the Company's pre-appointment bankers, including merchant bankers, with a view to securing the Company's cash at bank.

Statutory

These activities involve complying with legislation including but not limited to; The IA86, The IR16, The Companies Act 2006, The Bribery Act 2010, the Money Laundering Regulations 2017, SIPs and Pension Regulations. These activities do not add any direct benefit to creditors, but they form part of the statutory obligations of the Administration.

- Preparation and delivery of all statutory documentation.
- Informing Companies House of the Administration.
- Liaising with solicitors regarding appointment documentation.
- Internal discussions in relation to the timings of the appointment and preparing for the appointment.
- Dealing with the Company's tax affairs.
- Dealing with statutory issues required under IA86, IR 2016 and the Statements of Insolvency Practice



APPENDIX IV

ADMINISTRATORS' TIME COSTS SUMMARY

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
ADM : Administration & Planning	5.30	34.50	55.70	0.00	95.50	36,998.50	387.42	95.50	36,998.50
Admin & Planning	5.30	34.50	55.70	0.00	95.50	36,998.50	387.42	95.50	36,998.50
C : Creditors	0.60	12.40	11.60	0.00	24.60	9,982.00	405.77	24.60	9,982.00
Creditors	0.60	12.40	11.60	0.00	24.60	9,982.00	405.77	24.60	9,982.00
INV : Investigations	1.80	7.30	7.10	0.00	16.20	6,961.00	429.69	16.20	6,961.00
Investigations	1.80	7.30	7.10	0.00	16.20	6,961.00	429.69	16.20	6,961.00
RA : Realisation of Assets	0.70	10.80	15.40	0.00	26.90	10,449.50	388.46	26.90	10,449.50
Realisation of Assets	0.70	10.80	15.40	0.00	26.90	10,449.50	388.46	26.90	10,449.50
STAT : Statutory	4.00	32.00	25.00	0.00	61.00	25,162.00	412.49	61.00	25,162.00
Statutory	4.00	32.00	25.00	0.00	61.00	25,162.00	412.49	61.00	25,162.00
Total Hours	12.40	97.00	114.80	0.00	224.20	89,553.00	399.43	224.20	89,553.00
Total Fees Claimed						50,000.00			

- Addressed statutory duties associated with the Administration.

3. RECEIPTS AND PAYMENTS

My receipts and payments account for the period from 9 December 2022 to 8 June 2023 is attached at **Appendix II**.

4. ASSETS

This report should be read in conjunction with the Administrators' Proposals dated 16 December 2022.

On 9 December 2022, the Pre-Pack Sale to the Purchaser was completed for £75,000, with the consideration having been received on completion of the sale.

The following assets were excluded from the Pre-Pack Sale:

Cash at bank

The Company held a pre-appointment bank account with each of Barclays, Santander and Revolut.

A credit balance of £1,797 is recorded on the Company's Barclays account, as at the date of the Administration's commencement. It is envisaged that this credit balance will be set off against the Company's outstanding bounce back loan of c.£50,000.

Despite the above, a request has been made for the transfer of the credit balance of the Administration estate. This balance has not yet been received by the Joint Administrators.

The Company's pre-appointment bank balance with Santander was nil in respect of Cash at bank.

The Company's pre-appointment bank account balance with Revolut has been advised as being £176. We have requested to Revolut that the credit balance on the relevant bank account be transferred to the Administration account.

Merchant Providers

The Company held facilities with merchant providers Stripe and PayPal. Upon appointment, both providers were contacted and notified of the Administration. The advised credit balances with Stripe and PayPal are £4,874 and £1,333, respectively.

The balances of both the Stripe and PayPal accounts have now been received.

5. DIVIDEND PROSPECTS

Secured creditors

There are no secured creditors.

Preferential creditors

The Statement of Affairs anticipated £120,437 in preferential creditors. All such preferential amounts are owed to HMRC in respect of VAT, NIC and PAYE. No formal claims have yet been received in respect of preferential debts.

Based on current information, there is no prospect of a distribution to preferential creditors.

Non-preferential unsecured creditors

The Statement of Affairs included 25 non-preferential unsecured creditors with an estimated total liability of £854,087. I have received claims from 6 creditors at a total of £743,984. I have not received claims from 20 creditors with original estimated claims in the statement of affairs totalling £230,320.

There will not be a dividend to non-preferential unsecured creditors in this matter.

6. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. I took into account the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

I requested further information in relation to certain transactions recorded in the Company's bank statements, so as to ensure that fair value was obtained for the relevant assets sold. Taking into consideration the advice of our asset appraisal agents, Hilco, I have concluded that the relevant assets were indeed sold for fair value, such further investigation will not be necessary.

Within three months of my appointment as Joint Administrator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I confirm that my report has been submitted.

7. PRE-ADMINISTRATION COSTS

The Joint Administrators incurred total pre-Administration costs of £52,046, of which £17,500 plus VAT was paid by the Company in advance of the Administration.

Payment of the remaining pre-appointment fees of £32,546 was approved by creditors on 12 January 2023. This fee has not yet been paid out of the Administration estate.

8. ADMINISTRATORS' REMUNERATION

My remuneration was previously authorised by creditors on 12 January 2023 to be drawn on a time costs basis. My post-appointment time costs to 8 June 2023 amount to £89,553, representing £224.20 of hours work at an average charge out rate of £399.43 per hour.

To date, I have invoiced £50,000 of which £49,000 has been drawn against my approved remuneration in the Reporting Period. The balance of £1,000 will be paid on receipt of a VAT refund.

A schedule of ReSolve's remuneration policy, charge out rates, expense policy and a narrative description of the work undertaken in the Administration is attached at **Appendix III**. A summary of the time costs incurred to date is provided at **Appendix IV**.

Further work remains to be done and I estimate that it will cost an additional £5,000 to complete it.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

The relevant Creditor's Guide to Administrators' Fees can be found under the heading Creditor Guides on my website at <http://www.resolvegroupuk.com/resources/>. Please note there are different versions of the guides; in this case, you should refer to the latest version. A hard copy can be obtained on request, free of charge, from this office.

9. ADMINISTRATORS' EXPENSES

My expenses to 8 June 2023 amount to £451. Of this total, £66 was incurred in respect of category 2 expenses. I confirm that the basis for charging category 2 expenses was approved by creditors on 12 January 2023.

To date, I have drawn £161 in respect of expenses incurred in the Reporting Period; I am yet to draw the balance of £290 from the Administration estate.

A summary of the expenses incurred and paid in the Reporting Period is shown below:

Post-appointment	Category 1	Category 2	Total	Incurred in period	Paid to date	Estimated future
	£	£	£	£	£	£
Bonding	120.00	-	120.00	120.00	-	-
Statutory Advertising	110.40	-	110.40	110.40	-	-
Creditor Portal Fees	25.00	-	25.00	25.00	25.00	-
Postage	114.07	-	114.07	114.07	56.54	50.00
Printing & Stationary	2.12	65.80	67.92	67.92	65.80	-
Travel	13.50	-	13.50	13.50	13.50	-
Total	385.09	65.80	450.89	450.89	160.84	50.00

The following professional advisors have been utilised in this matter:

Professional Advisor	Nature of Work	Fee Arrangement	Costs incurred to date	Paid	Estimated future fees
			£	£	£
Kingsley Napley LLP	Legal advice	Time Costs	15,100.00	15,100.00	-
Evolve IS Limited	Pension advice	Fixed fee	495.00	495.00	-
Hilco Appraisal Limited	Valuation advice	Fixed fee	2,500.00	2,500.00	-
LAS Partnership	Tax advice	Fixed fee	1,500.00	-	-
Total			19,595.00	18,095.00	-

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

I estimate future professional fees to be £1,500. These fees are attributable to the ongoing work being undertaken by tax specialists LAS Partnership, in relation to the processing of the Company's outstanding Corporation Tax returns.

10. FURTHER INFORMATION AND COMPLAINTS

An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question), request further details of the Administrators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of ten per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Administrators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

At ReSolve, we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. Should you have any comments or complaints regarding the Administration, please contact Simon Jagger in the first instance. If you consider that your comments or complaint(s) have not been dealt with appropriately, you should then put details of your concerns in writing to our complaints officer at complaints@resolvegroupuk.com who will then formally invoke our complaints procedure. We will endeavour to deal with your complaint under the supervision of a partner unconnected with the appointment.

If you still feel that you have not received a satisfactory response, you may be able to make a complaint to the Complaints Gateway operated by the Insolvency Service. Any such complaints should be completed online using the form here: www.gov.uk/complain-about-insolvency-practitioner. If you have difficulty accessing the online complaints form, you can also make your complaint through the Insolvency Service Enquiry Line at insolvency.enquiryline@insolvency.gov.uk or telephone: 0300 678 0015.

The Complaints Gateway will in turn determine if such complaint should be addressed by Mr Jagger's and Mr Supperstone's regulatory body.

Further details of the relevant policies applicable to you can be found at <http://www.resolvegroupuk.com/policies2/>.

11. SUMMARY

The Administration will remain open until the following matters have been finalised.

- Tax clearance has been obtained in relation to Corporation Tax; and
- All VAT due to the Company has been recovered.

Once these matters have been finalised the Administration will end and my files will be closed, as approved in the Administrators' Proposals.

Should you have any queries in relation to this matter, please do not hesitate to contact Jack Robinson of this office.

Yours faithfully
For and on behalf of
LifeBook Limited



Simon Jagger
Joint Administrator

Contact name: Jack Robinson
Phone number: 020 3411 8102
Email: jack.robinson@resolvegroupuk.com

The affairs, business and property of the Company are being managed by the Joint Administrators.
Partners and staff acting as administrators, administrative receivers or supervisors act as agents of the company over which they are appointed at all times, and without personal liability
Cameron Gunn, Mark Supperstone, Lee Manning, Chris Farrington, Ben Woodthorpe, Simon Jagger and Russell Payne are licensed to act as Insolvency Practitioners in the United Kingdom by the Institute of Chartered Accountants in England and Wales
Please refer to the firm's privacy notice setting out your rights and explaining how your data will be used. The notice can be found on our website here www.resolvegroupuk.com/policies2/.

APPENDIX I

STATUTORY INFORMATION

Company name:	LifeBook Limited
Previous company name:	Fatboyz Limited
Registered office:	C/o ReSolve Advisory Limited, 22 York Buildings, London WC2N 6JU.
Former registered office:	10 John Street, London WC1N 2EB;
Registered number:	06307668
Date of incorporation:	10 July 2007
Principal trading activity:	82990 – Other business support service activities not elsewhere classified.
Administrators':	Simon Jagger Mark Supperstone
Administrators' address:	22 York Buildings, John Adam Street, London, WC2N 6JU
Date of Administration:	9 December 2022
Court name and reference:	High Court of Justice, Business and Property Courts of England & Wales, Insolvency and Companies List (ChD), case number 004648 of 2022.
Appointment made by:	The Company's directors
Administrators' actions:	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone.

APPENDIX II

RECEIPTS AND PAYMENTS ACCOUNT

LifeBook Limited
(In Administration)
Joint Administrators' Summary of Receipts and Payments
To 08 June 2023

RECEIPTS	Statement of Affairs (£)	Total (£)
Business Contracts	1.00	1.00
Business Intellectual Property Rights	50,000.00	50,000.00
Sellers Records	1.00	1.00
Plant & Machinery	3,500.00	3,500.00
Stock	3,000.00	3,000.00
Work in Progress	1.00	1.00
Post appointment debtors	18,495.00	72,536.93
Shares	1.00	1.00
Goodwill	1.00	1.00
Cash at Bank		6,284.05
Book Debts		18,495.00
Bank Interest Gross		70.51
Bank Account/Gateways	6,383.00	0.00
		153,891.49
PAYMENTS		
Debtors - transfer to Purchaser		72,536.68
Office Holders Fees		49,000.00
Office Holders Expenses		160.84
Agents/Valuers Fees		2,500.00
Legal fees		15,000.00
Legal disbursements		100.00
Pension Advisor Fees		495.00
Statutory Advertising		92.00
Insurance of Assets		274.40
		140,158.92
Net Receipts/(Payments)		13,732.57

MADE UP AS FOLLOWS

Bank 1 Current	283.00
VAT Receivable / (Payable)	13,449.57
	13,732.57

APPENDIX III

ADMINISTRATORS' REMUNERATION POLICY, CHARGE OUT RATES, EXPENSE POLICY AND WORK NARRATIVE

Joint Administrators' charge out rates

The Joint Administrators are remunerated on a time cost basis. Charge out rates used are appropriate to the skills and experience of a member of staff and the work that they perform. Time is recorded in six-minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. The hourly charge out rates to be used on this case are as follows:

Staff grade	Rate per hour from 1 August 2023 (£)
Partner	705 - 795
Director	615
Senior Manager	500
Manager	420
Assistant Manager	375
Senior Administrator	300
Administrator	245
Junior Administrator	175

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Advisory Limited. Our cashier is charged at the Senior Administrator rate. The charge out rate for Simon Jagger, the lead office holder in this case, is £705 other per hour.

Expense policy

In accordance with Statement of Insolvency Practice 9, the basis of expense allocation must be fully disclosed to creditors. Expenses are categorised as either Category 1 or Category 2 expenses:

Category 1

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without creditor approval. Examples of Category 1 expenses are statutory advertising, external meeting room hire, external storage, specific bond insurance, external information hosting charges, and Company search fees.

Category 2

These are payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement. Category 2 expenses that are likely to be incurred, and require specific approval include:

<i>Mileage</i>	45 pence per mile paid to staff working on the insolvency appointment
<i>Photocopying</i>	20 pence per sheet of paper for reporting purposes (correspondence will be digital where at all possible to minimise this expense)

Category 1 and Category 2 expenses are subject to the rights of creditors to seek further information about them or challenge them.

Professional advisors may be instructed to assist the office holder in the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Pension specialists
- Employment Claims specialists, and
- GDPR/Cyber Security specialists

Narrative of work carried out:

Administration and Planning

This represents the routine administrative work that is required of the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their staff. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the SIP, which set out required practices that office holders must follow:

Case planning

- Preparing the documentation and dealing with the formalities of appointment.
- Liaising with the directors throughout the appointment process.
- Assisting the directors with the formalities required to place the Company into Administration.
- Consideration of the Company's employee position.
- Case planning and administration.

Cashiering

- Dealing with the day-to-day management of the internal cash book.
- Making payments and dealing with receipts.
- Reconciling the Company's bank account.

General administration

- Statutory notifications and advertising.
- Case bordereau.
- Preparing the documentation required.
- Dealing with all routine correspondence.
- Liaising with insurers regarding initial cover.
- Updating the Insurers with respect to the disposal of assets.
- Maintaining physical case files and electronic case details.
- Liaising with the Company's directors regarding provision of information.

Creditors

Work involved in dealing with all classes of creditors.

The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the RPS. That work will include dealing with queries received from both the ex-employees and the RPS to facilitate the processing of such claims. The office holders are required to undertake this work as part of their statutory functions.