



SATURDAY



A10 \*A6JFU1QY\* 18/11/2017 #340  
COMPANIES HOUSE

### 1 Company details

Company number 0 7 2 9 9 8 5 1

Company name in full CKS Civil Engineering Limited formerly known as  
Green GRP Civil Engineering Limited

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

### 2 Administrator's name

Full forename(s) Lisa Jane

Surname Hogg

### 3 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

### 4 Administrator's name ①

Full forename(s) Gemma Louise

Surname Roberts

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

### 5 Administrator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

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> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

### 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>1 <sup>d</sup>6 <sup>m</sup>1 <sup>m</sup>1 <sup>y</sup>2 <sup>y</sup>0 <sup>y</sup>1 <sup>y</sup>7

# AM10

## Notice of administrator's progress report

### Presenter information

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

Contact name **Joseph Fox**

Company name **Wilson Field Limited**

Address **The Manor House**

**260 Ecclesall Road South**

Post town **Sheffield**

County/Region

Postcode 

S	1	1		9	P	S
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Country

DX

Telephone **01142356780**

### 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)**

**CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 18/05/2017 To 14/11/2017 £	From 15/11/2013 To 14/11/2017 £
	<b>SECURED CREDITORS</b>		
(360,687.00)	Team O Solutions Limited	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
109,000.00	Book Debts	NIL	NIL
	Bank Interest Gross	NIL	0.04
	Bank Interest Net of Tax	NIL	3.17
	Bank Charges Refund	NIL	5,428.30
	Sundry Refund	NIL	16.81
		NIL	5,448.32
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	120.00
	Pre-administration fee	NIL	1,709.00
	Administrators' fees	NIL	2,227.05
	Licence Fee	NIL	81.37
	Debt collection fee	NIL	500.00
	Legal Fees	NIL	284.90
	Document Upload Fees	NIL	100.00
	Postage, stationery, photocopying	NIL	329.00
	Search Fees	NIL	30.00
	Statutory Advertising	NIL	67.00
		NIL	(5,448.32)
	<b>UNSECURED CREDITORS</b>		
(746,639.61)	Trade & Expense Creditors	NIL	NIL
(77,500.00)	Directors Loans	NIL	NIL
(152,495.86)	HM Revenue and Customs - VAT	NIL	NIL
(34,169.29)	HM Revenue and Customs - Corporati	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(1,262,591.76)</b>		<b>NIL</b>	<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

  
 Lisa Jane Hogg  
 Joint Administrator

# **Joint Administrators' Progress Report**

**CKS Civil Engineering Limited formerly known as Green  
GRP Civil Engineering Limited  
- In Administration**

**16 November 2017**

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- 2** Progress of the Administration
- 3** Pre-administration Costs
- 4** Joint Administrators' remuneration and expenses
- 5** Estimated Outcome for Creditors
- 6** Ending the Administration
- 7** Creditors' Rights
- 8** Next Report

## **APPENDICES**

- A** Receipts and Payments Account for the period 18 May 2017 to 14 November 2017 ("the Period") together with a cumulative Receipts and Payments Account for the period from 15 November 2013 to 14 November 2017
- B** Time Analysis for the Period
- C** Cumulative Time Analysis for the period from 15 November 2013 to 14 November 2017
- D** Additional Information in Relation to the Joint Administrators Fees, Expenses & Disbursements
- E** Estimated Outcome Statement as at 14 November 2017

# THE ADMINISTRATORS' PROGRESS REPORT

## 1 Introduction

- 1.1 I, Lisa Jane Hogg, together with my colleague Gemma Louise Roberts, was appointed as Joint Administrator of CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited (the Company) on 15 November 2013. The appointment was made by Team O Solutions of Warwick Road, Maltby, Rotherham, S66 8EW
- 1.2 This Administration is being handled by Wilson Field Limited at The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. The Administrators' contact details are by phone on 0114 235 6780 or via email at [j.fox@wilsonfield.co.uk](mailto:j.fox@wilsonfield.co.uk). The Administration is registered in the Leeds District Registry, reference number 268 of 2012.
- 1.3 The trading address of the Company is Pearl Business and Enterprise Park, Sandback Way, Hellaby Industrial Estate, Rotherham, S66 8QL. The business also traded under the name of Green GRP Civil Engineering Limited.
- 1.4 The registered office of the Company is Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and its registered number 07299851.
- 1.5 As Joint Administrator, I am required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent period of six months. This progress report covers the period from 18 May 2017 to 14 November 2017 (**the Period**) and should be read in conjunction with my Proposals and progress reports covering the first three years of the Administration.

## 2 Progress of the Administration

- 2.1 You may recall that the statutory objective being pursued in the Administration was that of realising property in order to make a distribution to the secured creditor of the Company. In addition to the pursuance of this statutory objective, the Administrators have duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.
- 2.2 The Administration appointment was initially extended with the consent of the secured creditor and has since been extended by the submission of an application to Court. During the Period, a further extension was obtained to extend the Administration until 13 May 2018. It is the Administrators' intention to seek a further extension to the Administration, should debt collection not be concluded by this date.
- 2.3 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Administrators under other related legislation.
- 2.4 At Appendix A is my Receipts and Payments Account covering the Period, together with a cumulative Receipts and Payments Account from the date of my appointment as Joint Administrator to 14 November 2017.

### Administration

- 2.5 As noted above, the Administrator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated the appointment, such as agreeing the strategy for the Administration, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.

- 2.6 Creditors should note that this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

### ***Realisation of Assets***

#### Book debts

- 2.7 As reported in previous progress reports, the Company's only asset is a debt owed by Carillion. Contract Recovery Solutions ("CRS") and Stripes Solicitors ("Stripes"), are acting on behalf of the Administrators in relation to the claim.
- 2.8 During a previous period, a settlement meeting was held with Carillion, however, this proved to be unsuccessful. During the Period, Counsel's opinion was sought on the case and counsel's recommendation was to proceed with adjudication.
- 2.9 The matter is being progressed by CRS and Stripes, and a further update will be provided in due course on the outcome of the adjudication.
- 2.10 Aside from achieving a recovery from the Carillion debt, issuing a distribution to the secured creditor, if funds permit, and extending the Administration via the submission of an application to Court, there are no additional matters to be dealt with in concluding the administration of the Company's estate.
- 2.11 It is considered that the work the Administrators and their staff have undertaken to date will bring a financial benefit to creditors. As noted above, the statutory purpose of the Administration being pursued is that of realising assets in order to enable a distribution to be paid to secured creditors of the Company, and the work undertaken on asset realisation will improve the prospects of such a distribution becoming available.
- 2.12 I am currently uncertain as to the level of work that will be required in dealing with the remainder of the Company's assets. I am therefore unable to provide an accurate estimate of further expenses that may be incurred in dealing with future asset realisation.

### ***Creditors (claims and distributions)***

- 2.13 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Administrators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.14 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.15 The above work will not necessarily bring any financial benefit to creditors generally, however the Administrators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Administrators in dealing with those claims.

### ***Investigations***

- 2.16 You may recall from my first progress report to creditors that some of the work the Administrators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that can be pursued for the benefit of creditors.

- 2.17 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first period of the Administration and is confidential.
- 2.18 Since my last progress report I would advise that no further asset realisations have come to light that may be pursued for the benefit of creditors.

### **3 Joint Administrators' remuneration and expenses**

- 3.1 The basis of the Administrators' fees has been fixed in the Administration by reference to the time properly spent by them and their staff in managing the Administration, subject to a cap of £15,000 plus VAT.
- 3.2 My time costs for the Period are £4,455. This represents 16 hours at an average rate of £278.44 per hour. Attached at Appendix C is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. To date, £2,227 plus category 2 disbursements of £459 has been drawn on account.
- 3.3 Also attached at Appendix D is a cumulative Time Analysis for the period from 15 November 2013 to 14 November 2017 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £44,714 and this represents 167 83 hours at an average rate of £266.42 per hour
- 3.4 As noted above, I am unable to estimate with any degree of accuracy what further work will be required in completing the Administration, owing to the uncertainties regarding the recovery of the disputed debtor. I will provide a further update in future progress reports.
- 3.5 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 3.6 Attached at Appendix E is additional information in relation to the Administrators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

### **4 Estimated Outcome for Creditors**

#### ***Secured Creditors***

- 4.2 Team O Solutions Limited ("Team O") holds a debenture incorporating fixed and floating charges over the Company's assets, which was created on 4 May 2011. At the date of the Administrators' appointment, the indebtedness to the secured creditor was estimated at £360,687. To date, no distribution has been made to the secured creditor owing to insufficient asset realisations.
- 4.3 I am currently uncertain whether a distribution will become available to Team O, as it is not known with certainty whether realisations from the Company's book debt will exceed the costs of realisation.

#### ***Preferential Creditors***

- 4.4 No preferential claims were anticipated, and during the Administration, no preferential claims have been received.

### **Unsecured Creditors**

- 4.5 I have received claims totalling £387,399.
- 4.6 The Company granted a floating charge to Team O on 4 May 2011. Accordingly, there would be a requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).
- 4.7 Based on current information, I anticipate that funds could become available for distribution to unsecured creditors under the Prescribed Part provisions. However, this is dependent upon realisations from the Company's remaining debtor exceeding the costs of realisation. I am currently unable to confirm the level of realisations that could be achieved from this source, and I am therefore unable to confirm the funds that could be made available to unsecured creditors under the Prescribed Part.

### **5 Ending the Administration**

- 5.1 In previous reports I commented that the Company would be placed into creditors' voluntary liquidation, to enable a distribution to be paid to unsecured creditors under the Prescribed Part provisions.
- 5.2 Owing to changes in the insolvency legislation, I am no longer able to place the Company into liquidation in order to make such a distribution, however, I do have the ability to issue a Prescribed Part distribution via the Administration.
- 5.3 I will therefore seek to extend the Administration until all matters relating to the administration of the Company's estate and the realisation of the Company's assets has been concluded. I will then seek to move the Company from Administration to dissolution by filing the relevant paperwork with the Registrar of Companies.
- 5.4 The Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Administrators ceasing to have effect.

### **6 Creditors' Rights**

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrators, as set out in this progress report, are excessive.

**7 Next Report**

- 7.1 The Administrators are required to provide a progress report within one month of the end of the next six months of the Administration, a report will be provided prior to this if the Administration has been finalised.

For and on behalf of  
CKS Civil Engineering Limited

A handwritten signature in black ink, appearing to read 'L. J. Hogg', written over a horizontal line.

**L. J. Hogg**  
Joint Administrator

**CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 18/05/2017 To 14/11/2017 £	From 15/11/2013 To 14/11/2017 £
	<b>SECURED CREDITORS</b>		
(360,687.00)	Team O Solutions Limited	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
109,000.00	Book Debts	NIL	NIL
	Bank Interest Gross	NIL	0.04
	Bank Interest Net of Tax	NIL	3.17
	Bank Charges Refund	NIL	5,428.30
	Sundry Refund	NIL	16.81
		NIL	5,448.32
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	120.00
	Pre-administration fee	NIL	1,709.00
	Administrators' fees	NIL	2,227.05
	Licence Fee	NIL	81.37
	Debt collection fee	NIL	500.00
	Legal Fees	NIL	284.90
	Document Upload Fees	NIL	100.00
	Postage, stationery, photocopying	NIL	329.00
	Search Fees	NIL	30.00
	Statutory Advertising	NIL	67.00
		NIL	(5,448.32)
	<b>UNSECURED CREDITORS</b>		
(746,639.61)	Trade & Expense Creditors	NIL	NIL
(77,500.00)	Directors Loans	NIL	NIL
(152,495.86)	HM Revenue and Customs - VAT	NIL	NIL
(34,169.29)	HM Revenue and Customs - Corporati	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(1,262,591.76)</b>		<b>NIL</b>	<b>0.00</b>

REPRESENTED BY

NIL

  
 Lisa Jane Hogg  
 Joint Administrator

# Time Entry - Detailed SIP9 Time & Cost Summary

CKSC02A - CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
 From 18/05/2017 To 14/11/2017  
 Project Code: POST

Classification of Work Function	Directors & IP's	Senior Administrator	Manager & Administrator	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA Cashing	0.20		0.00	0.00	0.10	0.30	113.00	376.67
ADCR Case Reviews	0.10		0.50	7.60	0.00	8.20	2,293.00	279.63
ADGA File Maintenance	0.00		0.00	0.20	0.10	0.30	67.00	223.33
ADSC Statutory and Compliance	0.40		0.60	0.40	0.00	1.40	545.00	389.29
<b>Admin and Planning</b>	<b>0.70</b>	<b>1.10</b>	<b>0.00</b>	<b>8.20</b>	<b>0.20</b>	<b>10.20</b>	<b>3,018.00</b>	<b>295.88</b>
<b>CRCO Communications with Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.90</b>	<b>0.80</b>	<b>3.70</b>	<b>800.00</b>	<b>216.22</b>
<b>Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.90</b>	<b>0.80</b>	<b>3.70</b>	<b>800.00</b>	<b>216.22</b>
<b>INAT Antecedent Transactions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.00</b>	<b>0.10</b>	<b>30.00</b>	<b>300.00</b>
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.00</b>	<b>0.10</b>	<b>30.00</b>	<b>300.00</b>
<b>REDC Debt Collection</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>1.30</b>	<b>0.00</b>	<b>1.80</b>	<b>507.00</b>	<b>281.67</b>
<b>REIS Identifying Securing and Insuring</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>100.00</b>	<b>500.00</b>
<b>Realisation of Assets</b>	<b>0.20</b>	<b>0.50</b>	<b>0.50</b>	<b>1.30</b>	<b>0.00</b>	<b>2.00</b>	<b>607.00</b>	<b>303.50</b>
<b>Total Hours</b>	<b>0.90</b>	<b>1.60</b>	<b>1.60</b>	<b>12.50</b>	<b>1.00</b>	<b>16.00</b>	<b>4,455.00</b>	<b>278.44</b>

# Time Entry - Detailed SIP9 Time & Cost Summary

CKSQ2A - CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
 To 14/11/2017  
 Project Code POST

Classification of Work Function	Directors & IP's	Manager & Senior Administrator	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP Appointment	0.00	0.00	2.60	0.00	2.60	691.00	265.77
ADCA Cashiering	3.80	4.40	2.30	10.30	20.80	5,645.00	271.39
ADCR Case Reviews	2.60	2.10	15.20	4.35	24.25	6,361.00	262.31
ADDI Directors/Client	0.10	0.00	3.00	0.00	3.10	771.00	248.71
ADGA File Maintenance	0.80	0.00	4.60	4.70	10.10	1,874.00	185.54
ADSC Statutory and Compliance	7.80	2.30	27.40	2.50	40.00	11,520.00	288.00
ADSO Strategic Overview	0.00	2.10	4.80	0.00	6.90	1,870.00	271.01
TDLetter_Send a letter	0.00	0.00	0.60	0.03	0.60	149.00	246.67
<b>Admin and Planning</b>	<b>15.10</b>	<b>10.90</b>	<b>60.50</b>	<b>21.85</b>	<b>108.35</b>	<b>28,880.00</b>	<b>266.54</b>
TDCall Phone Call	0.00	0.00	0.30	0.00	0.30	75.00	250.00
<b>Case Specific Matters</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>0.30</b>	<b>75.00</b>	<b>250.00</b>
CRCL Creditors Claims	0.00	0.10	0.10	0.00	0.20	60.00	300.00
CRCO Communications with Creditors	0.10	0.00	21.60	2.00	23.70	5,414.00	228.44
CRTV Tax and VAT	1.70	0.00	0.90	1.30	3.90	1,357.00	347.95
<b>Creditors</b>	<b>1.80</b>	<b>0.10</b>	<b>22.60</b>	<b>3.30</b>	<b>27.80</b>	<b>6,831.00</b>	<b>245.72</b>
INAT Antecedent Transactions	0.00	0.00	0.10	0.00	0.10	30.00	300.00
INDR CDDA Report	0.00	0.00	3.80	1.50	1.50	180.00	120.00
INRE Investigation and Review	0.00	0.00	3.80	0.08	3.88	928.00	238.97
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>3.90</b>	<b>1.58</b>	<b>5.48</b>	<b>1,138.00</b>	<b>207.54</b>
REDC Debt Collection	5.40	1.10	16.70	0.30	23.50	6,863.00	292.04
REIS Identifying, Securing and Insuring	1.10	0.00	0.00	0.00	1.10	550.00	500.00
REPB Property, Business and Asset Sales	0.20	0.00	1.10	0.00	1.30	377.00	290.00
<b>Realisation of Assets</b>	<b>6.70</b>	<b>1.10</b>	<b>17.80</b>	<b>0.30</b>	<b>25.90</b>	<b>7,790.00</b>	<b>300.77</b>
<b>Total Hours</b>	<b>23.60</b>	<b>12.10</b>	<b>105.10</b>	<b>27.03</b>	<b>167.83</b>	<b>44,714.00</b>	<b>266.42</b>

## Appendix E

### Additional Information in Relation to the Joint Administrators' Fees, Expenses & Disbursements

#### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

#### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Stripes solicitors (legal advice)	% of realisations on a conditional fee basis
MD Law (legal advice)	Hourly rate and disbursements
HLW Keeble Hawson (legal advice)	Hourly rate and disbursements
Contract Recovery Solutions (debt collection)	% of realisations on a conditional fee basis

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Joint Administrators' Expenses & Disbursements

- 3.1 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total cost £
<b>Category 1 disbursements</b>				
Debt collection fee	500.00	Nil	Nil	500.00*
Case specific bond	120.00	Nil	Nil	120.00
Legal fees – HLW	Nil	Nil	2,153.00	2,153.00
Legal fees – Stripes solicitors	Nil	Nil	Nil	*
Legal fees – MD Law	Nil	Nil	2,635.50	2,635.50
Statutory advertising	67.00	Nil	Nil	67.00
VC Document management fee	Nil	Nil	14.08	14.08
<b>Category 2 disbursements</b>				
Licence fee	81.37	Nil	37.81	119.18
Document upload fees	100.00	Nil	Nil	100.00
Postage, stationery, photocopying	329.00	Nil	729.12	1,058.12
Search fees	30.00	Nil	Nil	30.00
Storage costs	Nil	Nil	288.00	288.00

\* Please note that the CRS and Stripes costs are dependent upon future realisations from debt collection

- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case

advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Administrators' Proposals Report and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

#### **4 Charge-Out Rates**

- 4.1 Wilson Field Limited's current charge-out rates effective from 1 November 2017 are detailed below. Please note this firm records its time in minimum units of 6 minutes

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

Grade	Hourly charge out rate (£)		
	01/02/2014 to 31/10/2014	01/11/2014 onwards	01/11/2017 onwards
Director/Insolvency Practitioner	350-500	500	500
Manager	260-400	400	400
Assistant Manager	N/A	395	395
Team Leader	N/A	390	390
Senior Administrator	240	330	330
Administrator (1-5 years' experience)	120-240	230-300	230-300
Trainee Administrator	-	-	180
Secretarial & Support	100-130	130	130

All time is recorded in 6 minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and 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 advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 November 2017 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors