

The Insolvency Act 1986

**Administrator's progress report**

Name of Company Selfserve (UK) Limited	Company number 06404226
In the High Court of Justice, Chancery Division [full name of court]	Court case number 2997 of 2015

We Mark Supperstone and Simon Harris of ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB administrators of the above company attach a progress report for the period

from

to

07 May 2015

06 November 2015

Signed

Joint Administrator

Dated

30.11.2015

**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.

ReSolve Partners Limited	
James Thompson	
Tel 020 7702 9775	
DX Number	DX Exchange

If 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

WEDNESDAY



A14      \*A4LDN77M\*      #145  
02/12/2015  
COMPANIES HOUSE

**Selfserve (UK) Limited**  
**In Administration (the Company)**

**Joint Administrators' six month progress report**  
**For the period 7 May 2015 to 6 November 2015**

## **CONTENTS**

- 1 Introduction
- 2 Administrators' actions since appointment
- 3 Receipts and payments
- 4 Assets
- 5 Dividend prospects
- 6 Investigation into the affairs of the Company
- 7 Pre-Administration costs
- 8 Administrators' remuneration
- 9 Administrators' expenses
- 10 Further information and complaints
- 11 Summary

## **APPENDICES**

- I Statutory information
- II Receipts and payments account
- III Administrators' charge out rates, disbursement policy and narrative
- IV Administrators' time costs summary
- V Notice of Meeting by Correspondence
- VI Proof of debt form

## 1. INTRODUCTION

As you may be aware Simon Harris, Paul Davies and I, were appointed as Joint Administrators of the Company on 7 May 2015. This report is my first report on the progress of the Administration to date.

Subsequent to the period of this report, on 10 November 2015 Paul Davies gave notice of his resignation as Joint Administrator of the Company.

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

## 2 ADMINISTRATORS' ACTIONS SINCE APPOINTMENT

Since my appointment I have undertaken the following actions:

- Addressed the general administrative and statutory duties of the Administration
- Liaised with agents and solicitors regarding the sale of the Company's assets
- Liaised with debtors regarding the recovery of any debts owed to the Company
- Completed and submitted my confidential report to the Secretary of State regarding the conduct of past and present Directors of the Company
- Corresponded with the Redundancy Payments Service (RPS) regarding former employee claims
- Circulated a notice of intended dividend to preferential creditors and duly adjudicated upon all preferential creditor claims received
- Dealt with creditor claims, queries and individual update requests
- Convening a meeting of creditors to approve the Administrators' proposals, and
- Completed my report to members and creditors on the progress of the Administration

## 3. RECEIPTS AND PAYMENTS

My receipts and payments account for the period from 7 May 2015 to 6 November 2015 is attached at **Appendix II**

## 4 ASSETS

### Sale of assets

As advised in my proposal the Joint Administrators, shortly after appointment on 7 May 2015, completed a sale of the company assets for £15,000.00 to Simply Evolve Limited.

A summarised breakdown of the transaction, as provided in accordance with SIP 16 in my proposals, is provided below:

Asset Category	Consideration Received (£)
Business records	1.00
Customer contracts	5,000.00
Goodwill	1.00
Intellectual property	1.00
Plant and machinery	9,996.00
Sales Information	1.00
	<u>15,000.00</u>

#### **Book debts**

A total of £5,819 01 was recovered from debtors

There will be no further recovery of debts from debtors, as advised in my proposals dated 18 June 2015

#### **Cash at bank**

The cash at bank was received in full in the sum of £19,671 70

#### **Other assets**

There are no remaining assets in the Administration

### **5. DIVIDEND PROSPECTS**

#### **Secured creditors**

The records held at Companies House show that the Company has no current charges over its assets

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (that is, the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

#### **Preferential creditors**

The Statement of Affairs anticipated £12,662 02 in preferential creditors. Claims totaling £12,834 08 have been received.

As there are considered to be sufficient funds to enable a distribution to the preferential creditors of the Company, a notice of intended dividend has been circulated to preferential creditors subsequent to the period of this report. At this stage the level of dividend is uncertain.

#### **Non-preferential unsecured creditors**

The Statement of Affairs estimated unsecured creditor claims totalled £228,895 25. I have received claims in the Administration from 3 creditors at a total of £214,798 94.

Based on present information it is not anticipated that there will be sufficient funds available to enable a distribution to the Company's unsecured creditors.

### **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. There were no matters that justified further investigation in the circumstances of this appointment.

Within six 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 Board of the Company instructed me to assist them in placing the Company into Administration on 8 April 2015. They agreed that I should be paid my pre-appointment fees and expenses (on a time cost basis estimated at £10,000) and this was paid by the Company prior to my appointment.

## 8. ADMINISTRATORS' REMUNERATION

### 8.1 Approval of the Joint Administrators' remuneration

The Joint Administrators' post appointment remuneration is subject to the authorisation of the Company's unsecured creditors

To this end, a meeting of creditors by correspondence will be held to consider and vote on the basis of the Joint Administrators' remuneration, as set out at **Section 12** of the Joint Administrators' report and proposals dated 18 June 2015 and summarised below

- (d) The Administrators be remunerated by reference to time properly spent by the Administrators and their staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. Details of the current charge out rates are outlined in **Appendix IV** of the proposals
- (e) The Administrators be authorised to draw category 2 expenses as outlined in **Appendix IV** of the proposals

A formal notice of conduct of business by correspondence (Form 2 25B) and a proof of debt form are enclosed at **Appendices V and VI**. You can only vote at the meeting by correspondence if you complete and return the proof of debt form and Form 2 25B, having completed the voting section of the form

The Joint Administrators must receive your completed forms by no later than noon on 8 January 2016

You are not required to vote at the meeting by correspondence, and if you do not do so then this will not affect your rights against the Company. Creditors whose claims are wholly secured are not entitled to vote at the meeting by correspondence

### 8.2 Summary of Joint Administrators' time costs

My time costs to 6 November 2015 amount to £26,973.50, representing 97.30 of hours work at an average charge out rate of £277.22 per hour

I have not been able to draw any remuneration in this matter

A schedule of my charge out rates, disbursement policy and a narrative description of the work undertaken in the Administration to date, together with the time costs incurred to date is attached as **Appendices III and IV**

A copy of 'A Creditors Guide to Administrators' Fees' published by the Association of Business Recovery Professionals is available at the link - [http://www.resolvegroupuk.com/Administrators\\_PDF](http://www.resolvegroupuk.com/Administrators_PDF). Please note that there are different versions of the Guidance Notes, and in this case you should refer to the October 2015 version. A hard copy of both documents can be obtained, free of charge, on request from the address below

## 9. ADMINISTRATORS' EXPENSES

### 9.1 Joint Administrators' disbursements

The Joint Administrators' disbursements are subject to the authorisation of the Company's unsecured creditors and therefore I have not been able to draw any disbursements in this matter

As advised above, a meeting of creditors is to be held to consider and vote on the basis of the Joint Administrators' expenses and a formal notice of conduct of business by correspondence (Form 2 25B) and a proof of debt form are enclosed at **Appendices V and VI**

My expenses to 6 November 2015 amount to £464.21. Of the total, £76.40 was incurred in respect to category 2 disbursements

I have not been able to draw any expenses in this matter

The following expenses were incurred but have not been paid

	Category one	Category two	Total
Bonding	98 01	-	98 01
Court filing fees	100 00	-	100 00
General expenses	33 00	-	33 00
Licence fees	110 00	-	110 00
Printing and postage	46 80	76 40	123 20
	<u>387 81</u>	<u>76 40</u>	<u>464.21</u>

## 9.2. Professional fees

The following agents or professional advisors have been utilised in this matter

Professional Advisor	Nature of Work	Fee Arrangement	Fees incurred to date (£)	Paid
Hilco Appraisal	Asset valuation	Fixed fee	500	No
Fieldfisher LLP	Solicitors sale and purchase agreement	Time costs	3,500	Yes

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.

## 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.

Should you have any comments or complaints regarding this Administration, please contact Cameron Gunn in the first instance. If you consider that we have not dealt with your comment or complaint appropriately, you may request we perform an internal independent review of your complaint. This review would be undertaken by a person within ReSolve not involved in the Administration. A request for a review can be made in writing to the Compliance Manager, ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB or by email to [simon.harris@resolvetgroupuk.com](mailto:simon.harris@resolvetgroupuk.com)

If you still feel that you have not received a satisfactory response then you may be able to make a complaint to the Complaints Gateway operated by the Insolvency Service. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, or you may email [ip.complaints@insolvency.gsi.gov.uk](mailto:ip.complaints@insolvency.gsi.gov.uk), or you may phone 0845 602 9848. The Complaints Gateway will in turn determine if such complaint should be addressed by Mr Gunn's, Mr Supperstone's, Mr Harris' or Mr Davies' regulatory body.

## 11. SUMMARY

The Administration will remain open in order to facilitate the distribution to preferential creditors. Once this matter has been finalised the Administration will be progressed to dissolution and I shall file notice of the move with the Registrar of Companies and copy the same to the creditors and members in due course.

Should you have any queries in relation to this matter please do not hesitate to contact James Thompson of this office.

Yours faithfully  
For and on behalf of  
Selfserve (UK) Limited



Mark Supperstone  
Joint Administrator

*For enquiries regarding this correspondence please contact*

Contact name     James Thompson  
Phone number    020 3372 2899  
Email             james.thompson@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 and Simon Harris are licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales.



## APPENDIX I

### STATUTORY INFORMATION

#### Company information

Company name	Selfserve (UK) Limited
Previous name	N/A
Company number	06404226
Date of incorporation	19 October 2007
Trading address	5 Carrwood Park, Selby Road, Leeds, LS15 4LG
Current registered office	c/o ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB
Former registered office	5 Carrwood Park, Selby Road, Leeds, LS15 4LG
Principal trading activity	E-commerce

#### Appointment details

Date of appointment	7 May 2015
Appointment made by	Directors
Court name and reference	High Court of Justice, Chancery Division 2997 of 2015
Administrators appointed	Mark Supperstone    Insolvency Practitioner Number    9734 Simon Harris        Insolvency Practitioner Number    11372 Paul Davies           Insolvency Practitioner Number    16510
Administrator's resignation	Paul Davies resigned from office on 10 November 2015
Paragraph 100(2) statement	Any act required or authorised under any enactment to be done by an administrator may be done by any or all of the Administrators acting jointly or alone

#### Officers of the Company

Current directors	Mr Alexander Coghlan                      Appointed on 2 December 2010 Mr Jonathan Prideaux                      Appointed on 2 December 2010
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#### Shareholders

Shopcreator Services Limited	4 ordinary shares	100 per cent
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#### Share capital

Authorised	Allotted, called up and fully paid
4 ordinary shares of £1 each	4 ordinary shares of £1 each

#### Charges

No charges have been registered at Companies House

## APPENDIX II

### RECEIPTS AND PAYMENTS ACCOUNT

FROM 7 MAY 2015 (DATE OF APPOINTMENT) TO 6 NOVEMBER 2015

	Per Directors Statement of Affairs (£)	Receipts/ Payments 07/05/2015 to 06/11/2015
<b>ASSET REALISATIONS</b>		
Goodwill		1 00
Intellectual property		1 00
Plant and machinery	1,018 00	9,996 00
Book debts	24,416 00	5,819 01
Cash at bank	19,901 00	19,671 70
Business records		1 00
Customer contracts		5,000 00
Sales information		1 00
	<b>45,335 00</b>	<b>40,490 71</b>
<b>COST OF REALISATIONS</b>		
Legal Fees		3,500 00
Storage costs		15 00
Statutory advertising		75 00
Bank charges		7 00
Advertising		175 00
		<b>3,772 00</b>
<b>Balance (Receipts less Payments)</b>		<b>36,718.71</b>
<b>MADE UP AS FOLLOWS</b>		
VAT receivable		50 00
Bank account - reconciled and non-interest bearing		36,668 71
<b>Total</b>		<b>36,718 71</b>

## APPENDIX III

### ADMINISTRATORS' CHARGE OUT RATES, DISBURSEMENT POLICY AND 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 used on this case are as follows

	£
Principal	490
Director	400
Senior Manager	385
Manager	325
Assistant Manager	295
Senior Administrator	245
Administrator	185
Junior Administrator	125

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Partners Limited.

#### Disbursement policy

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling (non-mileage), postage, photocopying, statutory advertising and other expenses made on behalf of the assignment.

Indirect charges (Category 2 disbursements) require separate approval and the basis of charging these is as follows

- Photocopying 20 pence per sheet
- Mileage 45 pence per mile

#### Narrative of work carried out

##### Administration and Planning

- Preparing documentation required
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details on Insolv
- Review and storage
- Case planning and Administration
- Maintaining and managing the Administrators' cashbook and bank account

##### Creditors

- Dealing with creditor correspondence and telephone conversations
- Preparing reports to creditors
- Maintaining creditor information on Insolv
- Reviewing, and adjudicating on if necessary, proofs of debt received from creditors

#### Investigations

- Review and storage of books and records
- Prepare and submit a return pursuant to the Company Directors Disqualification Act
- Review books and records to identify any transactions or actions an Administrator may take against a third party in order to recover funds for the benefit of creditors

#### Realisation of Assets

- Completing the pre-pack sale of the Company's business and assets to Simply Evolve Limited including liaising with solicitors to finalise the sale and purchase agreement
- Liaising with the Company's bank regarding the closure of the account and transfer

#### Statutory

- Case bordereau
- Preparing reports to members and creditors
- Statutory notifications and advertising
- Preparing the documentation and dealing with the formalities of appointment

## APPENDIX IV

### ADMINISTRATORS' TIME COSTS SUMMARY

For the period 7 May 2015 (date of appointment) to 6 November 2015

	PRINCIPAL / DIRECTOR		MANAGER		OTHER SENIOR PROFESSIONAL		TOTAL		AVERAGE RATE
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
<b>Administration &amp; Planning</b>									
Case planning / monitoring			7.80	2,706.00	0.20	25.00	8.00	2,731.00	341.38
Cashiering			0.70	206.50	1.90	237.50	2.60	444.00	170.77
General administration	2.00	980.00	1.70	501.50	3.20	460.00	6.90	1,941.50	281.38
	2.00	980.00	10.20	3,414.00	5.30	722.50	17.50	5,116.50	292.37
<b>Creditors</b>									
Preferential			3.00	885.00	1.50	187.50	4.50	1,072.50	238.33
Unsecured			7.40	2,498.00	7.80	1,005.00	15.20	3,503.00	230.46
Employees	0.40	160.00	6.00	1,770.00	1.00	185.00	7.40	2,115.00	285.81
	0.40	160.00	16.40	5,153.00	10.30	1,377.50	27.10	6,690.50	246.88
<b>Investigations</b>									
D returns	1.00	445.00	3.50	1,032.50	3.10	387.50	7.60	1,865.00	245.39
	1.00	445.00	3.50	1,032.50	3.10	387.50	7.60	1,865.00	245.39
<b>Realisation of Assets</b>									
Sale of business / assets			6.20	2,207.00	-	-	6.20	2,207.00	355.97
			6.20	2,207.00	-	-	6.20	2,207.00	355.97
<b>Statutory</b>									
Statutory paperwork / form completion	1.30	520.00	6.90	2,035.50			8.20	2,555.50	311.65
Reporting to creditors	2.10	840.00	23.20	6,844.00	5.40	855.00	30.70	8,539.00	278.14
	3.40	1,360.00	30.10	8,879.50	5.40	855.00	38.90	11,094.50	285.21
<b>Total hours and cost</b>	<b>6.80</b>	<b>2,945.00</b>	<b>66.40</b>	<b>20,686.00</b>	<b>24.10</b>	<b>3,342.50</b>	<b>97.30</b>	<b>26,973.50</b>	<b>277.22</b>

## APPENDIX V

### NOTICE OF CONDUCT OF BUSINESS BY CORRESPONDENCE

#### Rule 2 48

Name of Company Selfserve (UK) Limited	Company number 06404226
Court name High Court of Justice, Chancery Division, Companies Court (full name of court)	Court case number 2997/2015

Notice is hereby given by Mark Supperstone and Simon Harris of ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB to the creditors of Selfserve (UK) Limited, c/o ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are three resolutions for your consideration

Please indicate below whether you are in favour or against each resolution

This form must be received at ReSolve Partners Limited, One America Square, Crosswall, London, EC3N 2LB by 12 00 hours on 8 January 2016 in order to be counted. It must be accompanied by details in writing of your claim unless those details have already been submitted for the purpose of a meeting of creditors. Failure to do so will lead to your vote(s) being disregarded

#### Resolution (1)

The Administrators be remunerated by reference to time properly spent by the Administrators and their staff in dealing with matters relating to the Administration of the company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. Details of the current charge out rates are outlined in **Appendix III** of this report

I am \*in favour / against

#### Resolution (2)

The Administrators be authorised to draw category two expenses as outlined in **Appendix III** of this report

I am \*in favour / against

#### Resolution (3)

That the Joint Administrators' be discharged from liability in respect of any action taken by them, two weeks after issuing the final progress report to all known creditors as per Paragraph 98 of Schedule B1 of the Insolvency Act 1986

I am \*in favour / against

#### TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

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

Signature of creditor \_\_\_\_\_  
(If signing on behalf of a creditor, state capacity e.g. director / solicitor)

If you require any further details or clarification prior to returning your votes, please contact me at the address above

Signed                       
Joint Administrator

Dated 30.11.2015

**APPENDIX VI**  
**PROOF OF DEBT**

SELFserve (UK) LIMITED - (IN ADMINISTRATION)		
Date of administration 7 May 2015		
1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence	
3	Total amount of claim, including any Value Added Tax and outstanding un-capitalised interest as at the date the company went into administration	
4	Details of any documents by reference to which the debt can be substantiated (Note There is no need to attach them now but the administrators may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting)	
5	If amount in 3 above includes outstanding un-capitalised interest please state amount	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
7	Particulars of any security held, the value of the security, and the date it was given	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____	
<b>For Administrators' Use only</b>		
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Joint Administrator		Joint Administrator