

# AM10

## Notice of administrator's progress report



Companies House

WEDNESDAY



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25/10/2017

COMPANIES HOUSE

#134

### 1 Company details

Company number 0 6 3 9 0 8 8 3

Company name in full Offshore Group Newcastle Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Peter

Surname Kubik

### 3 Administrator's address

Building name/number Quadrant House

Street 4 Thomas More Square

Post town London

County/Region

Postcode E 1 W 1 Y W

Country

### 4 Administrator's name ①

Full forename(s) Michael

Surname Kiely

① Other administrator  
Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number Quadrant House

Street 4 Thomas More Square

Post town London

County/Region

Postcode E 1 W 1 Y W

Country

② Other administrator  
Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d 2 7	m 0 3	y 2 0 1 7
To date	d 2 6	m 0 9	y 2 0 1 7

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature  
X *[Handwritten Signature]*

X

Signature date

d 2 4 m 1 0 y 2 0 1 7

**Offshore Group Newcastle Limited – In Administration**

**The Joint Administrators' Progress Report**

**Peter Kubik and Michael Kiely**  
**UHY Hacker Young LLP**  
**Quadrant House**  
**4 Thomas More Square**  
**London**  
**E1W 1YW**  
**020 7216 4885**  
**s.iacovou@uhy-uk.com**



This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Peter Kubik and Michael Kiely were appointed Joint Administrators of Offshore Group Newcastle Limited on 27 March 2017. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

**Offshore Group Newcastle Limited – In Administration**

**The Joint Administrators' Progress Report  
For the period 27 March 2017 to 26 September 2017**

**24 October 2017**

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## 1. EXECUTIVE SUMMARY

- 1.1 This report describes the progress since the Joint Administrators' appointment and is for the period 27 March 2017 to 26 September 2017 ('the Review Period').
- 1.2 Statutory information regarding the Company is at appendix 1.
- 1.3 A summary of key information in this report is detailed below.

<b>Asset realisations</b>	<b>Estimated to realise as per Statement of Affairs £</b>	<b>Realisations to date £</b>	<b>Anticipated future realisations £</b>	<b>Total anticipated realisations £</b>
<b>Asset</b>				
Goodwill	-	1.00	Nil	1.00
Intellectual property	33,000	15,499.50	Nil	15,499.50
Insurance refund	3,475	3,475.02	Nil	3,475.02
Cash at bank	763,648	763,646.05	Nil	763,646.05
Funding of employee	-	6,242.01	Nil	6,242.01
Service agreement	-	5,000.00	Nil	5,000.00
Sublease agreement	-	5,000.00	Nil	5,000.00
Contracts	-	5,000.00	Nil	5,000.00
Subcontracts	-	5,000.00	Nil	5,000.00
OGN Property Ltd	Uncertain	Nil	Uncertain	Uncertain
Debtors	Uncertain	Nil	Nil	Nil
Potential action	Uncertain	Nil	Uncertain	Uncertain
Sale of records	25,000	Nil	Nil	Nil
VAT refund	-	Nil	Nil	Nil
Life assurance scheme	-	90,354.03	Nil	90,354.03
Bank interest	Nil	7.27	10.00	17.27
	825,123	899,224.88	10.00	899,234.88

<b>Expenses</b>	<b>Estimated as per Proposal's Estimated Outcome £</b>	<b>Expense incurred to date £</b>	<b>Anticipated further expense to closure £</b>	<b>Total anticipated expense £</b>
<b>Expense</b>				
Administrators' fees	100,775	67,286.60	23,488.40	90,775.00
Solicitors' fees	60,000	57,783.00	10,000.00	67,783.00
Professional fees	40,000	79,862.30	10,000.00	89,862.30
Life assurance scheme	-	32,775.46	57,578.57	90,354.03
Other expenses	4,595	11,966.04	2,000.00	13,966.04
Category 2 expenses	6,635	6,635.00	Nil	6,635.00
	212,005	256,308.40	103,066.97	359,375.37

<b>Dividend prospects</b>		<b>Anticipated distribution /</b>
<b>Creditor class</b>	<b>Distribution /</b>	<b>dividend, based upon the</b>
	<b>dividend paid to date £</b>	<b>above £</b>
Secured creditor	100,000	Uncertain
Preferential creditors	Nil	25,319
Unsecured creditors	Nil	Uncertain

### **Key issues outstanding**

#### **OGN Property Limited**

- 1.4 The Company's records show a debt due from OGN Property Limited ('Property') in the sum of £2,400,000.
- 1.5 Property was placed into Creditors' Voluntary Liquidation on 30 June 2017 with Peter Kubik and Michael Kiely of this office appointed as Joint Liquidators. It is expected that a dividend to unsecured creditors will be paid in the Liquidation, however, the quantum and timing of the dividend is currently uncertain.
- 1.6 I am currently collating the documents to support the amount claimed and will submit a proof of debt form in the Liquidation in due course.

#### **Life assurance scheme**

- 1.7 As previous advised, the OGN group held a life assurance scheme for all employees. The sum of £90,352.30 was received and held in the trust bank account for the scheme. Following a payment of £32,775.46 in respect of premiums due to the broker, the sum of £57,578.57 is currently held in the trust account and I am currently reviewing, based on the terms of the scheme, how the remaining funds are required to be distributed.

#### **Potential action**

- 1.8 As advised in my Proposals, I am currently investigation a potential action. Due to the commercially sensitive nature of the action, I am unable to provide any detail at this time. My investigation into the action is, however, continuing. The potential action has an estimated value of £400,000.

#### **Sale of records**

- 1.9 The estimated outcome statement in the Proposals included sale of records for an estimated value of £25,000. This relates to a report obtained by the Company. I am currently in negotiations with an interested party for the sale of the report.

## **2. THE PROGRESS OF THE ADMINISTRATION**

#### **The Joint Administrators' receipts and payments account**

- 2.1 Attached at appendix 2 is the Joint Administrators' receipts and payments account for the Review Period.
- 2.2 This report provides details of the key developments in the Administration during the Review Period. Appendix 6 provides a detailed list of the work undertaken by the Joint Administrators during the Review Period.

- 2.3 In this section, I have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of the associated costs incurred but as yet remaining unpaid.

**Administration (including statutory reporting)**

- 2.4 The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

- 2.5 During the Review Period, primarily these tasks have included:-

- Informing all relevant parties of the commencement of the Administration, including filing all statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approval and issuing notice of the outcome;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Administration is progressing efficiently, effectively and in line with the statutory requirements; and
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments.

**Realisation of assets**

**Intellectual property rights ('IPR')**

- 2.6 You will note from the estimated outcome statement provided in my Proposals that the estimated to realise value of the intellectual property was £33,000.
- 2.7 As previously advised, a sale of the business was completed prior to the Administration in respect of all assets held by the Company and OGN North Sea Limited ('OGNNS'). However, upon review, it appeared that various assets were not included in the sale.
- 2.8 As a result the purchaser, Smulders Projects UK Limited ('Smulders'), was contacted to negotiate a sale of the IPR that had not been transferred. A sale in the sum of £50,000 in respect of all rights held by the Company and OGNNS was agreed on 10 April 2017. The sale consideration was split with 24% of funds going to the Company and 74% to OGNNS. As a result, the sum of £13,000 was received. Please note that an error was made in my Proposals stating that the sum of £37,000 was received, this however relates to the proportion due to OGNNS.

- 2.9 It was expected that a further £20,000 would be received following an expression of interest from a connected company, Aquind Limited ('Aquind'). Following negotiations with the director a sale of additional assets were agreed however, these did not solely relate to IPR.
- 2.10 Following negotiations with the Company's director, a sale in the sum of £22,500.50 was agreed on 1 June 2017 for various assets, detailed further below. Of the sale consideration, the sum of £2,499.50 related to IPR and has been received in full.
- 2.11 The sum of £15,499.50 has therefore been received in respect of the Company's IPR and no further realisations are expected.

#### **Access rights**

- 2.12 My Proposals detailed various rights afforded to the Company with an estimated value of £10,000. The above sale included these rights and therefore no further realisations will be made in this matter.

#### **Goodwill**

- 2.13 In addition, a sale of the Company's goodwill was agreed with Aquind for the sum of £1.00 and this has been received in full.

#### **Contracts/agreements**

- 2.14 The sale, detailed above, included the sale of four contracts and agreements. Each was realised for the sum of £5,000.00 and the total sum of £20,000.00 has been received in full.

#### **Insurance refund**

- 2.15 An insurance refund in respect of the Company's health scheme was obtained in the sum of £3,457.02.

#### **Cash at bank**

- 2.16 The Company held a credit balance in its pre Administration bank account in the sum of £763,646.05 which has since been transferred to the Administration account.

#### **Life assurance scheme**

- 2.17 The sum of £90,354.03 was received from a bank account held in the Company's name which related to funds held on trust on behalf of the Company's life assurance scheme. Please note that these funds can only be used in accordance with the terms of the scheme and are therefore held in a separate trust account.

#### **Funding of employee**

- 2.18 Following my appointment, it was intended that all remaining employees would be made redundant. However, it was requested by Smulders that one employee be retained for a short term period and the costs of the same be paid by Smulders. The sum of £2,941.00 was subsequently received.
- 2.19 Following the end of the short term period Aquind requested that the employee be transferred to them. The employee held a working visa and could not be transferred



immediately. It was agreed that the costs of the retaining the employee until the transfer was completed would be paid by Aquind and the sum of £3,301.01 was subsequently received.

- 2.20 The total sum of £6,242.01 was received in this respect.

#### **Debtors**

- 2.21 The Company's records showed outstanding debtors in the sum of £1,408,792. Following investigation, it appeared that the debtor relates to the potential action detailed in 1.7 above and therefore both shall be pursued together.

#### **VAT refund**

- 2.22 It appeared that there may have been a VAT refund due to the Company. Upon completion of the outstanding pre Administration VAT returns it appeared that additional sums were due to HM Revenue and Customs and therefore there will be no realisations in this matter.

#### **Bank interest**

- 2.23 Bank interest in the sum of £7.27 has been earned during the Review Period.

#### **Costs and expenses**

- 2.24 My receipts and payments account details all costs and expenses paid during the period, the main of which are self-explanatory. I have, however, provided further information on any expenses which have exceeded £1,000.00.

#### **Legal fees**

- 2.25 Gresham Legal were instructed on a time costs basis to assist with all aspects of the Administration. Their total costs amount to £57,783.00 plus disbursements and VAT and were incurred during the Review Period. The sum of £45,033.00 plus VAT has been paid to date and the balance remains outstanding.
- 2.26 Gresham Legal were instructed as they had valuable knowledge regarding the transactions completed by the OGN group prior to the Administrations.
- 2.27 As Gresham Legal had previously advised OGN Investment Partners Limited ('OGNIP') on their secured charge, independent solicitors were required to review the validity of the charge and any other queries raised surrounding the security. As a result, Pitmans LLP were instructed on a time costs basis to review the security held by OGN Investment Partners Limited ('OGNIP'). Their total costs during the Review Period amount to £5,660.50 plus disbursements and VAT and remain outstanding.
- 2.28 During the Review Period my solicitors reviewed the security held by OGNIP and the various elements in calculating the amount due to them. In addition, they have advised on the sale of the various assets, prepared the sale contracts, review the terms of the life assurance scheme and trust and assisted with my investigations into the potential action.

**Life assurance scheme**

- 2.29 As previously advised, two employees within the OGN group who had been terminally ill passed away. The sum of £32,775.46 was paid from the funds held on trust for the life assurance scheme in respect of the outstanding premiums due to Friends Life in order to enable their claims to be paid.

**Travel**

- 2.30 Travel costs in the sum of £1,442.49 were paid in respect of attending the Company's premises.

**Storage costs**

- 2.31 The Company's books and records were collected and are currently being stored externally. The sum of £1,688.50 was paid to my storage agents.

**Wages/PAYE/Ni**

- 2.32 As detailed above, one of the Company's employees was retained and the sum of £4,173.22 and £1,708.80 was paid for wages and PAYE/Ni respectively.

**Professional fees**

- 2.33 As detailed above, one employee was retained. The sum of £600.00 was paid to Associated Industrial Management in order to prepare the payroll for the employee.
- 2.34 The Company had 100% interest in two subsidiaries, Property and OGN Energy Resource Services Limited ('ERS'). The sole director of both subsidiaries, Mr David Edwards, passed away in April 2017 and, as a result, no director remained for either subsidiary. The Company, as the sole shareholder, instructed two individuals to be appointed as directors of the subsidiaries. The sum of £2,000.00 was paid in this respect.
- 2.35 Aleksey Glukhov, the Company's former internal accountant, was instructed to assist with providing information to the Administrators as and when required. Mr Glukhov assisted with preparing a draft Statement of Affairs, evaluating the value of the potential action and collating records to support the claim, assembling information regarding the intercompany debtors, collating the Company's books and records for collection and assisting with the Company's tax position.
- 2.36 Mr Glukhov was instructed on a daily rate of £580. The sum of £56,252.30 has been incurred during the Review Period and £49,244.10 has been paid. The balance of £7,008.20 was paid outside of this Review Period and is not therefore reflected in the receipts and payments account.
- 2.37 Backshield Services Limited ('BSL') were previously instructed by the Company to provide commercial support. This included providing information on the contracts held by the Company to ascertain if there was any value in them, providing details of the Company's contractors that were creditors and collating the utility companies information that were still in the Company's name to arrange a transfer. Information was required by BSL and it was agreed that their prior invoices due would be paid in return for their ongoing assistance. The sum of £21,010.00 was subsequently paid.

**Costs incurred but remaining unpaid**

- 2.38 I am not aware of any other costs that have been incurred in the Review Period that remain unpaid.

**3. THE JOINT ADMINISTRATORS' FEES AND EXPENSES**

**Pre-Administration costs**

- 3.1 The Joint Administrators' pre Administration costs were paid by the secured creditor prior to their appointment.

**Joint Administrators' remuneration**

- 3.2 The basis of the Joint Administrators' remuneration was fixed on 30 May 2017 by the secured and preferential creditors by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, calculated at the standard hourly rates used at the time when the work is performed plus VAT.
- 3.3 The Joint Administrators' remuneration was originally estimated to be £100,755 plus VAT.
- 3.4 Time costs in the sum of £67,286.50 were incurred representing 200.6 hours at an average hourly rate of £335.43. A breakdown of the time costs incurred during the Review Period is provided at appendix 3 and a comparison of my time costs against my estimate is attached at appendix 4.
- 3.5 Further information regarding the charge-out rates of the Joint Administrators and their staff is provided at appendix 5.
- 3.6 A creditors' guide to Administrators' remuneration is available to download at <http://www.uhy-uk.com/wp-content/uploads/Administration-Creditor-Fee-Guide-April-2017.pdf>. A hard copy is available upon request.

**Disbursements**

- 3.7 My category 1 disbursements represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment and are as follows:-

<b>Disbursement</b>	<b>Amount (£)</b>
Travel	753.60
Food/drink	11.30
Bond	550.00
Statutory advertising	75.50
Redirection of mail	185.00
Courier charges	5.95
	<u>1,581.35</u>

- 3.8 The total sum of £1,532.40 has been paid in respect of my category 1 disbursements and the balance remains outstanding.

- 3.9 My category 2 disbursements may include an element of overhead charges and amount to £6,635.00. The basis of this calculation was agreed on 30 May 2017 and remains outstanding.

**Creditors' right to request information**

- 3.10 Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court may request, in writing, the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

**Creditors' right to challenge fees and/or expenses**

- 3.11 Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.
- 3.12 Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of. Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

**4. CREDITORS' CLAIMS AND DISTRIBUTIONS**

**Secured creditors**

- 4.1 OGNIP were granted a debenture providing fixed and floating charges over all assets of the Company. OGNIP also obtained a cross guarantee over the other group members; OGNNS, Property and ERS.
- 4.2 The charge was created on 24 September 2014 and registered at Companies House on 30 September 2014.
- 4.3 At the date of the Administration, OGNIP were owed £1,358,062.70 including interest. Please note the interest will continue to accrue until the claim is settled in full.
- 4.4 During the Review Period, the sum of £100,000 was paid from the Company in respect of OGNIP's fixed and floating charges. In addition, the sum of £800,000 has been paid from OGNNS.
- 4.5 It is expected that OGNIP will be paid in full with funds utilised from various members of the OGN group. The amount that will be paid from each member will be dependent on the total asset realisations for each member of the group so I am therefore unable to provide an estimate at this stage.

**Preferential creditors**

- 4.6 Preferential claims relate to arrears of wages and outstanding holiday pay. At the date of the Administration, the Company had two employees who were made redundant.

- 4.7 To date I have received claims amounting to £25,319.00 and it is expected that this will be paid in full.

**Unsecured creditors**

- 4.8 Based on my estimated Statement of Affairs, unsecured creditors (excluding employee claims for notice and redundancy pay) amounted to £5,056,817.04.
- 4.9 To date, I have received unsecured claims totalling £3,373,933.69. It is expected that a dividend will be available to unsecured creditors however, the timing and quantum of a dividend is currently uncertain.

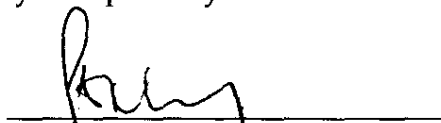
**5. INVESTIGATIONS**

**Investigations**

- 5.1 As part of the Joint Administrators' statutory duties, an investigation into the conduct of the directors was completed. In this regard, a confidential report was submitted to the Insolvency Service
- 5.2 As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company
- 5.3 This review has been completed and no further assets or actions which would lead to a recovery for creditors.

**6. CONCLUSION**

- 6.1 The Administration will continue in order to realise the two remaining assets; the book debts, potential action and records as well as resolving the how the life assurance funds are to be distributed.
- 6.2 If you require any further information please contact Skevi Iacovou on 020 7216 4885.



**Peter Kubik**  
Joint Administrator

Dated: 24 October 2017

Peter Kubik and Michael Kiely were appointed Joint Administrators of Offshore Group Newcastle Limited on 27 March 2017. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

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## APPENDIX 1 – STATUTORY INFORMATION

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Company Name	Offshore Group Newcastle Limited
Previous Names	Not applicable

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Proceedings	In Administration
Court	High Court of Justice
Court Reference	CR-2017-002437
Date of Appointment	27 March 2017
Joint Administrators	Peter Kubik and Michael Kiely
Registered office Address	c/o UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW
Company Number	06390883
Appointment by	Appointed by the directors of the Company

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### DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Peter Kubik and Michael Kiely of UHY Hacker Young LLP
The Company	Offshore Group Newcastle Limited - in Administration
The Court	High Court of Justice
Review Period	Period covered by the report from 27 March 2017 to 26 September 2017

**APPENDIX 2 – THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD 27 MARCH 2017 TO 26 SEPTEMBER 2017**

	Estimated to Realise as per est. financial statement	Fixed for the period 27.03.2017 to 26.09.2017	Floating for the period 27.03.2017 to 26.09.2017	Total
	£	£	£	£
<b>Receipts</b>				
Intellectual property rights	33,000	15,499.50	-	15,499.50
Goodwill	-	1.00	-	1.00
Cash at bank	763,648	-	763,646.05	763,646.05
Life assurance scheme	-	-	90,354.03	90,354.03
Insurance refund	3,475	-	3,475.02	3,475.02
Funding of employee	-	-	6,242.01	6,242.01
Service agreement	-	-	5,000.00	5,000.00
Sublease agreement	-	-	5,000.00	5,000.00
Contracts	-	-	5,000.00	5,000.00
Subcontracts	-	-	5,000.00	5,000.00
VAT refund	Uncertain	-	-	-
OGN Property Limited - In Liquidation	-	-	-	-
Debtors	Uncertain	-	-	-
Potential action	Uncertain	-	-	-
Sale of records	25,000.00	-	-	-
Bank interest gross	-	-	7.27	7.27
	<b>825,123</b>	<b>15,500.50</b>	<b>883,724.38</b>	<b>899,224.88</b>

<b>Payments</b>			
Storage costs	-	1,688.50	1,688.50
Patent renewal	853.42	-	853.42
Creditor Gateway fees	-	24.00	24.00
IT services	-	625.50	625.50
Bank charges	-	37.00	37.00
Wages and salaries	-	4,173.22	4,173.22
PAYE/NI	-	1,708.80	1,708.80
Professional fees	-	72,854.10	72,854.10
Life assurance scheme premium	-	32,775.46	32,775.46
Legal fees	873.82	49,819.68	50,693.50
Joint Administrators' remuneration	1,052.23	59,991.52	61,043.75
Joint Administrators' category 1 disbursements:			
Travel	-	2,153.09	2,153.09
Food/drink	-	11.30	11.30
Specific bond	-	550.00	550.00
Statutory advertising	-	75.50	75.50
Redirection of mail	-	185.00	185.00
Joint Administrators' category 2 disbursements	-	-	0.00
	<b>2,779.47</b>	<b>226,672.67</b>	<b>229,452.14</b>
<b>Distributions</b>			
Secured creditor - OGN Investment Partners Limited	1,723.73	98,276.27	100,000.00
Preferential creditors	-	-	0.00
Unsecured creditors	-	-	0.00
	<b>1,723.73</b>	<b>-</b>	<b>100,000.00</b>
Balance in hand held in interest bearing account	<b>10,997.30</b>	<b>657,068.12</b>	<b>569,789.15</b>



APPENDIX 3 - THE JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD 27 MARCH 2017 TO 26 SEPTEMBER 2017

Classification of work function	Partner Hours	Director Hours	Manager Hours	Asst Manager Hours	Snr Administrator Hours	Administrator Hours	Junior Administrator Hours	Total Hours	Total Cost £	Avg Hourly Rate £
<b>Administration &amp; Planning</b>										
Administrative Set-up	0.00	0.00	0.00	0.70	0.00	0.00	0.00	0.70	119.00	170.00
Appointment Notification	0.00	0.00	1.80	1.90	0.00	0.00	0.00	3.70	692.00	187.03
Case Planning	92.00	0.00	2.10	18.20	0.00	0.00	0.00	72.30	27,557.50	381.15
Maintenance of Records	7.00	0.00	0.00	10.80	1.95	0.00	0.00	19.75	5,832.25	295.30
Statutory Reporting	10.60	0.00	0.00	14.80	0.00	0.00	0.00	25.40	7,873.00	309.96
<b>Realisation of Assets</b>										
Draft Collection	5.50	0.00	0.00	0.40	0.00	0.00	0.00	5.90	2,963.50	502.29
Securing, Insuring Assets	8.00	0.00	0.00	2.20	0.00	0.00	0.00	10.20	4,594.00	450.39
Property, business and asset sales	10.50	0.00	0.00	6.10	0.00	0.00	0.00	16.60	6,593.50	397.20
Retention of Title	2.00	0.00	0.00	2.00	0.00	0.00	0.00	4.00	1,390.00	347.50
<b>Creditors</b>										
Communication with Creditors	5.05	0.00	0.00	10.30	0.10	0.00	0.50	15.95	4,228.75	265.13
Creditors' Claims	2.50	0.00	0.00	13.50	0.00	0.00	0.00	16.00	3,753.50	233.34
<b>Trading</b>										
Management of Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting for Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ongoing Employee Issues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Investigations</b>										
SIP 2 Review	0.00	0.00	0.00	1.50	0.00	0.00	0.00	1.50	255.00	170.00
Antecedent Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDDA Reports	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50	85.00	170.00
Case Specific Matters	0.00	0.00	0.00	7.60	0.50	0.00	0.00	8.10	1,369.50	169.07
<b>TOTAL HOURS</b>	103.15	0.00	3.90	90.50	2.55	0.00	0.50	200.60		
<b>TOTAL TIME CHARGED (£)</b>	£50,364.25	£0.00	£921.90	£15,687.00	£378.75	£0.00	£35.00		£67,286.50	335.43
<b>Average hourly cost (£)</b>	488.26	0.00	239.64	173.34	148.53	0.00	70.00			
All figures are shown net of VAT										

**APPENDIX 4 - COMPARISON OF THE TIME COSTS AND EXPENSES INCURRED  
AGAINST THE ESTIMATED TIME COSTS AND EXPENSES**

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	No of hours	Blended hourly rate £/hour	Total fee £	No of hours	Average hourly rate £/hour	Total time costs £	No of hours	Average hourly rate £/hour	Total time costs £
Administration and planning	120	347.50	41,700	121.85	268.69	42,073.75	121.85	268.69	42,073.75
Realisation of assets	40	347.50	13,900	36.70	424.34	3,885.25	36.70	424.34	3,885.25
Creditors	110	347.50	38,225	31.95	249.23	7,962.25	31.95	249.23	7,962.25
Investigations	20	347.50	6,950	10.10	127.27	1,709.50	10.10	127.27	1,709.50
<b>Total</b>	<b>290</b>	<b>347.50</b>	<b>100,775</b>	<b>200.6</b>	<b>335.43</b>	<b>67,286.50</b>	<b>200.6</b>	<b>335.43</b>	<b>67,286.50</b>

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 disbursements</b>				
Legal costs	60,000	57,783.00	57,783.00	
Professional fees	40,000	79,862.30	79,862.30	Ongoing services from various parties to provide information required to resolve matters in the Administration, including asset realisations
Advertising	226.50	75.50	75.50	
Bank charges	26.00	37.00	37.00	Unexpected expense
Bonding	550.00	550.00	550.00	
Mail redirection	185.00	185.00	185.00	
Document storage	2,000.00	1,688.50	1,688.50	
Patent renewal	651.05	853.42	853.42	
Creditor Gateway	206.00	24.00	24.00	
Attending site	750.00	2,164.39	2,164.39	Additional meetings on site
Life assurance premium	-	32,775.46	32,775.46	Unexpected expense
Wages/PAYE/Ni	-	5,882.02	5,882.02	Unexpected expense
IT services	-	625.50	625.50	Unexpected expense
Courier charges	-	5.95	5.95	Unexpected expense

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 2 disbursements</b>				
Accounting fees	5,000.00	Nil	Nil	
Stationery/fax/ Postage/phone – based on £10 per creditor.	1,520.00	1,520.00	1,520.00	
External storage of working papers – one off fee	50.00	50.00	50.00	
Internal meeting room - £65 per hour	65.00	130.00	130.00	Duration of meetings held longer than anticipated

## APPENDIX 5 - WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE REVIEW PERIOD

General Description	Includes
<b>Administration and Planning (including statutory reporting)</b>	
Statutory / advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance / file review / checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending case files to storage
Creditor reports	Preparing proposal, six monthly progress reports, fee authority report to secured and preferential creditors (where appropriate) and final report Seeking extension via creditors (where appropriate) Reporting to secured creditor Proposing further fee approval (where the fees estimate is not for the administration of the case to conclusion)
Creditors' decisions	Preparation of decision notices, proxies and voting forms Collating and examining proofs, proxies and votes to establish decisions Considering objections received and requests for physical meeting or other decision procedures Responding to queries and questions following decisions Issuing notice of result of decision process
<b>Realisation of Assets</b>	
Intellectual property rights	Dealing with interested parties Negotiating sales Liaising with solicitors Review of sales contracts
Cash at bank	Liaising with the bank for transfer of funds
VAT refund	Examining company records to support tax refunds Exchanges with government departments
Life assurance	Liaising with broker regarding the scheme

General Description	Includes
scheme	Liaising with bank re access to Trust account Review of claims submitted
Access rights	Correspondence with interested party Negotiating sale Liaising with solicitors Review of sales contracts
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Retention of title claims ("ROT")	Receive initial notification of creditor's intention to claim Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Exchanges with solicitors in deciding claims and dealing with disputes
<b>Creditors and Distributions</b>	
Creditor communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD
Distribution procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of intended distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
<b>Investigations</b>	
SIP 2 review	Collection, and making an inventory, of company books and records

General Description	Includes
	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with the Insolvency Service Submission of report to the Insolvency Service Preparation and submission of supplementary report (if required) Assisting the Insolvency Service with its investigations

#### Current charge-out rates for the firm

##### Time charging policy

Support staff do not charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	340-750
Directors	275-400
Senior Manager	255-320
Manager	175-300
Assistant Manager	165-250
Senior Administrator	135-250
Administrator	80-150
Junior Administrator	70-85
Secretarial/Administration support staff	0

# 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 **Peter Kubik**

Company name **UHY Hacker Young LLP**

Address **Quadrant House**

**4 Thomas More Square**

Post town **London**

County/Region

Postcode **E 1 W 1 Y W**

Country

DX

Telephone **020 7216 4885**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**