



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

### 1 Company details

Company number 0 7 0 6 1 9 8 7

Company name in full TNK (2009) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Simon James

Surname Bonney

### 3 Administrator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

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 High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

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	<sup>d</sup> <div>3</div>	<sup>d</sup> <div>0</div>	<sup>m</sup> <div>0</div>	<sup>m</sup> <div>3</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>0</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>1</div>
To date	<sup>d</sup> <div>2</div>	<sup>d</sup> <div>9</div>	<sup>m</sup> <div>0</div>	<sup>m</sup> <div>9</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>0</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>1</div>

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date

<sup>d</sup> <div>2</div>	<sup>d</sup> <div>8</div>	<sup>m</sup> <div>1</div>	<sup>m</sup> <div>0</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>0</div>	<sup>y</sup> <div>2</div>	<sup>y</sup> <div>1</div>
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**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 **Sian Stokes**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

**52-54 High Holborn**

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**

**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)**

# TNK (2009) Limited t/a The Natural Kitchen

(In ADMINISTRATION)

**("the Company")**

In the High Court of Justice Business and Property Courts of England and Wales  
Court Reference: CR-2020-003848

## THE JOINT ADMINISTRATORS' PROGRESS REPORT

28 October 2021

Simon Bonney and Michael Kiely of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Administrators of TNK (2009) Limited t/a The Natural Kitchen on 30 September 2020.

Both Simon Bonney and Michael Kiely are licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association.

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.

This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Simon Bonney and Michael Kiely of Quantuma Advisory Limited
"the Company"	TNK (2009) Limited t/a The Natural Kitchen (In Administration)
"the Court"	High Court of Justice Business and Property Courts of England and Wales Court Reference: CR-2020-003848
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 30 March 2021 to 29 September 2021
"Whole Period"	Period covered by the report from 30 September 2020 to 29 September 2021

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the last report dated 26 April 2021.

Please note that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited

Given the information previously provided to Members and Creditors in our earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Administration subsequent to that report.

The Joint Administrators' proposals were approved by creditors on 27 November 2020. A formal notice confirming this was sent to all creditors on 1 December 2020.

An extension to the period of Administration of 12 months was granted by the relevant creditors On 19 August 2021. The Administration is now scheduled to end on 29 September 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Quantuma Advisory Limited

Simon Bonney and Michael Kiely of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 30 September 2020.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE ADMINISTRATION

### The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the Whole Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

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. Details of the tasks carried out during the Review Period are included in Appendix 4

### Realisation of Assets during the Review Period

#### Bank Interest Gross

The Company received £17.39 by way of interest incurred on the funds being held in the Administration account.

## Book Debts

As previously advised, the Company had trade debtors totalling £186.85. During the Review Period, this balance was received in full from the sole debtor in question. There will be no further realisations from this source.

## Estimated Future Realisations

It is not anticipated that there will be any future realisations.

Please note however that the Joint Administrators are continuing to deal with three remaining leases which have no value and that require surrender. Whilst there will be no benefit to the estate in progressing the surrender of each lease, the Joint Administrators are required to do so in order to bring the Administration to a close.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

### Secured Creditors

The Company did not have any outstanding fixed or floating charges as at the date of appointment and therefore does not have any secured creditors.

### Preferential Creditors

The Joint Administrators and their staff have incurred significant time costs in assisting their pension agents on behalf of the former employees in making a claim for pension arrears to the Redundancy Payments Office.

The relevant forms have been submitted to the Redundancy Payments Office and it is anticipated that the preferential amount of the total sum claimed (being £2,799.45) is £7,623.27.

It is anticipated that there will be sufficient asset realisations to enable a distribution to the preferential creditors at 100p in the £, however we continue to await the Redundancy Payments Office's formal claim form. As soon as this is received, the preferential dividend process can commence.

### Prescribed Part

The Company does not have any secured creditors and therefore there will be no prescribed part in this Administration.

### Unsecured Creditors

Unsecured claims were estimated at £2,559,238.72 in the Director's Estimated Statement of Affairs and, to date, 17 claims have been received totalling £1,076,487.39.

It is anticipated that a dividend to unsecured creditors will be made available, however the quantum and timing remain uncertain. Please note that any dividend process will only be commenced once the Company has been placed into Liquidation. Further information will follow in due course.

### Claims Process

Due to the possible distribution to Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Sian Stokes. If you have already submitted your claim, you do not need to do so again.

A Proof of Debt form is attached at Appendix 5.

#### 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

##### Investigations

During the Review Period, the Joint Administrators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Administrators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that 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.

This assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for Creditors.

##### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

##### General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

#### 5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

##### General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.



## Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## 6. PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 13 November 2020 was a Statement of Pre-Administration Costs.

These costs were approved on 27 November 2020 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Joelsons Law*	600.00	27 November 2020	Not yet paid.
Quantuma Advisory Limited (Disbursements)	59.00	27 November 2020	23 December 2020
Total Approved	£659.00		

\* Please note that the previous report advised that this had been paid on 29 October 2020. This is incorrect and this balance remains outstanding although will be paid imminently.

## 7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Joint Administrators' Fees

The bases of the Joint Administrators' fees were fixed on 27 November 2020 by a resolution of creditors as follows:

- i. The time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration in relation to the realisation of the Company's assets, dealing with all creditor matters and dealing with all closing procedures, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time the work is performed as outlined in the Joint Administrator's Fee Estimate; and
- ii. A fixed amount of £38,500.00 plus VAT (representing a £5,500.00 plus VAT discount) for all administration and planning matters and all investigations matters that arise in the Administration.

The Joint Administrators believe this case generally to be of average complexity with the exception of the protracted negotiations required in relation to assigning or surrendering the Company's leases. Otherwise, no extraordinary responsibility has to date fallen on the Joint Administrators. As a result of this the underlying basis of charging proposed to and approved by the Creditors has been Quantuma Advisory Limited standard charge out rates, which are reviewed periodically.

## Comparison of Estimates

### Time Costs

The Joint Administrators' time costs incurred to date (for those milestones where a time cost basis was agreed to be charged and whether or not they have been charged to the Administration estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the period of the Administration.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period [and the Whole Period, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
Work category	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Creditors	90.50	345.07	31,229.00	12.50	431.24	5,390.50	63.00	419.33	26,417.50
Realisation of Assets	105.00	428.62	45,005.00	24.00	568.69	13,648.50	73.20	526.30	38,525.50
Closing Procedures	11.50	363.04	4,175.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>207.00</b>	<b>388.45</b>	<b>80,409.00</b>	<b>36.50</b>	<b>499.97</b>	<b>19,039.00</b>	<b>136.20</b>	<b>472.82</b>	<b>64,943.00</b>

### Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements.

The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

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)
Category 1 Expenses:				
Legal Costs – Joelson LLP	19,379.00	1,750.00*	13,769.00	
Agents' and Valuers – Lambert Smith Hampton	20,554.50	0.00	20,544.50	
Pension Specialists	1,100.00	2,975.00	3,457.00	Additional work required in order to submit a claim to the RPO on behalf of the former employees identified as having arrears.
Accounting Costs – Acuity Solutions Ltd	1,287.90	0.00	2,146.50	The restoration of the Company's former accounting package was charged on a monthly basis and additional months were required in order to complete the forensic analysis of the

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)
IT Costs – AADD Limited	2,020.00	0.00	2,020.00	
Contractor Fees	2,577.68	78.66	2,235.00	
Advertising	253.80	0.00	84.60	
Bank Charges	100.00	0.00	0.00	
Bond Premium	135.00	0.00	135.00	
Insurance	924.00	0.00	924.00	
Stationery and Postage (by external agents)	4,989.77	49.98	2,276.14	
Category 2 expenses:				
Photocopying	500.00	0.00	0.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021 and further approval is required should the Joint Administrators wish to draw these costs from the estate.
AML Search Fee	0.00	0.00	9.00	
<b>TOTAL</b>	<b>53,821.65</b>	<b>4,853.64</b>	<b>47,600.74</b>	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

On 27 November 2020, Creditors agreed that Category 2 disbursements could be drawn. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

#### Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate has not been and is unlikely to be exceeded; and
- the original expenses estimate has not been and is unlikely to be exceeded.

#### Sub Contracted Work

The Joint Administrators have not subcontracted any work during the Review Period.

#### Payments to Associates

The Joint Administrators have not made any payments to associates during the Review Period.

#### Creditors' right to request information

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 remuneration 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 remuneration and/or expenses**

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 remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

**Future of the Administration**

The Joint Administrators are dealing with the surrender of the three remaining leases and also await the Redundancy Payments Office formal claim (which is being chased). It is anticipated that a Notice of Intended Dividend will be issued to preferential creditors shortly. Once paid, the Joint Administrators will then take steps to move exit the Administration via a Liquidation so a dividend to unsecured creditors can be considered.

Should you have any queries in regard to any of the above please do not hesitate to contact Sian Stokes on 020 3856 6720 or by e-mail at [sian.stokes@Quantuma.com](mailto:sian.stokes@Quantuma.com).

A handwritten signature in black ink, appearing to be 'S Bonney', with a long horizontal stroke extending to the right.

Simon Bonney  
Joint Administrator

## TNK (2009) LIMITED T/A THE NATURAL KITCHEN (IN ADMINISTRATION)

## STATUTORY INFORMATION

Company Name	TNK (2009) Limited t/a The Natural Kitchen
Trading Address	4th Floor, 50 Hans Crescent, London, SW1X 0NA
Proceedings	In Administration
Date of Appointment	30 September 2020
Joint Administrators	Simon Bonney and Michael Kiely Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Registered office Address	c/o Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	07061987
Incorporation Date	30 October 2009

APPENDIX 2

TNK (2009) LIMITED T/A THE NATURAL KITCHEN (IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 29 SEPTEMBER  
2021

TNK (2009) Limited t/a The Natural Kitchen  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 30/03/2021 To 29/09/2021 £	From 30/09/2020 To 29/09/2021 £
	ASSET REALISATIONS		
Uncertain	Property	NIL	NIL
10,000.00	Goodwill	NIL	10,000.00
20,000.00	Intellectual Property	NIL	20,000.00
4,000.00	Websites and Domain Names	NIL	4,000.00
Uncertain	Investments	NIL	NIL
	Bank Interest Gross	17.39	32.85
Uncertain	Book Debts	NIL	502.06
500.00	Business Contracts	NIL	500.00
278,240.75	Cash at Bank	NIL	278,088.75
142,222.22	Furniture & Equipment	NIL	142,222.22
	Prepayments	NIL	925.08
500.00	Seller's Records	NIL	500.00
10,000.00	Stock	NIL	10,000.00
	Sundry Refunds	186.85	186.85
		<u>204.24</u>	<u>466,957.81</u>
	COSTS OF REALISATION		
	Insurance of Assets	NIL	(924.00)
	Accounting Fees	NIL	(2,146.50)
	Agents' Fees - Lambert Smith Hampto	NIL	(20,554.50)
	AML Search Fee	NIL	(9.00)
	Contractors	(78.66)	(2,235.00)
	Court Filing Fee	NIL	(50.00)
	IT Costs	NIL	(2,020.00)
	Joint Administrators' Post App Fee	(25,880.50)	(105,180.50)
	Legal Fees - Joelson	NIL	(12,019.00)
	Mailing Agents' Fees	NIL	(30.00)
	Pension Agents' Fees	(2,975.00)	(3,475.00)
	Postage	(46.03)	(1,026.69)
	Specific Bond	NIL	(135.00)
	Stationery	(3.95)	(1,249.45)
	Statutory Advertising	NIL	(84.60)
		<u>(28,984.14)</u>	<u>(151,139.24)</u>
	PREFERENTIAL CREDITORS		
(36,550.39)	Employees - Holiday Pay	NIL	NIL
(100,649.64)	Subrogated to RPO - Holiday Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(87,227.89)	Employees - Notice / Redundancy	NIL	NIL
(320,299.89)	Subrogated to RPO - Notice / Redunda	NIL	NIL
(2,151,710.94)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(3,107,862.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(5,338,837.78)</u>		<u>(28,779.90)</u>	<u>315,818.57</u>
	REPRESENTED BY:		
	Current Account		323,672.68
	Vat Payable		(41,000.00)
	Vat Receivable		33,145.89
			<u>315,818.57</u>

Notes to the Receipts and Payments Account:

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from or payable to HM Revenue and Customs shown separately. The Company is currently in a VAT payable position of £7,854.11.



## APPENDIX 3

TNK (2009) LIMITED T/A THE NATURAL KITCHEN (IN ADMINISTRATION)

SCHEDULE OF THE JOINT ADMINISTRATORS' TIME COSTS DURING THE REVIEW PERIOD AND THE WHOLE PERIOD

# Time Entry - SIP9 Time & Cost Summary

6006633 - TNK (2009) Limited  
Project Code: POST  
From: 30/03/2021 To: 29/09/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	6.90	2.40	5.60	0.00	14.90	6,330.50	424.87
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	1.30	2.60	3.90	729.50	187.05
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	6.10	1.50	4.90	0.00	12.50	5,390.50	431.24
Investigations	1.80	0.00	0.00	0.00	1.80	1,044.00	580.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	23.50	0.50	0.00	0.00	24.00	13,648.50	568.69
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	38.30	4.40	11.80	2.60	57.10	27,143.00	475.36
Total Fees Claimed						25,880.50	
Total Disbursements Claimed						49.98	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

6006633 - TNK (2009) Limited  
Project Code: POST  
From: 30/03/2021 To: 29/09/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
27/04/2021	Stationery: Stationery - Month 15 Accurate Mailing	Category 2	2.20
15/07/2021	Stationery: Stationery - Month 18 Accurate Mailing	Category 2	0.90
12/08/2021	Stationery: Stationery - Month 19 Accurate Mailing	Category 2	0.85
Total			3.95

# Time Entry - SIP9 Time & Cost Summary

6006633 - TNK (2009) Limited  
Project Code: POST  
To: 29/09/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	18.00	10.40	17.80	2.90	49.10	19,775.00	402.75
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.30	4.70	10.40	15.40	2,835.50	184.12
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	21.40	18.20	23.40	0.00	63.00	26,417.50	419.33
Investigations	3.50	0.00	7.90	0.00	11.40	4,277.00	375.18
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	55.50	11.50	6.20	0.00	73.20	38,525.50	526.30
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	98.40	40.40	60.00	13.30	212.10	91,830.50	432.96
Total Fees Claimed						105,180.50	
Total Disbursements Claimed						319.87	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

6006633 - TNK (2009) Limited  
Project Code: POST  
To: 29/09/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
01/10/2020	Stationery: Stationery during lockdown – Accurate Mailing	Category 2	18.80
12/10/2020	Stationery: Stationery during lockdown – Accurate Mailing Month 8	Category 2	5.70
13/11/2020	Stationery: Stationery during lockdown – Accurate Mailing Month 9	Category 2	8.10
27/04/2021	Stationery: Stationery - Month 15 Accurate Mailing	Category 2	2.20
15/07/2021	Stationery: Stationery - Month 18 Accurate Mailing	Category 2	0.90
12/08/2021	Stationery: Stationery - Month 19 Accurate Mailing	Category 2	0.85
		Total	36.55

## APPENDIX 4

### TNK (2009) LIMITED T/A THE NATURAL KITCHEN (IN ADMINISTRATION)

#### DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE REVIEW PERIOD

Description of work undertaken	May include:
<u>ADMINISTRATION &amp; PLANNING</u>	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews every 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Retention of Title - issuing ROT questionnaires to creditors, reviewing ROT claims & corresponding with creditors	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors

Description of work undertaken	May include:
	Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>REALISATION OF ASSETS</u>	
Leasehold Property	Liaising with landlords Agreeing assignment, surrender or disclaiming property
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers
Arranging & Monitoring Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies
<u>CASHIERING</u>	
Maintaining and managing the Office Holders' cashbook and bank account.	Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff who have worked on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Grade of Staff	Charge out rate from 15 June 2020
CEO/Managing Director	£480.00 - £580.00
Appointment Taking Director	£400.00 - £500.00
Director	£370.00 - £475.00
Senior Manager	£340.00 – £415.00
Manager	£310.00 - £375.00
Assistant Manager	£275.00 – £335.00
Senior Administrator	£235.00 – £285.00
Administrator	£200.00 – £240.00
Assistant Administrator	£135.00 - £160.00
Case Accountant	£135.00
Junior Administrator	£100.00 - £115.00
Support Staff/Executive Assistant	£100.00 – £135.00



APPENDIX 5

TNK (2009) LIMITED T/A THE NATURAL KITCHEN (IN ADMINISTRATION)

PROOF OF DEBT FORM

PROOF OF DEBT - GENERAL FORM

TNK (2009) Limited t/a The Natural Kitchen (in Administration)

Date of Administration: 30 September 2020

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO