

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company Apex Access Limited	Company number 07503429
In the Leeds district registry (full name of court)	Court case number 665 of 2014

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a)
Kelly Burton
Wilson Field Limited
The Manor House
260 Ecclesall Road South
Sheffield
S11 9PS

Lisa Jane Hogg
Wilson Field Limited
The Manor House
260 Ecclesall Road South
Sheffield
S11 9PS

*Delete as applicable

attach a copy of *my/our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) 12 August 2014

Signed

Joint / Administrator(s)

Dated

12/8/14

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to researchers of the public record

Kelly Burton
Wilson Field Limited
The Manor House
260 Ecclesall Road South
Sheffield
S11 9PS

DX Number

01142356780
DX Exchange

When you have completed and signed this form, please send it to the Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

FRIDAY



A11 15/08/2014 #252
COMPANIES HOUSE

**In the Leeds district registry
Court Number 665 of 2014**

**In the matter of
Apex Access Limited ("the Company")**

and

**In the matter of the Insolvency Act 1986
as amended by the Enterprise Act 2002**

Statement of Joint Administrators Proposals

**Pursuant to Paragraph 49 of Schedule B1 of the
Insolvency Act 1986 as applied by Section 248
of the Enterprise Act 2002**

Apex Access Limited – In Administration

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1. Introduction

This Statement is made pursuant to Paragraph 49 of Schedule B1 to the Insolvency Act 1986.

Paragraph 49(2) of Schedule B1 to the Insolvency Act 1986 requires this Statement to deal with the matters set out in Rule 2.33(2) of the Insolvency (Amendment) Rules 2010 ("the Rules")

A copy of this statement has been sent to;

- the Registrar of Companies,
- every creditor of the Company whose claim and address the Joint Administrators are aware of;
- every member of the Company whose address the Joint Administrators are aware of

It is considered that the EC Regulation on insolvency proceedings will apply and that these proceedings will be main proceedings as defined in Article 3 of the EC Regulation.

The purpose of an Administration is to achieve one of the following hierarchical objectives,

- a) rescuing the Company as a going concern, or
- b) achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
- c) realising property in order to make a distribution to one of more secured or preferential creditors.

2. Statutory Information

Company name.	Apex Access Limited		
Registered address	c/o Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS		
Former registered address	7 St Petersgate, Stockport, Cheshire, SK1 1EB		
Other trading names of the Company:	None		
Company number	07503429		
Date of incorporation	24 January 2011		
Objects	Scaffolding services		
Authorised share capital	100 Ordinary Shares at £1 each		
Issued share capital	100 Ordinary Shares at £1 each		
Shareholders:	Name	Amount	
	David Moran	100 Shares	
Debenture holder	Easy Invoice Finance Limited - Debenture - Registered 25/11/2013		
Directors	Name	Appointment	Resigned
	David Moran	24/01/2011	
	Lisa Moran	24/01/2011	

Company Secretary	None
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3. Court Details and Joint Administrators appointment

The High Court of Justice, Chancery Division, Leeds District Registry, is the Court seized of the Administration proceedings. The Court reference number is 665 of 2014.

Easy Invoice Finance Limited hold security by way of a fixed and floating charge. As holder of a qualifying floating charge, Easy Invoice Finance Limited filed a Notice of Appointment of an Administrator on 18 June 2014.

Kelly Burton and Lisa Jane Hogg are Insolvency Practitioners licensed by The Secretary of State for Business Innovation and Skills ("BIS") and The Institute of Chartered Accountants in England & Wales ("ICAEW") respectively.

The Joint Administrators considered the position prior to accepting the appointment, and having regard to their ethical guidelines, considered that there were no circumstances preventing them from accepting the appointment.

Kelly Burton and Lisa Jane Hogg of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS were appointed Joint Administrators of the Company.

In accordance with Paragraph 100(2) of Schedule B1 Insolvency Act 1986 both of the Joint Administrators may exercise any or all of the functions of the Joint Administrators jointly or alone.

4. Background

The information provided in this section is based upon the Company records, the accuracy of which the Joint Administrators are unable to vouch for. The Joint Administrators cannot therefore be held personally liable for errors or misstatement of fact contained therein.

The Company was incorporated on 24 January 2011 under the name of Apex Access Limited.

The Company commenced trading in January 2011 from leased premises at Hamilton House, Warth Industrial Estate, Warth Road, Bury, BL9 9NB. The Company's principal activity was that of scaffolding services.

The Company banked with Barclays Bank Plc. The balance on the current account is nil.

Financial Information

Period	Year Ended 28/02/2013 £	Year Ended 29/02/2012 £
Fixed assets	162,135	184,271
Current assets	236,251	178,464
Current liabilities	(273,488)	(260,175)
Shareholders Funds	41,142	21,766
Reserves carried forward	41,042	21,666

The accounts for the periods 28 February 2013 and 29 February 2012 were approved by the board on 29 November 2013 and 28 June 2012 respectively.

The Company employed 25 members of staff. All employees were made redundant on 6 June 2014.

Due to the appointment being made by the holder of a qualifying floating charge, the Joint Administrators do not hold a full history of the Company.

It would appear that from looking at the previous accounts filed, the Company had traded profitably in recent years. It is suspected that a downturn in trade and cash flow difficulties had forced the directors to approach an insolvency practitioner to place the Company into Creditors Voluntary Liquidation.

Upon hearing about the proposed Liquidation of the Company, Easy Invoice Finance Limited ("EIFL") advised the Company that by not providing the required notice of their intention to appoint a Liquidator, the Company had breached the factoring agreement. Due to this EIFL decided to appoint Kelly Burton and Lisa Jane Hogg of Wilson Field Limited as Joint Administrators of the Company in order to protect their position as the secured creditor.

The directors of the Company have advised that the Company ceased to trade on 06 June 2014.

For at least three years prior to this Wilson Field Limited had no professional relationship with the Company or its directors which would prejudice its objectivity.

5. Events subsequent to the appointment of the Joint Administrators

The Joint Administrators of the Company have performed their functions with the purpose of achieving one of the following hierarchical objectives;

- rescuing the Company as a going concern, or
- achieving a better result for the Company creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
- realising property in order to make a distribution to one or more secured or preferential creditors.

The first objective of rescuing the Company as a going concern was explored however due to the extent of the Company's insolvent status and the fact that the Company had already approached an insolvency practitioner with a view to placing the Company into Creditors Voluntary Liquidation, this was not possible.

The second objective is unlikely to be achieved as the Company's assets will provide insufficient realisations into the Administration estate to permit a distribution to preferential and unsecured creditors.

Therefore, the Joint Administrators are pursuing the third objective of Administration, namely being to realise property in order to make a distribution to the secured creditor.

It is believed that Administration will provide the best platform for Easy Invoice Finance Limited, being the secured creditor, to continue collecting the outstanding debtor ledger therefore providing a higher realisation than would be achieved if the Company were to be wound up. As detailed in the Statement of Affairs attached at appendix A, it is uncertain if there will be a surplus available to the Administration estate.

Other actions taken by the Joint Administrators and their staff are as follows:

- o Compliance with our statutory duties to notify and advertise the appointment.
- o Notifying and liaising with Crown departments as necessary
- o Arranging new Administration banking facilities
- o Notifying and liaising with the Company's bank
- o Notifying and liaising with the Finance Companies
- o Notifying and liaising with the Company's professional advisors

Administration trading period

Upon the appointment of the Joint Administrators, it was concluded that trading the business was not an option as the Company had already begun to wind down. In addition to this, there was no working capital available to the Joint Administrators to allow such trading.

Retention of Title/Suppliers

No retention of title claims have been received to date and none are expected.

Sale of the business and assets

The Joint Administrators have not conducted a sale of the business and assets of the Company.

Book Debts

The Company factored its book debt ledger through Easy Invoice Finance Limited. The current ledger stands at £88,883.58 with Easy Invoice Finance Limited being owed a sum of £64,080.94.

Customer Contracts

The Joint Administrators have been advised that the Company serviced customer contracts which had been transferred to an associated Company for no consideration prior to their appointment. The Joint Administrators have instructed solicitors to investigate this matter further.

Joint Administrators' Agents and Solicitors

Company	Role	Fee Structure
Addleshaw Goddard LLP	Solicitor	Time cost basis
Insol Group Plc	Employee Claims processor	Fixed Fee of £1,295 +Vat

Investigations

The Joint Administrators' investigations into the Company's affairs are currently ongoing.

The Joint Administrators have a statutory obligation to file a report with the Insolvency Service regarding the conduct of the directors that held office in the three years prior to the Administration. The report must be submitted within six months of the appointment date and creditors should note that the contents of this report are confidential.

The Joint Administrators also have a duty to investigate antecedent transactions which include;

- Transactions at an undervalue, s238 of the Insolvency Act 1986

- Preferences, s239 of the Insolvency Act 1986
- Transaction defrauding creditors, s423 of the Insolvency Act 1986
- Transactions with connected parties

Any creditor who has any information which they think may be relevant should forward appropriate details to the Joint Administrators as soon as possible.

6. Statement of Affairs

In accordance with Paragraph 47 of Schedule B1 of the Insolvency Act 1986, the Joint Administrators requested a Statement of Affairs from the directors on 2 July 2014. Although the directors have submitted the Statement of Affairs, it shows very little detail of the Company's financial position, therefore, A schedule of the creditors together with an estimated Statement of Affairs prepared by the Joint Administrators based on information available from the Company records is attached at Appendix A.

Some creditors amounts may differ from the actual amount owed however this does not affect creditors' ability to submit a claim for a different amount.

The Statement of Affairs shows that the Company factored its book debt ledger though Easy Invoice Finance Limited ("EIFL"). EIFL have advised that the current ledger stands at £88,883.58 with EIFL being owed a sum of £64,080.94. EIFL have advised that they are uncertain as to the collectability of the ledger. Due to this, a provision of 30% has been applied.

The Company also has unfactored book debts in the sum of £10,000. The Joint Administrators are attempting to collate information in relation to these debtors with the assistance of the directors, however, this is proving difficult. Therefore, it is uncertain as to what realisations will be made in this respect.

7. Joint Administrators' Remuneration

Pre-Administration costs

Pre-Administration costs are defined in Rule 2.33(2A)(a) of the Insolvency Rules 1986 as fees charged and expenses incurred by the Administrator, or another person qualified to act as an insolvency practitioner, before the Company entered into Administration but with a view to doing so.

Pre-Administration costs incurred in the period prior to appointment are detailed below.

Company	Amount £	Date Agreed
Wilson Field Limited	£5,269	N/A
Addleshaw Goddard LLP	£1,473	13 June 2014

Wilson Field Limited –These relate to, but are not limited to assessing the Company's financial position to establish the most appropriate insolvency route, carrying out all necessary steps to place the company into Administration. A breakdown of these are attached at Appendix C.

Addleshaw Goddard LLP were instructed to deal with the formalities of placing the Company into Administration.

The Joint Administrators' choice of solicitor was based on their perception of the experience and ability of the firm to perform their work and the complexity of the case.

It was necessary to incur these costs prior to appointment to allow the Administrator to plan the Administration strategy

To date all pre-appointment costs remain unpaid.

In accordance with Rule 2.67A Insolvency Rules 2010, the Joint Administrators are seeking approval for payment of all unpaid pre administration costs as an expense of the Administration from the secured creditor and 50% of preferential creditors.

These costs are not part of the Administrators Proposal subject to approval under Paragraph 53 Schedule B1 of the Insolvency Act 1986

Post-Administration costs

In accordance with Rule 2.106 as amended by the Insolvency Rules 2010, it is proposed that the basis upon which the Joint Administrators' remuneration should be fixed, is by time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration

The Joint Administrators will be seeking the approval of the secured creditor and 50% of preferential creditors.

The Joint Administrators' time costs from appointment to date total £7,341 comprising of 35 hours at an average charge out rate of £210. A schedule of these is attached at Appendix C.

Attached at Appendix D is my firm's current charge out rates. In common with all professional firms, our charge out rates increase from time to time. Any change will be reported in the next statutory report to creditors.

Please note that a guide to Administrators fees is available at the following website link, <http://www.insolvency-practitioners.org.uk>, however a hard copy is available on request

8. Dividend Prospects

Secured creditors

Easy Invoice Finance Limited hold a fixed and floating charge over the Company in respect of the factored book debt ledger. The charge was registered with the Registrar of Companies on 25 November 2013

Easy Invoice Finance Limited will continue to collect the outstanding debtor ledger in an effort to reduce their outstanding balance due from the Company

Preferential creditors

The preferential claims will consist of employee wage arrears and holiday pay, the majority of which are subrogated to the National Insurance Fund for monies paid from the Redundancy Payments Office ("RPO")

Whilst the Joint Administrators have not yet received a claim from the RPO, and therefore no claims have been agreed, it is anticipated that the preferential claims will be in the region of £21,855

Due to anticipated realisations, it is unlikely that a dividend will become available to preferential creditors

Prescribed Part

Due to the debenture being registered after 15 September 2003, the Joint Administrators shall make a prescribed part of the company's net property available to unsecured creditors, in accordance with Section 176a of The Insolvency Act 1986. This is calculated as being 50% of the first £10,000 of net property and 20% thereafter, subject to a maximum fund of £600,000.

However as the company's net property is less than the prescribed minimum and the cost of making a distribution to unsecured creditors would be disproportionate, this will not apply.

Unsecured creditors

The Company's books and records show that unsecured creditors total £474,469.35. I can confirm that claims received to date total £267,219.92

Taking into account anticipated realisations and likely costs of the Administration, it is unlikely that a dividend will become available to unsecured creditors.

9. End of Administration

The exit options available to the Joint Administrators are as follows;

- Company Voluntary Arrangement ("CVA")
- Return of control to the Director(s)
- Creditors' Voluntary Liquidation ("CVL")
- Compulsory Liquidation
- Dissolution

Placing the Company into a CVA is not an option that is available to the Joint Administrators, as the Company has ceased to trade and holds no assets and therefore would not have the ability to make monthly contributions towards the arrangement.

Based on anticipated realisations, creditors will not be repaid in full and therefore the Joint Administrators will not be in a position to return the control of the Company back to the directors.

Due to the realisations expected, it is unlikely that they will permit a distribution to unsecured creditors, therefore placing the Company into CVL would not be an appropriated exit route out of Administration.

The Joint Liquidators reserve the right at any time to petition for the Company to be placed into Compulsory Liquidation should they see fit.

It is anticipated that due to the unlikelihood of a dividend being made available to preferential or unsecured creditors, the most likely route out of Administration will be that the Joint Administrators seek the dissolution of the Company pursuant to Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986.

10. Joint Administrators proposals to achieve the purpose of the Administration

The Joint Administrators make the following proposals for achieving the purpose set out in Paragraph 3 of Schedule B1 to the Insolvency Act 1986:

- That the Company's affairs will continue to be managed by the Joint Administrators and their agents and such management will be financed from the realisation of the Company's assets within the Administration.

- That the Joint Administrators do all things and generally exercise all of their powers as contained in Schedule 1 and Schedule B1 of the Insolvency Act 1986, otherwise provided by statute as they, in their sole and absolute discretion, consider desirable or expedient in achieving the statutory objective of the Administration.
- That the Joint Administrators be able to make distributions to preferential and secured creditors.
- The appointment of the Joint Administrators shall cease to have effect at the end of the period one year beginning with the date of appointment. However, pursuant to paragraph 76 of Schedule B1 of the Insolvency Act 1986, the Joint Administrators may seek extension to the Administration period if deemed necessary.
- Upon completion of the proposals above and achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up, and upon the settlement of the Administration expenses and liabilities, the Joint Administrators propose that they file the requisite notice pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986 to ensure that the Company is placed into Creditors Voluntary Liquidation so as to facilitate any distribution to the creditors of the Company. It is further proposed that Kelly Burton and Lisa Jane Hogg be appointed as Joint Liquidators of the company, acting jointly and severally. As per Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 2.117A(2)(b) of the Rules, 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.
- Or, if the Joint Administrators at any time conclude that the Company's property is insufficient to permit any or further distributions to its creditors, then the Joint Administrators will seek the dissolution of the Company pursuant to Paragraph 84(1) of Schedule B1. Should the Company be dissolved in accordance with this Paragraph, the Joint Administrators will take steps to destroy all books and records in their possession within 12 months on the dissolution.
- Formation of a creditors committee has not been requested. If however, creditors vote to form a committee and there are sufficient creditors willing to serve, a committee will be formed. If formed the committee will be responsible for approving the remaining resolutions. In the absence of a committee these resolutions will be passed by the general body of creditors.
- That the Joint Administrators seek approval of their time costs and expenses incurred before the Company entered into Administration but with a view to it doing so.
- That the Joint Administrators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the Administration.
- That the Joint Administrators be authorised to draw Category 2 Disbursements as detailed on the attached schedule at Appendix D.
- That the Joint Administrators will be authorised to pay the costs (fees and expenses) connected with the application of the Administration Order, in accordance with the order of priority scheduled in Rule 2.67 of the Insolvency Rules 1986, as amended by the Enterprise Act 2002.
- If the Company proceeds into Liquidation the basis of remuneration fixed in the Administration continues to apply in the Liquidation.

- That the Joint Administrators be discharged from all liability pursuant to Paragraph 98 of Schedule B1 of the Insolvency Act 1986, upon filing the end of the Administration or their appointment otherwise ceasing

The creditors may approve the proposals, with or without modification, but any modifications are subject to the consent of the Joint Administrators. If the proposals are rejected, a report will be sent to Court advising that creditors have failed to approve the Joint Administrators proposal. In the event of such a rejection, the Court may provide that the appointment of the Joint Administrators shall cease to have effect and make any other order it deems appropriate.

11. Creditors meeting

In accordance with Paragraph 58 of Schedule B1 Insolvency Act 1986, the Joint Administrators propose to deal with the Proposals by way of correspondence instead of holding a creditors meeting. A copy of Form 2 25B is attached at Appendix E

However, the Joint Administrators shall summon an initial creditors' meeting, if requested to by the creditors of the Company, whose debts amount to at least 10% of the total debts of the Company, using the attached prescribed form 2 21B (attached at Appendix E), within 8 business days from the date of this report

Creditors are reminded that the costs of any meeting called shall be paid for by them and that a deposit will be required for such purpose. Such costs may be ordered to be paid as an expense of the Administration if the meeting so resolved.

Dated this 12 August 2014



L J Hogg
Joint Administrator
Acting as agent of the Company without personal liability

Kelly Burton and Lisa Jane Hogg of Wilson Field Limited were appointed Joint Administrators to Apex Access Limited on 18 June 2014. The affairs, business and property of the Company are being managed by the Joint Administrators without personal liability

APEX ACCESS LIMITED – IN ADMINISTRATION
APPENDIX A
ADMINISTRATORS STATEMENT OF AFFAIRS & SCHEDULE OF CREDITORS

Insolvency Act 1986

Apex Access Limited
Estimated Statement Of Affairs as at 18 June 2014

	Book Value £	Estimated to Realise £	£
ASSETS			
Factored Debtor Ledger	88,883.58	62,218.51	
Easy Invoice Finance Limited		(64,080.94)	
Deficiency c/d		<u>(1,862.43)</u>	
Trade Debtors	10,000.00		<u>Uncertain</u> NIL
LIABILITIES			
PREFERENTIAL CREDITORS:-			
DE Arrears & Holiday Pay		21,026.97	
Employee Arrears/Hol Pay		828.03	
			<u>21,855.00</u> (21,855.00)
DEBTS SECURED BY FLOATING CHARGE PRE 15 SEPTEMBER 2003			
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS			<u>NIL</u> (21,855.00)
Estimated prescribed part of net property where applicable (to carry forward)			<u>NIL</u> (21,855.00)
DEBTS SECURED BY FLOATING CHARGE POST 15 SEPTEMBER 2003			<u>NIL</u> (21,855.00)
Estimated prescribed part of net property where applicable (brought down)			<u>NIL</u> (21,855.00)
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)			
Deficiency b/d		1,862.43	
Trade & Expense Creditors		114,727.92	
Employees		120.00	
Dept of Employment		118,972.80	
Directors Loans		75,000.00	
HM Revenue and Customs - VAT		48,839.56	
HM Revenue and Customs - PAYE		140,254.76	
HM Revenue and Customs - Corporation Tax		<u>8,492.22</u>	
			<u>508,269.69</u>
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)			<u>(530,124.69)</u> (530,124.69)
Issued and called up capital			
Ordinary Shareholders		100.00	
			<u>100.00</u>
TOTAL SURPLUS/(DEFICIENCY)			<u>(530,224.69)</u>

Wilson Field Limited
Apex Access Limited
B - Company Creditors

Key	Name	Address	£
CA00	Adflex	27/29 Long Street, Middleton, Manchester, M24 6TE	24'00
CB00	Bardlays Bank Plc	7 St Petersgate, Stockport, SK1 1EB	0 00
CB01	Bennett Verby Limited		699 50
CB02	BT Plc		1.00
CC00	CITB	Bircham Newton, King's Lynn, Norfolk, PE31 6RH	3,035 62
CE00	Easy Invoice Finance Limited	4 Regency Chambers, Jubilee Way, Bury, Lancashire, BL9 0JW	64,080 94
CE01	Employee Claims		948 03
CH00	HM Revenue & Customs	Debt Management, London Central Debt Technical Office, HMRC, DMB 340, BX5 5AB	48,839 56
CH01	HM Revenue & Customs	Debt Management, London Central Debt Technical Office, HMRC, DMB 340, BX5 5AB	140,254 76
CH02	HM Revenue & Customs	Debt Management, London Central Debt Technical Office, HMRC, DMB 340, BX5 5AB	8,492 22
CM00	Mr David Moran	2 Evesham Close, Manchester, M24 1PU	50,000.00
CM01	Mrs Lisa Moran	2 Evesham Close, Manchester, M24 1PU	25,000 00
CP00	Ian Perks	Unit 16A, Mossdown Road, Royton, Oldham, OL2 6HS	1,200.00
CP01	Premium Credit Limited	Premium Credit House, 60 East Street, Epson, Surrey, KT17 1HB	0 00
CR00	Redundancy Payments Service	Cobalt Square, 83-85 Hagley Road, Birmingham, B16 8QG	139,999 77
CT00	Trad Hire & Sales Limited	TRAD House, Cromwell Road, Bredbury, Cheshire, SK6 2RF	89,611.00
CT02	T Gould	40 Doctor Fold Lane, Heywood, Lancaster, OL10 2QE	16,000 00
CU00	UK Scaffold	M. Corrigna Limited, Former BT Yard, Lingard Lane, Stockport, SK6 2QT	4,156.80
EA00	Mr Anthony Corrigan	22 Patterdale Avenue, Ashton-under-Lyne, OL7 9JB	0.00
EA01	Mr Anthony Clarke	33 Heaton Street, Higher Broughton, Salford, M7 4AQ	0 00
EA02	Mr Anthony Gibson	19 Carriage Drive, Monsall, Manchester, M40 8RG	0.00
EA03	Mr Anthony Meehan	45 Townfield Road, Mobberley, Knutsford, WA16 7HG	0 00
EA04	Mr Andy Milburn	12 Hey Crescent, Lees, Oldham, OL4 3LJ	0.00
EB00	Mr Billy Freeman	41 Chime Bank, Crumpsall, Manchester, M8 0QJ	0.00
EB01	Mr Brian Lawrence	27 Hollybank, Hollingworth via Hyde, SK14 8QL	0 00
EB02	Mr Brian Rigg	18 Goyer Rise, Sholver, Oldham, OL1 4PT	0 00
EC00	Mr Carl Roles	9 Wharfedale Avenue, Moston, Manchester, M40 9PJ	0.00
ED00	Mr David Cook	52 Rosslyn Road, Moston, Manchester, M40 9QD	0.00
ED01	Mr Dean Kelly	55 Middlesex Road, Blackley, Manchester, M9 8AX	0 00
ED02	Mr David Moran	2 Evesham Close, Manchester, M24 1PU	0 00

Signature _____

**Wilson Field Limited
Apex Access Limited
B - Company Creditors**

Key	Name	Address	£
EE00	Mr Enc Hughes	13 Amesbury Road, Blackley, Manchester, M9 6JT	0.00
EE01	Ms Emma Moran	10 Silkmill Way, Manchester, M24 1QU	0.00
EG00	Mr Gary Hudson	23 Selkirk Road, Chadderton, Oldham, OL9 6AB	0.00
EJ00	Mr John Faulkner	8 Clough Road, Blackley, Manchester, M9 4EQ	0.00
EJ01	Mr Jake Milburn	12 Hey Crescent, Lees, Oldham, OL4 3LJ	0.00
EL00	Ms Lisa Moran	2 Evesham Close, Manchester, M24 1PU	0.00
EM00	Mr Mark Cuddy	19 Citrus Way, Salford, M6 5UA	0.00
EM01	Mr Mark Mulligan	31 Victoria Street, Chadderton, Oldham, OL9 0HQ	0.00
ER00	2 Scott Road	Chadderton, Oldham, OL9 9PX	0.00
ER01	Ms Rachael Moran	Flat 25 Parsons Way, Manchester, M9 4PY	0.00
ES00	Mr Steve Baxendale	94 Andover Avenue, Middleton, Manchester, M24 1JN	0.00
ES01	Mr Stuart Higginson	2 Scott Road, Chadderton, Oldham, OL9 9PX	0.00
ES02	Mr Stuart Nevin	5 Mitchem Avenue, Manchester, M9 7AU	0.00
HD00	Mr David Moran	2 Evesham Close, Manchester, M24 1PU	100.00
44 Entries Totalling			592,443.20

Signature _____

APEX ACCESS LIMITED – IN ADMINISTRATION

APPENDIX B

RECEIPTS AND PAYMENTS ACCOUNT

Apex Access Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments
To 12/08/2014

S of A £		£	£
62,218.51	SECURED ASSETS Factored Debtor Ledger	<u>NIL</u>	NIL
(64,080.94)	SECURED CREDITORS Easy Invoice Finance Limited	<u>NIL</u>	NIL
Uncertain	ASSET REALISATIONS Trade Debtors	<u>NIL</u>	NIL
(21,026.97)	PREFERENTIAL CREDITORS DE Arrears & Holiday Pay	NIL	
(828.03)	Employee Arrears/Hol Pay	<u>NIL</u>	NIL
(114,727.92)	UNSECURED CREDITORS Trade & Expense Creditors	NIL	
(120.00)	Employees	NIL	
(118,972.80)	Dept of Employment	NIL	
(75,000.00)	Directors Loans	NIL	
(48,839.56)	HM Revenue and Customs - VAT	NIL	
(140,254.76)	HM Revenue and Customs - PAYE	NIL	
(8,492.22)	HM Revenue and Customs - Corporati	<u>NIL</u>	NIL
(100.00)	DISTRIBUTIONS Ordinary Shareholders	<u>NIL</u>	NIL
<u>(530,224.69)</u>			<u><u>NIL</u></u>
	REPRESENTED BY		<u><u>NIL</u></u>

Lisa Jane Hogg
Joint Administrator

APEX ACCESS LIMITED – IN ADMINISTRATION

APPENDIX C

**TIME ANALYSIS IN ACCORDANCE WITH SIP 9 - PRE APPOINTMENT AND POST
APPOINTMENT**

Time Entry - Detailed SIP9 Time & Cost Summary

APEX01A - Apex Access Limited
From 01/04/2014 To 18/06/2014
Project Code PRE

Classification of Work Function	Directors & IPs	Manager & Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP - Appointment	15.00	0.00	0.00	0.00	15.00	5,250.00	350.00
ADGA - File Maintenance	0.00	0.00	0.10	0.00	0.10	19.00	190.00
Admin and Planning	15.00	0.00	0.10	0.00	15.10	5,269.00	348.94
Total Hours	15.00	0.00	0.10	0.00	15.10	5,269.00	348.94

Time Entry - Detailed SIP9 Time & Cost Summary

APEX01A - Apex Access Limited
From: 18/06/2014 To: 12/08/2014
Project Code: POST

Classification of Work Function	Directors & ITPs	Manager & Senior Manager	Administrators	Assistant & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA Cashing	0.00	0.00	0.00	1.13	1.13	119.34	105.30
ADCR : Case Review	0.00	0.00	0.20	0.00	0.20	38.00	190.00
ADCI Director/Client	0.00	0.00	19.30	0.20	19.50	4,877.00	239.85
ADCA File Maintenance	0.00	0.00	6.30	0.60	6.90	1,136.00	164.49
ADSC Statutory and Compliance	0.20	0.00	0.80	1.90	2.90	658.00	228.21
Admin and Planning	0.20	0.00	26.60	3.83	30.63	6,625.34	216.28
CREM Employees	0.00	0.00	2.60	0.30	2.90	511.00	176.21
CRTV : Tax and VAT	0.00	0.00	0.20	0.00	0.20	34.00	170.00
Case Specific Matters	0.00	0.00	2.80	0.30	3.10	645.00	175.81
CRGO : Communications with Creditors	0.00	0.00	0.30	0.30	0.60	120.00	200.00
Creditors	0.00	0.00	0.30	0.30	0.60	120.00	200.00
INRE Investigation and Review	0.00	0.00	0.00	0.30	0.30	51.00	170.00
Investigations	0.00	0.00	0.00	0.30	0.30	51.00	170.00
Total Hours	0.20	0.00	29.70	4.73	34.63	7,341.34	211.97

APEX ACCESS LIMITED – IN ADMINISTRATION

APPENDIX D

WILSON FIELD CHARGE OUT RATES AND DISBURSEMENT POLICY

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with the statement of insolvency practice 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

Hourly Charge Out Rates

Directors/Insolvency Practitioner	£350 – 500
Managers & Senior Managers	£260 – 400
Administrators and Senior Administrators	£120 – 240
Secretarial & Support	£100 – 130

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

In common with all professional firms, our charge out 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.

All time is recorded in 6 minute units.

Rechargeable Disbursements

Category 2 disbursements – as defined in SIP 9 – requiring prior approval of creditors

Postage, stationery, photocopying etc	£10 per member and creditor per year (or part year)
Room Hire where meeting held at Wilson Field office	£100 (£150 for London)
Storage of books and records	£6 per box per month
Mileage	45p per mile
Collection of books and records	£30 per hour
Companies House search fees	£10 per search document
Land Registry On-Line search fees	£10 per document
Document Upload Centre charge	£150
Registering of restrictions on property	£150* per restriction *
Removal of a restriction on a property	£50* per restriction
Property Transfer Fees	£250* per transfer
Issuing winding up petitions	£1,000*
Issuing bankruptcy petitions	£1,000*
Insolvency software fee	£150 per year (or part year)

*These category 2 disbursements are in relation to profit cost only. Any category 1 disbursement in respect of these such as Court Fees, Deposit fees, Land Registry fees will also be recovered at the prevailing rates.

The office holder(s) will seek approval from creditors to draw these disbursements at the creditors meeting.

These rates are applicable on all insolvency appointments from 1 February 2014 until further notice

APEX ACCESS LIMITED – IN ADMINISTRATION

APPENDIX E

**FORM 2.25B NOTICE OF CONDUCT OF BUSINESS BY
CORRESPONDENCE AND FORM 2.21B CREDITORS REQUEST FOR A MEETING**

Rule 2.48

Notice of conduct of business by correspondence

Name of Company Apex Access Limited	Company number 07503429
In the Leeds district registry (full name of court)	Court case number 665 of 2014

(a) Insert full name(s) and address(es) of administrator(s)

Notice is hereby given by (a)
Kelly Burton, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, and
Lisa Jane Hogg, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS,

(b) Insert full name and registered office of The Company

to the creditors of (b)
Apex Access Limited, c/o Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS

(c) Insert number of resolutions enclosed

that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are (c) six resolutions for your consideration. Please indicate below whether you are in favour or against each resolution

(d) Insert address to which form is to be delivered

This form must be received at (d)
Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS,

(e) Insert closing date

by 12 00 hours on (e) 27 August 2014 in order to be counted. It must be accompanied by details in writing of your claim. Failure to do so will lead to your vote(s) being disregarded

Repeat as necessary for the number of resolutions attached

- That the Joint Administrators proposals dated 12 August 2014 be accepted *For/Against
- That the Joint Administrators Pre-Administration costs as detailed in section 7 be approved and that the Joint Administrators' be authorised to draw these from the administration estate. *For/Against
- That the Joint Administrators remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising in the Administration *For/Against
- That the Joint Administrators be authorised to draw Category 2 Disbursements as detailed on the attached schedule at Appendix D *For/Against
- That the Joint Administrators be discharged from all liability pursuant to Paragraph 98 and Paragraph 99 of Schedule B1 of the Insolvency Act 1986, upon filing the end of the Administration or their appointment otherwise ceasing. *For/Against
- That a creditors committee is not appointed *For/Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

Name of creditor: _____

Signature of creditor: _____

(If signing on behalf of creditor, state capacity e.g. director/solicitor)
If you require any further details or clarification prior to returning your votes, please contact me / us at the address above

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

Signed

Joint / Administrator(s)

Dated

Rule 2.37

Creditor's request for a meeting

Name of Company

Apex Access Limited

Company number

07503429

In the
Leeds district registry

(full name of court)

Court case number
665 of 2014

(a) Insert full name and
address of the creditor
making the request

I (a)

(b) Insert full name and
address of registered
office of the company

request a meeting of the creditors of (b)
Apex Access Limited
The Manor House
260 Ecclesall Road South
Sheffield
S11 9PS

(c) Insert amount of claim

My claim in the administration is (c)

(d) Insert full name(s) and
address(es) of creditors
concurring with the
request (if any) and their
claims in the
administration if the
requesting creditor's
claim
is below the required 10%

(d)

concur with the above request, and I attach copies of their written confirmation of
concurrence

(e) Insert details of the
purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated
