

The Insolvency Act 1986

Administrator's progress report**2.24B**

Name of Company NSA SERVICES (UK) LIMITED	Company number 06387911
In the Manchester District Registry of the High Court (full name of court)	Court case number 3760 of 2013

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

I/We (a) J M Tittle & A Poxon of Leonard Curtis, Tower 12,
18/22 Bridge Street, Manchester M3 3BZ

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

(b) Insert dates	from	to
	(b) 07 August 2013	(b) 6 February 2014

Signed
Joint / Administrator(s)

Dated 6 February 2014

Contact Details.

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

Leonard Curtis	
Tower 12, 18/22 Bridge Street, Manchester M3 3BZ	
Ref JRX/19	Tel 0161 767 1250
DX Number	DX Exchange



QIQ 17/02/2014 #27
COMPANIES HOUSE

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LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**NSA SERVICES (UK) LIMITED
(IN ADMINISTRATION)**

Registered Number: 06387911
Court Ref. 3760 of 2013
Manchester District Registry of the High Court

**Joint Administrators' first and final progress report in accordance
with Rule 2.47 of the Insolvency Rules 1986**

**Report period
7 August 2013 to 6 February 2014**

14 February 2014

Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel 0161 7671250 Fax. 0161 7671240
recovery@leonardcurtis.co.uk
Ref M/19/JRX/SN587R/1010

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**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO. THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1 1 This report has been produced in accordance with Rule 2 47 of the Insolvency Rules 1986 to provide creditors with an update on the progress of the Administration of NSA Services (UK) Limited ("the Company") for the period from 7 August 2013 to 6 February 2014. This is the Joint Administrators' first and final progress report to creditors.

2 STATUTORY INFORMATION

- 2 1 J M Titley and A Poxon were appointed as Joint Administrators of NSA Services (UK) Limited in the jurisdiction of Manchester District Registry of the High Court, number 3760 of 2013 on 07 August 2013. The Administration appointment was made by the director.
- 2 2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2 3 The principal trading address of the Company was Unit 6, Meadow Croft Way, Leigh Commerce Park, Leigh, Lancashire WN7 3XZ. The business traded under its registered name.
- 2 4 The registered office address of the Company at the date of the appointment of Administrators was Fairhouse Barn, Pocket Nook Lane, Lowton, Leigh, Cheshire WA3 1AL. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 06387911.
- 2 5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Administrator may be exercised by all or any of the persons holding that office.
- 2 6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3 1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3 2 The Proposals were approved by the general body of creditors on 14 October 2013.
- 3 3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.

- 3 4 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration)
- 3 5 This objective has been achieved as there sufficient funds to allow a dividend to be paid to unsecured creditors which would not have been the case if the Company had been wound up without first being in Administration

4 PROGRESS OF THE ADMINISTRATION

- 4 1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 7 August 2013 to 6 February 2014

4 2 Sale of Business

As previously reported to creditors, the business and assets of the Company were sold on 7 August 2013 to NSA Automation Services (UK) Limited ('the Purchaser'), a company connected to NSA Services (UK) Limited by way of similar management

The agreed sale consideration was £27 9k, of which £6 9k was payable on completion followed by 4 monthly instalments of £7k. The sale consideration is secured by way of a personal guarantee provided by of a fixed and floating charge debenture over the Purchaser's assets and a personal guarantee provided by the director of the Purchaser, Stephen Basnett

The sales consideration of £27 9k has been received in full during the period of this report

4 4 Cash at Bank

At the date of appointment the Company's bank account was in credit to the sum of £298. These funds have now been received into the Joint Administrators' bank account

5 ASSETS STILL TO BE REALISED

- 5 1 There are no other assets to be realised in this matter

6 INVESTIGATIONS

- 6 1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate
- 6 2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**Pre-Administration Costs**

- 7.1 On 14 October 2013, the general body of creditors approved consented to the following pre-administration costs and expenses being paid as an expense of the Administration

Charged by	Services provided	Total amount charged £
Leonard Curtis	Pre-appointment advice and assessment of the financial position Negotiation of sale of business	2,794 00
Brabners LLP	Appointment documentation and business sale documentation	3,000 00
Charles Taylor	Valuation of the tangible assets and goodwill	3,000 00

These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B

Joint Administrators' Remuneration

- 7.2 On 14 October 2013, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration. Approval was also received to draw category 2 disbursements as detailed at Appendix D
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £16,837 50. This represents 56.4 hours at an average rate of £298.54 per hour. Attached at Appendix C is a time analysis which provides details of the activity costs incurred by staff grade during this period, along with a description of the work done by the Joint Administrators and their staff in respect of which the time has been charged. Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from <http://www.leonardcurtis.co.uk/resources/creditorsguides>. If you would prefer this to be sent to you in hard copy please contact Jennifer Rayner of this office on 0161 7671250.
- 7.4 Administrators' fees drawn to date in respect of these time costs total £11,700 00 plus VAT.
- Please note that Leonard Curtis' charge out rates were increased on 6 January 2014. Details of the new rates are set out at Appendix D.
- 7.5 The balance of the Joint Administrators' fees, estimated to amount to £5k will be drawn in the subsequent Liquidation in priority to the Liquidators' fees.

Joint Administrators' Disbursements

7.7 The following Category 1 and Category 2 disbursements have been incurred on the case since appointment

Category 1 disbursements

Charged by	Services provided	Total amount paid by LC	Amount recovered from case	Amount still to be recovered from case
		£	£	£
Courts Advertising	Statutory Advertising	169 20	169 20	-
AUA IRS	Bordereau	90 00	90 00	-
Companies House	Searches	4 00	4 00	-
Pelstar Computing	Software Licence	75 00	75 00	-
BTC	Client ID Check	10 00	10 00	-
Creditor Gateway	Report Hosting	14 00	14 00	-
Total		362 20	362 20	-

7.8 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade

7.9 Unsecured creditors whose debts amount to at least 5% of the total value of the unsecured claims, or any secured creditor, may request further information regarding remuneration or expenses (other than pre Administration costs) by submitting their written requests before

7.10 In addition, unsecured creditors whose debts amount to at least 10% of the total value of the unsecured claims, or any secured creditor, may apply to court, if they believe the remuneration charged or expenses incurred by the Joint Administrators to be excessive or the basis fixed for the Joint Administrators' remuneration to be inappropriate. Any application should be made within 8 weeks of receipt of this report

8 OUTCOME FOR CREDITORS**8.1 Secured Creditors****Hurstwood Properties (C) Ltd ("Hurstwood")**

Hurstwood holds security in the form of a rent deposit deed created on 12 October 2011 and registered on 20 October 2011

8.2 Preferential Claims

As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case

8.3 Prescribed Part

The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay. As all of the employees were transferred to the Purchaser, then no preferential claim is anticipated

8.4 Unsecured Non-Preferential Claims

All unsecured non-preferential claims will be subject to agreement by the subsequently appointed Liquidator

If you have not already done so, please submit details of your claim to my office. A statement of claim form is attached at Appendix E

9 EXTENSIONS TO THE ADMINISTRATION

9.1 The appointment of Administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment

9.2 In certain circumstances it becomes necessary to extend the Administrators' term of office, although an extension was not required in this matter

10 ENDING THE ADMINISTRATION

10.1 The Administration has now been completed. There is likely to be a dividend to unsecured creditors in this case and therefore the appropriate exit route from the Administration was Creditors' Voluntary Liquidation. Attached at Appendix F is Form 2.34B – Notice of Move from Administration to Creditors' Voluntary Liquidation. This Notice was registered by Companies House on 7 February 2014. On that date, the appointment of the Joint Administrators ceased to have effect and the appointment of the Joint Liquidators became effective as if a winding up resolution had been passed on that date.

10.2 The Proposals provided for the appointment of A Poxon and I as Joint Liquidators of the Company unless any other nominations for the role of Liquidator were received following receipt of the Proposals but before they were approved. No such nominations were received in this respect and therefore A Poxon and I will act as Joint Liquidators.

10.3 The Joint Administrators were discharged from liability in respect of any action(s) of theirs as Administrators immediately upon their appointment ceasing to have effect.

Should you have any queries or require any further clarification please contact Jennifer Rayner at my office, **in writing**. Electronic communications should also include a full postal address.

for and on behalf of

NSA SERVICES (UK) LIMITED



**J M TITLEY
JOINT ADMINISTRATOR**

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

- 1 The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration
- 2 If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company
- 3 If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation. It is further proposed that J M Titley and/or A Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
- 4 Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
- 5 In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
- 6 The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
- 7 The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that J M Titley and/or A Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
- 8 The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

APPENDIX B

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
7 AUGUST 2013 TO 6 FEBRUARY 2014

	Estimated to realise	This period	Cumulative
	£	£	£
RECEIPTS			
Plant & Machinery	12,000 00	12,000 00	12,000 00
Goodwill, Contracts & Sellers Records	5,000 00	5,000 00	5,000 00
Stock and Work in Progress	5,100 00	5,100 00	5,100 00
Motor Vehicles	3,000 00	3,000 00	3,000 00
Office Equipment	2,800 00	2,800 00	2,800 00
Interest Received	-	298 09	298 09
Cash at Bank	-	1 32	1 32
TOTAL	<u>27,900 00</u>	<u>28,199 41</u>	<u>28,199 41</u>
PAYMENTS			
Administrators' Pre Appt Fee		2,794 00	2,794 00
Administrators' Fee		11,700 00	11,700 00
Cat1 Disbursements		362 20	362 20
Agents Fees		3,000 00	3,000 00
Solicitors Fees		3,000 00	3,000 00
TOTAL		<u>20,856 20</u>	<u>20,856 20</u>
BALANCE IN HAND			<u>7,343 21</u>

NSA SERVICES (UK) LIMITED – IN ADMINISTRATION

APPENDIX C

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 7 AUGUST 2013 TO 2 FEBRUARY 2014

	Director		Senior Manager		Manager 2		Administrator 1		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	6	255 00	30	1,155 00	4	121 00	138	3,234 00	178	4,765 00	267 70
Assets	84	3,725 00	20	770 00	-	-	25	575 00	129	5,070 00	393 02
Liabilities	-	-	15	577 50	-	-	65	1,495 00	80	2,072 50	259 06
General Administration	10	425 00	-	-	-	-	10	230 00	20	655 00	327 50
Appointment	-	-	20	770 00	-	-	20	460 00	40	1,230 00	307 50
Planning & Strategy	6	270 00	-	-	-	-	-	-	6	270 00	450 00
Post Appointment Credits Mtngs	-	-	-	-	-	-	75	1,725 00	75	1,725 00	230 00
Investigations	6	270 00	-	-	-	-	30	780 00	36	1,050 00	291 67

Total	112	4,945 00	85	3,272 50	4	121 00	363	8,499 00	564	16,837 50
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Average Hourly Rate (£)	441 52	385 00	302 50	234 13	298 54
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All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

1. Statutory and Review

This involved undertaking regular reviews of the case file to ensure all matters were being progressed and statutory requirements were met

2 Assets

Time has been spent corresponding with the Purchaser, solicitor and the agents in respect of the sale of business

3. Liabilities

Time has been spent dealing with the queries of the Company's unsecured creditors

4 General Administration

This relates to time spent corresponding with the director regarding the Administration

5 Appointment

This involved notifying creditors and all relevant parties of our appointment as Administrators in line with statutory requirements. This also includes time spent dealing with various other Administrative appointment formalities

6. Planning and Strategy

Time has been spent discussing the strategy of the Administration with the directors

7. Post Appointment Creditors Meetings

Time has been attributed to preparing the Administrators' proposals

8. Investigations

Time has been spent undertaking statutory investigations into the conduct of the Company and the directors

APPENDIX D

ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS

The following information relating to the policy of Leonard Curtis is considered to be relevant to creditors

Staff Allocation and Support Staff

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

With effect from 6 Jan 2014	Standard £	Complex £	1 Jan 2012 to 5 Jan 2014	Standard £	Complex £
Director	450	562	Director	425	531
Senior Manager	410	512	Senior Manager	385	481
Manager 1	365	456	Manager 1	330	412
Manager 2	320	400	Manager 2	285	356
Administrator 1	260	325	Administrator 1	230	287
Administrator 2	230	287	Administrator 2	210	262
Administrator 3	210	262	Administrator 3	190	237
Administrator 4	150	187	Administrator 4	135	168
Support	0	0	Support	0	0

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holders or their staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Disbursements

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to 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 office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) 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. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£66.09 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

STATEMENT OF CLAIM FORM

Date of Administration order: 07 August 2013

Name of creditor:

Address of creditor:

Gross amount of claim.
(ie including VAT)

Amount of VAT

Details of any document by
reference to which the debt can be
substantiated.
(eg invoices)

Particulars of how and when debt
incurred:

Particulars of any security held, the
value of the security and the date it
was given.

Signature of creditor or person
authorised to act on his behalf

Name in BLOCK CAPITALS

Position with or relation to creditor

The Insolvency Act 1986

**Notice of move from administration to
creditors' voluntary liquidation****2.34B**

Name of Company NSA SERVICES (UK) LIMITED	Company number 06387911
In the Manchester District Registry of the High Court [full name of court]	Court case number 3760 of 2013

- (a) Insert name(s) and address(es) of administrator(s) I/We (a) J M Titley & A Poxon of Leonard Curtis, Tower 12, 18/22 Bridge Street,
Spinningfields, Manchester M3 3BZ
- (b) Insert name and address of registered office of company having been appointed administrator(s) of (b) NSA SERVICES (UK) LIMITED,
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
- (c) Insert date of appointment
- (d) Insert name of applicant / appointor on (c) 7 August 2013 by (d) the Director
- hereby give notice that
the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply.
- (e) Insert name(s) and address(es) of liquidator(s) and it is proposed that (e) J M Titley & A Poxon of Leonard Curtis, Tower 12, 18/22 Bridge Street,
Spinningfields, Manchester M3 3BZ
- will be the liquidator(s) of the company (IP No(s) 8617 and 8620)

Signed

J M Titley
Joint Administrator(s)

Dated

14 February 2014**Contact Details**

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

Leonard Curtis	
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester	
M3 3BZ	Tel 0161 7671250
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at.

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff