

In accordance with Rule 3.61(1) of the Insolvency (England & Wales) Rules 2016 & Paragraph 84(8) of Schedule B1 of the Insolvency Act 1986.

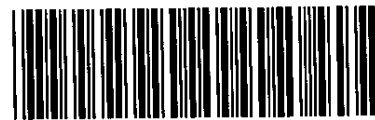
# AM23

## Notice of move from administration to dissolution



Companies House

FRIDAY



A12 \*A7XV9IFN\* 25/01/2019 #411  
COMPANIES HOUSE

### 1 Company details

Company number 0 6 8 3 7 9 8 0

Company name in full Payvand Medical Hygiene Supplies Limited

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

### 2 Court details

Court name High Court of Justice Business and Property Courts in  
Bristol - Company & Insolvency List (ChD)

Court number 3 5 o f 2 0 1 7

### 3 Administrator's name

Full forename(s) Andrew

Surname Beckingham

### 4 Administrator's address

Building name/number Leonard Curtis

Street 2nd Floor  
40 Queen Square

Post town Bristol

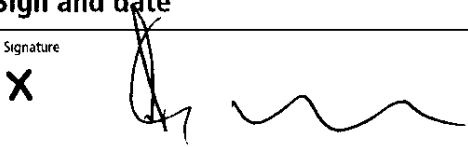
County/Region

Postcode B S 1 4 Q P

Country

AM23

Notice of move from administration to dissolution

<b>5</b>	<b>Administrator's name <sup>①</sup></b>	
Full forename(s)	Siann	<b>① Other administrator</b> Use this section to tell us about another administrator.
Surname	Huntley	
<b>6</b>	<b>Administrator's address <sup>②</sup></b>	
Building name/number	Leonard Curtis	<b>② Other administrator</b> Use this section to tell us about another administrator.
Street	2nd Floor	
	40 Queen Square	
Post town	Bristol	
County/Region		
Postcode	B S 1 4 Q P	
Country		
<b>7</b>	<b>Final progress report</b>	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
<b>8</b>	<b>Sign and date</b>	
Administrator's signature	Signature  X	X
Signature date	d 24 m 01 y 2019	

# AM23

## Notice of move from administration to dissolution



### 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 **Andrew Dally**

Company name **Leonard Curtis**

Address **2nd Floor**

**40 Queen Square**

**Bristol**

Post town

County/Region

Postcode **B S 1 4 Q P**

Country

DX

Telephone **0117 929 4900**



### 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)**



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED**  
**(IN ADMINISTRATION)**

Registered Number: 06837980

Court Ref: 35 of 2017

High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (CHD)

**Joint Administrators' final progress report in accordance  
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period**  
**7 September 2018 to 24 January 2019**

**24 January 2019**

**Andrew Beckingham and Siann Huntley - Joint Administrators**  
**Leonard Curtis**  
**2nd Floor, 40 Queen Square, Bristol BS1 4QP**  
**Tel: 0117 929 4900 Fax: 0117 927 0000**  
**recovery@leonardcurtis.co.uk**  
**Ref: S/41/AJD/P883B/1010**

**CONTENTS**

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Disbursements
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration
- 11 Data Protection

**APPENDICES**

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 7 September 2018 to 24 January 2019 Incorporating a Cumulative Final Account for the Period from 7 March 2017 to 24 January 2019
- C Details of Work Undertaken by the Joint Administrators
- D Summary of Joint Administrators' Time Costs for the Period from 7 September 2018 to 24 January 2019
- E Summary of Joint Administrators' Expenses from 7 March 2017 to 24 January 2019 Incorporating a Comparison of the Joint Administrators' Statement of Likely Expenses
- F Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- G AM23 - Notice of Move from Administration to Dissolution
- H Privacy Notice

**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 Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Payvand Medical Hygiene Supplies Limited ("the Company") for the period from 7 September 2018 to 24 January 2019. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 7 September 2018 to 24 January 2019, being the period since the end of the period covered by the last progress report.

**2 STATUTORY INFORMATION**

- 2.1 Andrew Beckingham and Siann Huntley were appointed as Joint Administrators of the Company in the jurisdiction of the High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (ChD), number 35 of 2017 on 7 March 2017. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Bristol office of Leonard Curtis, which is situated at 2nd Floor, 40 Queen Square, Bristol, BS1 4QP.
- 2.3 The principal trading address of the Company was 7/8 John Baker Close, Llantarnam Park Estate, Cwmbran, NP44 3AX. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was 24 Bridge Street, Newport, NP20 4SF. Following the appointment, this was changed to 2nd Floor, 40 Queen Square, Bristol BS1 4QP. The registered number of the Company is 06837980.
- 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 Joint Administrators 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.

## **PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED – IN ADMINISTRATION**

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- 3.2 The Proposals were deemed approved by creditors on 12 May 2017.
- 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 was to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 This objective has been achieved on the basis that HH Cashflow Finance Limited ("HH"), as Secured creditor of the Company, has received returns in regards to the Invoice Factoring Agreement.

## **4 PROGRESS OF THE ADMINISTRATION**

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 7 September 2018 to 24 January 2019. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

### **4.2 Stock**

As previously reported, an offer of £20,000 plus VAT was received from the connected company Solar Medical & Chemical Limited ("Solar Medical") for the Company's stock. Upon the recommendation of independent agents, Gordon Brothers, this offer was accepted by the Joint Administrators and the agreed sale consideration has now been received in full.

### **4.4 Debtor Ledger**

As noted above, HH provided funding in accordance with an invoice factoring agreement with the Company. The overall balance of the debtor ledger at the date of administration totalled £120,903 with advances from HH of £101,167.

The liability to HH has now been cleared in full by way of subsequent debtor recoveries and settlement under the director's personal guarantee. The residual ledger was re-assigned back to the Company although no further realisations could be made by the Joint Administrators.

### **4.5 Sunday Refunds**

Refunds of £1,043 and £450 have been received from Company's energy provider and insurer in respect of credit balances held.

### **4.6 Bank Interest**

The sum of £6.67 has been received in respect of bank interest.

## **5 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 The Joint Administrators subsequently undertook further investigations in respect of certain matters of interest but these did not give rise to any potential recovery of funds for the benefit of creditors.

## PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED – IN ADMINISTRATION

- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

### 6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

#### Pre-Administration Costs

- 6.1 On 12 February 2018, the secured creditor agreed to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Amount paid £	Amount unpaid £
Leonard Curtis Recovery Limited	Initial financial assessment & appointment particulars	1,200.00	1,200.00	-
Carbon Law LLP	Statutory documentation & appointment particulars	610.00	610.00	-
Gordon Brothers International Ltd	Valuation report & general advice	1,546.00	1,546.00	-

The costs that have been paid are detailed in the receipts and payments account attached at Appendix B.

#### Joint Administrators' Remuneration

- 6.2 On 12 February 2018, the secured creditor agreed that the basis of the Joint Administrators' remuneration be fixed as a set amount in the sum of £20,000. Details of the work undertaken by the Joint Administrators in this respect is included at Appendix C.
- 6.3 For information purposes, the Joint Administrators' time costs are summarised below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	213.2	316.91	67,565
Time incurred in the period of this report	6.2	284.19	1,762
<b>Total Joint Administrators' time costs</b>	<b>219.4</b>	<b>315.98</b>	<b>69,327</b>

- 6.4 A summary of time costs incurred in the period of this report is attached at Appendix D.
- 6.5 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from: <https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 6.6 If you would prefer this to be sent to you in hard copy please contact Andrew Dally of this office on 0117 929 4900.
- 6.7 To date, the remuneration drawn by the Joint Administrators totals £15,000 plus VAT.
- 6.8 Final fees of £479.51 will be drawn shortly. These have been included in the Receipts and Payments Account at Appendix B. The balance of time costs incurred will be written off.



**Joint Administrators' Statement of Likely Expenses**

- 6.9 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
  - (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs). These are known as "Category 2 disbursements" and are subject to the approval of creditors. On 12 February 2018, the secured creditor also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.
- 6.10 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.11 You will note that, in general, the nature and value of expenses incurred fall within those anticipated within the original statement of expenses, save for legal fees and expenses as none were in fact charged.
- 6.12 Attached at Appendix F 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.
- 6.13 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 6.14 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.15 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.16 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

**7 OUTCOME FOR CREDITORS**

**7.1 Secured Creditors**

HH Cashflow provided funding in accordance with a factoring agreement with the Company. HH hold security by way of fixed and floating charges over the assets of the Company, dated 19 December 2016, as well as a limited personal guarantee from the Director.

The liability to HH has now been cleared in full by way of subsequent debtor recoveries and settlement under the personal guarantee.

**7.2 Preferential Claims**

Preferential claims represent those of employees' entitlements, relating to arrears of wages and holiday pay, within prescribed statutory thresholds. However, in this instance, all employees and their associated qualifying liabilities have been transferred to a successor company in accordance with Transfer of Undertakings (Protection of Employment) Regulations 2006 and therefore no preferential claims were received.

**7.3 Prescribed Part**

As HH Cashflow were repaid in full under its fixed charge there was no requirement to set-aside a prescribed part fund in this case.

**7.4 Unsecured Non-Preferential Claims**

There were no funds available to enable a distribution to Unsecured Creditors. A statement to this effect was previously made by the Joint Administrators in accordance with paragraph 52(1)(b) of Schedule B1 to the Act.

**8 MATTERS STILL TO BE DEALT WITH**

8.1 All matters have been dealt with and consequently the Administration has now concluded.

**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. However, in certain circumstances it becomes necessary to extend the Administrators' term of office.

9.2 As you will be aware, the period of the administration in this case was extended until 6 March 2019 with the consent of the secured creditor of the Company in order to allow time for the asset realisation and investigation matters to be fully completed.

**10 ENDING THE ADMINISTRATION**

10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix G is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.

10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.

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

**11 DATA PROTECTION**

11.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and

## **PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED – IN ADMINISTRATION**

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electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix H, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully

for and on behalf of

**PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED**



**ANDREW BECKINGHAM**  
**JOINT ADMINISTRATOR**

Andrew Beckingham and Siann Huntley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8683 and 19130, respectively

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 Andrew Beckingham and Siann Huntley 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 Andrew Beckingham and Siann Huntley 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 SEPTEMBER 2018 TO 24 JANUARY 2019 INCORPORATING A CUMULATIVE FINAL ACCOUNT FOR THE PERIOD 7 MARCH 2017 TO 24 JANUARY 2019**

	Estimated to realise £	Previous periods £	This period £	Cumulative £
<b>RECEIPTS</b>				
Stocks	20,000	20,000.00	-	20,000.00
Sundry Refunds	1,043	1,493.64	-	1,493.64
Bank Interest	-	6.67	-	6.67
	<u>21,043</u>	<u>21,500.31</u>	<u>-</u>	<u>21,500.31</u>
<b>PAYMENTS</b>				
Joint Administrators' Remuneration		6,000.00	9,479.51	15,479.51
Pre-Administration Costs		3,356.00	-	3,356.00
Agents' Fees & Expenses		2,000.00	-	2,000.00
The Creditor Gateway		70.00	28.00	98.00
Client Identification Checks		5.00	-	5.00
Bordereau Fee		40.00	-	40.00
Software Licence		87.00	-	87.00
Storage Charges		117.40	118.65	236.05
Statutory Advertising		83.02	-	83.02
Category 2 Disbursements		7.48	-	7.48
Irrecoverable VAT		-	108.25	108.25
		<u>11,765.90</u>	<u>9,734.41</u>	<u>21,500.31</u>
<b>BALANCE IN HAND</b>				<u>-</u>

## WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS

### Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work has not directly resulted in any monetary value for creditors, it has ensured that the case was managed efficiently and resourced appropriately, which was of benefit to all creditors. The work carried out under this category comprised the following:

- Case management reviews. These have been carried out periodically throughout the life of the case. In the early stages of the case this involved regular team meetings to discuss and agree case strategy and a month 1 review by the firm's Compliance team to ensure that all statutory and best practice matters had been dealt with appropriately. As the case progressed we have carried out periodic reviews to ensure that the case progressed as planned;
- Allocation of staff, management of staff, case resourcing and budgeting. In general, efforts were made to keep case costs to a minimum where possible. However, given the nature of the case, it did necessitate the ongoing attendance by senior members of staff in some areas;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team was required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This resulted in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service;
- Dealing with the formalities in relation to the creditor extension to the administration period; and
- Completion of case closing procedures at the end of the case.

### Receipts and Payments

This category of work has not resulted in a direct financial benefit for creditors. However, close monitoring of case bank accounts was essential to ensure that bank interest was maximised where possible and estate expenses were properly managed and kept to a minimum.

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. The Joint Administrators have provided five full reports to creditors during the administration;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

### Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there was no direct financial benefit to Company creditors in dealing with these, close control of case expenditure was crucial to ensure estate funds were maximised.

- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;

## **PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED – IN ADMINISTRATION**

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- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond was reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice; and
- Liaising with the Company director to establish the existence of any Company pension schemes.

### **Assets**

- Correspondence with the Company's energy provider and insurance broker in respect of refunds;
- Instruction of and liaising with agents Gordon Brothers as required to provide and discuss the valuation of the Company's assets, facilitate the sale of the stock to the successor company, and collect the sale proceeds;
- Liaising with the Company's invoice factor, HH Cashflow Finance, in respect of debtor collection and arranging for the residual ledger to be transferred to the administration estate as appropriate.
- Liaising with Company's bankers in relation to pre-appointment bank accounts; and
- Identification and return of third party assets.

### **Liabilities / Debenture Holder**

This category of time includes both statutory and non-statutory matters.

#### *Statutory*

- Processing of claims from the Company's Creditors. The Company has approximately 50 Creditors whose claims were initially be recorded;
- Preparation and submission of periodic progress reports to Creditors. The Joint Administrators have issued five full reports to creditors during the course of the Administration; and
- Preparation of Joint Administrators' Proposals and Report for achieving a statutory purpose of the administration.

#### *Non-statutory*

- Consultation with the Company's secured creditor, HH Cashflow Finance, in respect of the administration strategy and approval of Joint Administrators' remuneration;
- Dealing with enquiries from the Company's creditors; and
- Dealing with enquiries from the Company's former employees.

### **Landlords**

- Review of current leases in respect of Company premises; and
- Liaising with landlords in respect of premises and their unsecured claim.

### **General Administration**

- General planning matters;
- Setting up and maintaining the Joint Administrators' records; and
- Dealing with general correspondence and communicating with director/shareholder

### **Appointment**

- Statutory notifications to creditors and other interested parties following the Joint Administrators' appointment;
- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.

### **Investigations**

- Arranging collection and reviewing the Company's books and records including electronic accounting records; and
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Companies Directors Disqualification Act 1986

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 7 SEPTEMBER 2018 TO 24 JANUARY 2019

	Director		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	-	-	7	161.00	-	-	7	161.00	230.00
Insurance	-	-	-	-	2	30.00	2	30.00	150.00
Liabilities	16	720.00	24	552.00	-	-	40	1,272.00	318.00
General Administration	-	-	10	230.00	-	-	10	230.00	230.00
Investigations	-	-	3	69.00	-	-	3	69.00	230.00
<b>Total</b>	<b>16</b>	<b>720.00</b>	<b>44</b>	<b>1,012.00</b>	<b>2</b>	<b>30.00</b>	<b>62</b>	<b>1,762.00</b>	
<b>Average Hourly Rate (£)</b>		<b>450.00</b>		<b>230.00</b>		<b>150.00</b>		<b>284.19</b>	
<b>All Units are 6 minutes</b>									



**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES FROM 7 MARCH 2017 TO 24 JANUARY 2019  
INCORPORATING A COMPARISON OF THE STATEMENT OF LIKELY EXPENSES**

**Standard Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	5.00	-	5.00	-
Bond Fee	AUA IRS	Insurance bond	40.00	40.00	-	40.00	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	21.00	98.00	28.00	98.00	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	249.06	83.02	-	83.02	-
Storage Costs	Storage 2000	Storage of books and records	350.00	236.05	118.65	236.05	-
		<b>Total standard expenses</b>	<b>752.06</b>	<b>549.07</b>	<b>146.65</b>	<b>549.07</b>	<b>-</b>

**Case Specific Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents Fees	Gordon Brothers	Costs of appointed agents (10% of sales commission)	2,000.00	2,000.00	-	2,000.00	-
Legal Fees	Carbon Law LLP	Costs of appointed solicitors	2,000.00	-	-	-	-
Staff Mileage	Leonard Curtis Staff	Category 2 disbursement requiring specific creditor / committee approval	-	7.48	-	7.48	-
		<b>Total case specific expenses</b>	<b>4,000.00</b>	<b>2,007.48</b>	<b>-</b>	<b>2,007.48</b>	<b>-</b>

## LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

### Staff Allocation and Charge Out Rates

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 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 as set out in a fees estimate, 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:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

### Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

### 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.

### Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per individual

## PAYVAND MEDICAL HYGIENE SUPPLIES LIMITED – IN ADMINISTRATION

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc <ul style="list-style-type: none"> <li>- London Gazette</li> <li>- Other</li> </ul>	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See <b>disbursements</b> section below	See <b>disbursements</b> section below

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 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 (excl. mileage), 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)	£81.25 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.

NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION

SEE ATTACHED

In accordance with  
Rule 3.61(1) of the  
Insolvency (England  
& Wales) Rules 2016  
& Paragraph 84(8) of  
Schedule B1 of the  
Insolvency Act 1986.

# AM23

## Notice of move from administration to dissolution



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 06837980

Company name in full Payvand Medical Hygiene Supplies Limited

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

### 2 Court details

Court name High Court of Justice Business and Property Courts in  
Bristol - Company & Insolvency List (ChD)

Court number 35 of 2017

### 3 Administrator's name

Full forename(s) Andrew

Surname Beckingham

### 4 Administrator's address

Building name/number Leonard Curtis

Street 2nd Floor

40 Queen Square

Post town Bristol

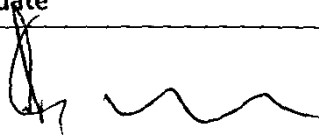
County/Region

Postcode BS1 4QP

Country

AM23

Notice of move from administration to dissolution

<b>5</b>	<b>Administrator's name ①</b>	
Full forename(s)	Siann	<b>① Other administrator</b> Use this section to tell us about another administrator.
Surname	Huntley	
<b>6</b>	<b>Administrator's address ②</b>	
Building name/number	Leonard Curtis	<b>② Other administrator</b> Use this section to tell us about another administrator.
Street	2nd Floor	
	40 Queen Square	
Post town	Bristol	
County/Region		
Postcode	B S 1 4 Q P	
Country		
<b>7</b>	<b>Final progress report</b>	
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
<b>8</b>	<b>Sign and date</b>	
Administrator's signature	<div>Signature</div> <div>X  X</div>	
Signature date	<div><sup>d</sup> 2 <sup>d</sup> +</div> <div><sup>m</sup> 0 <sup>m</sup> 1</div> <div><sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 9</div>	

**PRIVACY NOTICE**

**Information we collect and hold about you**

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

**Legal justification for processing your Personal Data**

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

**How we use your information**

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

**Who we share your information with**

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

**How long will we hold your Personal Data for?**

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

**Your rights in respect of your Personal Data**

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

**Your right to complain**

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

**Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: [privacy@leonardcurtis.co.uk](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**