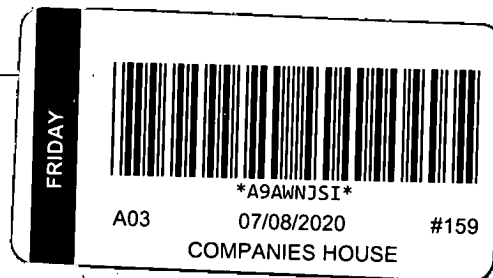


AM10

Notice of administrator's progress report



Companies House



1 Company details

Company number 07525173

Company name in full Shades Graphics Limited

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

2 Administrator's name

Full forename(s) Daniel

Surname Plant

3 Administrator's address

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E14 9XQ

Country

4 Administrator's name ①

Full forename(s) Simon Franklin

Surname Plant

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

5 Administrator's address ②

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E14 9XQ

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	d	2	d	6	m	0	m	1	y	2	y	0	y	2	y	0
To date	d	2	d	5	m	0	m	7	y	2	y	0	y	2	y	0

7 Progress report

☐ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	0	d	7	m	0	m	8	y	2	y	0	y	2	y	0
----------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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 **Daniel Plant**

Company name **S F P**

Address
9 Ensign House
Admirals Way

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**



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 or email 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

Strictly Private and Confidential

Shades Graphics Limited (In Administration)

Progress Report to Creditors

**Daniel Plant
MIPA FABRP**

**Simon Franklin Plant
MIPA FABRP**

**SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ**

Tel: +44 (207) 5382222

Fax: +44 (207) 5383322

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without our prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

CONTENTS

1. Introduction
2. Progress of the Administration / Asset Realisations
3. Statutory and General Administration
4. Investigations
5. Creditors
6. The Joint Administrators' Costs
7. Conclusion

APPENDICES

- I. Definitions
- II. Statutory Information
- III. The Joint Administrators' Receipts and Payments Account
- IV. Breakdown of the Joint Administrators' Fees
- V. Breakdown of SFP Property Limited Fees
- VI. SFP's Charge-out Rates and Bases of Expenses

1. Introduction

- 1.1 This report is prepared pursuant to the Rules in relation to the Company. The Rules provide that a progress report is issued every six months from the date of the last progress report to inter alia all creditors within one month of the end of the period covered by the report.
- 1.2 This report provides details of the progress made since the First Report to 25 July 2020 and of matters that are yet to be concluded. Attached at **Appendix I** are definitions of terms used in this report and at **Appendix II** is a summary of statutory information on the administration.
- 1.3 As agreed by the Company's creditors, as set out in the Act, the period of the administration has been extended to 25 July 2021.

2. Progress of the Administration / Asset Realisations

- 2.1 Attached at **Appendix III** is the Joint Administrators' Receipts and Payments Account, which details the realisations achieved and costs paid for the Review Period and for the administration as a whole. An update of the progress made since the First Report is detailed below.

The Sale of the Business and Assets

- 2.2 As previously reported, a sale of the Company's business and assets to RSS was completed on 5 August 2019. Sales consideration in full has been received
- 2.3 Efforts were made to maximise realisations net of costs. The ultimate financial benefit achieved for creditors from these efforts is dependent upon the dividend prospects, which are explained further below.

Debtors

- 2.4 As previously advised, the Company's sales ledger had been assigned to AIF. As at the date of the placing of the Company into Administration, AIF's outstanding balance, excluding charges, was £193,283 with the sales ledger standing at £281,580.13. AIF had advised that it would be collecting the ledger in-house. Accordingly, in order to assist with this, the Joint Administrators' staff attended the Trading Premises in order to glean copy invoices, supporting documentation and obtain system back-ups. Furthermore, meetings had been undertaken with directors in order to ascertain potential collection problems. Copy documentation had been passed to AIF and the Joint Administrators have continued to monitor the position.
- 2.5 AIF has recovered its core commitment (and charges applied) in full and reassigned the sales ledger to the Company together with a surplus of £37,570.80 for the estate. The charges applied by AIF have been analysed and the Joint Administrators are satisfied that they are in line with the agreements made with the Company.
- 2.6 Consequently, the Joint Administrators have instructed RSS to assist with collecting the remaining book debts totalling £67,159.90 and, since reassignment, recoveries totalling £2,846.28 have been achieved. RSS have confirmed they are in possession of a further £7,512.60, which will be forwarded to the estate accordingly. A further update will be provided in the next report.
- 2.7 RSS will continue to collect the remaining sales ledger on behalf of the Joint Administrators.
- 2.8 The Joint Administrators have incurred time costs in the region of £6,500 in relation to book debt collections. This is primarily due to the following circumstances.

- 2.9** Significant time costs have been incurred in examining the Company's records and in seeking additional information and explanations from the Company's former staff in order to respond to debtors' disputes and queries. In addition, the Joint Administrators have taken steps to reconcile debtors' accounts and trace payments made in error by debtors. Nevertheless, these efforts have generated some results and the Joint Administrators will continue to use the information gleaned to pursue recoveries. Although the Joint Administrators were aware that book debt recoveries would prove difficult, the decision was made to expend material efforts to pursue recovery given the quantum of the outstanding sales ledger.
- 2.10** At present, it is not known whether the Joint Administrators' work in this regard will generate any financial benefit to unsecured creditors. However, it is necessary to undertake this work to pursue the remaining book debts in an attempt to generate a net recovery for the benefit of unsecured creditors. When all book debt collection efforts draw to a conclusion, notwithstanding that the bases of the fees and Category 2 expenses of the Joint Administrators have been approved by the relevant creditors, the Joint Administrators will review the financial benefit generated for creditors and will form a view as regards what costs are fair and reasonable to discharge from the estate. It should be noted, however, that all independent third party costs will need to be paid from the estate funds. In view of the risks that the estate funds may be used in pursuing outstanding debts, creditors are invited to contact the Joint Administrators should they object to the action being continued in anticipation of a successful recovery.
- 2.11** On current understanding, the Joint Administrators expect their work in this regard to generate a financial benefit to unsecured creditors. However, this is dependent on the remaining book debts being collected promptly and at or near the level anticipated.

The Company's Trading Premises

- 2.12** Trading Premises are occupied by the Company subject to a lease and a licence to occupy was granted to RSS.
- 2.13** SFP Property had been instructed to provide the Joint Administrators with a valuation of the Company's leasehold interest, establish an appropriate disposal strategy and collect licence fees from RSS in accordance with the licence to occupy.
- 2.14** Furthermore, they were to liaise with the landlord and other parties in order to provide updates, attend to any property related queries and oversee the execution of any surrender or assignment.
- 2.15** SFP Property established that the lease holds no value for the benefit of the Administration.
- 2.16** SFP continued to collect licence fees from RSS and paid a total of £7,964 to the landlord on 21 August 2019. A further £7,964 was paid on 11 September 2019.
- 2.17** The freehold interest in the property was purchased sometime in October 2019. As of 20 November 2019 it was agreed between RSS and the new landlord that RSS would pay directly to the new landlord and provided SFP Property receipt of payment each time.
- 2.18** RSS vacated the premises as of 3 April 2020. SFP Property contacted the landlord to proffer a surrender of the lease. The landlord subsequently informed SFP Property that they were in possession of the keys and would not accept a surrender and were marketing the premises. The landlord is claiming dilapidation costs accrued during the period of the licence to occupy. SFP Property is seeking legal advice on liability.

Other Assets / Issues

- 2.19** It is understood there is a credit balance due to the Company totalling £1,030.67. The Joint Administrators have received confirmation that these funds will be transferred to the Company estate account in due course.
- 2.20** Bank interest in the sum of £17.84 has been received.
- 2.21** Efforts were made to maximise realisations net of costs. The ultimate financial benefit achieved for creditors from these efforts is dependent upon the dividend prospects, which are explained further below.

3. Statutory and General Administration

- 3.1** Throughout the Review Period, the Joint Administrators have carried out the following material tasks in this category:
 - 3.1.1** drafting this progress report;
 - 3.1.2** consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
 - 3.1.3** consulting with staff, SFP Property and external agents to receive updates on their progress and to agree strategies;
 - 3.1.4** seeking an extension to the administration and issuing and filing the necessary documents on agreement of the extension;
 - 3.1.5** maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
 - 3.1.6** conducting periodic case and bond reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
 - 3.1.7** maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments; and
 - 3.1.8** completing periodic tax returns and settling any associated liabilities.

4. Investigations

- 4.1** In accordance with the Joint Administrators' duties, investigations have been made into the conduct of the Company's directors. The requisite report was submitted to the Insolvency Service. All information contained in the report is strictly confidential and the Joint Administrators are not permitted to divulge details of their report to the Insolvency Service.
- 4.2** The Joint Administrators have been carrying out an investigation into the Company's affairs prior to it being placed into Administration to examine whether there were any potential claims arising from transactions made by the Company prior to Administration that might give rise to an action for recovery.
- 4.3** Those investigations are ongoing. Consequently, the Joint Administrators do not wish to divulge any further information at this stage, as this might have a negative impact on the prospects of any successful recovery for the insolvent estate in the future.
- 4.4** At present, it is not known whether this work will generate any financial benefit to creditors.

5. Creditors

5.1 During the Review Period, the following main tasks in this category have been carried out:

- 5.1.1 assisting the employees to receive payments from the RPO;
- 5.1.2 responding to creditors' queries and logging their claims and supporting information; and
- 5.1.3 maintaining the database as regards creditors' contact details and claims.

Employees' Claims

5.2 11 employees of the Company were made redundant on 31 July 2019. Employees have submitted applications to the RPO in order to receive their entitlements. The remaining employees were transferred to RSS pursuant of TUPE following completion of the sale of the business and assets on 5 August 2020.

Anticipated Outcome

5.3 On present information, it looks to be the case that there may be sufficient funds for a dividend to be paid to preferential and non-preferential unsecured creditors under the prescribed part. The timing and quantum of a dividend will be dependent upon further work undertaken and the associated costs incurred. An update regarding this will be provided in the Joint Administrators' next report.

6. The Joint Administrators' Costs

- 6.1 At **Appendix III** is a breakdown of the time costs incurred by the Joint Administrators' firm over the Review Period, totalling £9,429.50, a summary of the time costs for the administration period as a whole, and the total fees drawn. A Guide to Administrators' Fees is available from <http://panel.sfpgroup.com> or a hard copy will be provided on request.
- 6.2 The attached breakdown shows that a significant proportion of the time costs incurred in the Review Period relate to statutory and general administration. Whilst 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.
- 6.3 The remuneration anticipated to be charged by the Joint Administrators (i.e. the total time costs anticipated to be incurred by the Joint Administrators and their staff to conclusion of the administration) is likely to exceed the fees estimate. The main reason for this is the fees estimate had been drafted on the basis that the Administration would be completed within one year, but an extension has proved necessary in view of the need to make further investigations, as explained above. The Joint Administrators intend to propose an amended fees estimate under separate cover.
- 6.4 **Appendix V** provides a breakdown of the time costs incurred by SFP Property over the Review Period to date, a summary of the time costs for the administration period as a whole, and the total fees paid from the insolvent estate.
- 6.5 At **Appendix VI** is a schedule of SFP's charge-out rates and bases of calculation of certain expenses. The bases of these costs are subject to approval in the same manner as the Joint Administrators' fees, as detailed in **Appendix II**.
- 6.6 In addition, the Joint Administrators' Receipts and Payments Account attached at **Appendix III** provides a summary of the expenses incurred by the Joint Administrators, whether directly or by reason of their instructions to other parties.

- 6.7 The following expenses are likely to exceed the details given to creditors along with the Joint Administrators' Proposal:

Party / description	Current estimate (total to conclusion of administration)	Explanation
Joint Administrators' expenses (Category 1)	£2,100	Costs for travel, accommodation and subsistence were previously underestimated.
Storage and Destruction of Company's Records	£1,485.92	Additional costs incurred due to the volume of records recovered.
Monies sent to Factor	£40,827.50	This expense that was not previously estimated was incurred in relation to book debts secured by factoring agreement. The funds were subsequently forwarded to AIF.
Legal Fees and Disbursements	£7,001.90	Costs incurred in relation to the assistance of solicitors were slightly underestimated.

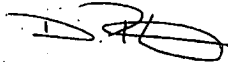
7. Conclusion

- 7.1 At present, the main activities remaining to be done are

- 7.1.1 pursuit of the outstanding book debts;
- 7.1.2 conclusion of the Company's interest in the Trading Premises;
- 7.1.3 conclusion of investigations into the affairs of the Company and of any claims identified as worthy of pursuit;
- 7.1.4 pursuit of clearance from the relevant government departments; and
- 7.1.5 conclusion of the administration, likely by filing notice of the move from administration to dissolution.

- 7.2 Should any creditor have any questions or queries in relation to the above, please contact either the Administrator dealing with this matter, Ellie Jones, or the Joint Administrator on 020 7538 2222 or by email to enquiries@sfggroup.com.

Dated this 7 August 2020



Daniel Plant
Joint Administrator

In accordance with paragraph 45 of Schedule B1 of the Insolvency Act 1986, notice is hereby given that the affairs, business and property of Shades Graphics Limited (in Administration) are being managed by Daniel Plant and Simon Franklin Plant of SFP, acting as Joint Administrators. Pursuant to paragraph 69 of Schedule B1 of the Insolvency Act 1986, the Joint Administrators act as agents of the company and without personal liability.

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX I

- **Definitions**

DEFINITIONS

Independent Parties instructed to assist with the Administration

GTC Freeths	GTC Appraisals Limited Freeths LLP
----------------	---------------------------------------

Terms associated with SFP

SFP Property	SFP Property Limited
The Team	Any of the Joint Administrators, their staff members and members of staff of SFP Property
The ERA Department	The Employment Rights Act department

Other Parties

The Company	Shades Graphics Limited
The Directors	Mr Charlesworth and Mr Bevington
Mr Charlesworth	Martin Charlesworth
Mr Bevington	Adrian Bevington
Ms Barnes	Alison Barnes
Mr Dawson	Stuart Dawson
The Joint Administrators	Daniel Plant and Simon Franklin Plant
AIF	Aldermore Invoice Finance
Mr Pearson	James Alan Pearson
SPL	Shades (Screen Print) Limited
The Trading Premises	Spur Mill, Broadstone Hall Road South, Reddish, Stockport, Cheshire, SK5 7BY
The Court	High Court of Justice
RSS	Rymack Sign Solutions Limited
Mr McMurray	Darren McMurray
RPO	Redundancy Payments Office
HMRC	HM Revenue & Customs

References to Statutory and other Regulatory Provisions and Documents

The Statement of Proposals	The Statement of the Joint Administrators' Proposals prepared pursuant to Paragraph 49(1) of Schedule B1 of the Act
The Joint Administrators' Proposal	The document containing the Statement of Proposals
The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986 or the Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event described)
ERA	Employment Rights Act 1996
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
ETO	Economic, technical or organisational
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
Notice of Intention	Notice of Intention to Appoint an Administrator
Notice of Appointment	Notice of Appointment of an Administrator by Directors of the Company
CVA	Company Voluntary Arrangement
CVL	Creditors' Voluntary Liquidation
The Statement of Affairs	Estimated Statement of Affairs as at the date that the Company was placed into Administration
The First Report	The Joint Administrators' progress report for the first six month period from the date that the Company was placed into Administration
The Second Report	The Joint Administrators' progress report for the period from six months after appointment to the date specified in the report
The Last Report	The most recent progress report issued by the Joint Administrators
Review Period	Period covered by the Joint Administrators' progress report
NDA	Non-disclosure agreement
SPA	Sale and purchase agreement
The Release	Deed of release of the secured creditor's security
IPR	Intellectual property rights
A Connected Party/Connected	As defined by Section 249 of the Act (a copy of the statutory definition is overleaf)

Statutory Definition of a Connected Party

Section 249 of the Act states:

A person is connected with a company if:

- (a) he is a director or shadow director of the company or an associate of such a director or shadow director, or
 - (b) he is an associate of the company;
- and "associate" has the meaning given by Section 435 of the Act.

Section 435 of the Act states:

(2) A person is an associate of an individual if that person is:

- (a) the individual's husband or wife or civil partner,
- (b) a relative of
 - (i) the individual, or
 - (ii) the individual's husband or wife or civil partner, or
- (c) the husband or wife or civil partner of a relative of
 - (i) the individual, or
 - (ii) the individual's husband or wife or civil partner.

(3) A person is an associate of any person with whom he is in partnership, and of the husband or wife or civil partner or a relative of any individual with whom he is in partnership; and a Scottish firm is an associate of any person who is a member of the firm.

(4) A person is an associate of any person whom he employs or by whom he is employed.

(5) A person in his capacity as trustee of a trust other than

- (a) a trust arising under any of the second Group of Parts or the Bankruptcy (Scotland) Act 1985, or
 - (b) a pension scheme or an employees' share scheme,
- is an associate of another person if the beneficiaries of the trust include, or the terms of the trust confer a power that may be exercised for the benefit of, that other person or an associate of that other person.

(6) A company is an associate of another company

- (a) if the same person has control of both, or a person has control of one and persons who are his associates, or he and persons who are his associates, have control of the other, or
- (b) if a group of two or more persons has control of each company, and the groups either consist of the same persons or could be regarded as consisting of the same persons by treating (in one or more cases) a member of either group as replaced by a person of whom he is an associate.

(7) A company is an associate of another person if that person has control of it or if that person and persons who are his associates together have control of it.

(8) For the purposes of this section a person is a relative of an individual if he is that individual's brother, sister, uncle, aunt, nephew, niece, lineal ancestor, or lineal descendant, treating

- (a) any relationship of the half blood as a relationship of the whole blood and the stepchild or adopted child of any person as his child, and
- (b) an illegitimate child as the illegitimate child of his mother and reputed father;

and references in this section to a husband or wife include a former husband or wife and a reputed husband or wife and references to a civil partner include a former civil partner and a reputed civil partner.

(9) For the purposes of this section any director or other officer of a company is to be treated as employed by that company.

(10) For the purposes of this section a person is to be taken as having control of a company if

- (a) the directors of the company or of another company which has control of it (or any of them) are accustomed to act in accordance with his directions or instructions, or
- (b) he is entitled to exercise, or control the exercise of, one third or more of the voting power at any general meeting of the company or of another company which has the control of it;

and where two or more persons together satisfy either of the above conditions, they are to be taken as having control of the company.

(11) In this section "company" includes any body corporate (whether incorporated in Great Britain or elsewhere); and references to directors and other officers of a company and to voting power at any general meeting of a company have effect with any necessary modifications.

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX II

- **Statutory Information**

Shades Graphics Limited (In Administration)

Statutory Information for Second Progress Report

Court Reference: High Court of Justice CR-2019-000700

Company Number: 07525173

Registered Office: 9 Ensign House
Admirals Way
Marsh Wall
Docklands
London E14 9XQ

Joint Administrators appointed on: 26 July 2019

Joint Administrators' functions: May be exercised by either of the Joint Administrators

Extensions to Administration period:

A twelve-month extension was granted by the secured creditor on 25 May 2020.

Basis of the Joint Administrators' fees and certain expenses:

The Joint Administrators' fees were fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the administration. This basis was approved by the secured creditors on 4 October 2019. The bases of the Joint Administrators' Category 2 expenses, including the costs of SFP Property, similarly were approved by these creditors. In addition, set out below are the pre-administration costs that were unpaid at the time of the Joint Administrators' Proposals, which were approved for payment by these creditors on 4 October 2019.

SFP's disbursements	£66.23
MBV	£5,660
Freeths	£5,137.10

Creditors' rights to further information and challenge:

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Administrator to provide further information about the remuneration and expenses set out in the report. A request must be made in writing and may be made by either a secured creditor or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or by any unsecured creditor with the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors or the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX III

- **The Joint Administrators' Receipts and Payments Account**

SHADES GRAPHICS LIMITED
(IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
FROM 26 JANUARY 2020 TO 25 JULY 2020

Notes	Statement of Affairs £	From 26/01/20 to 25/07/20 £	From 26/07/19 to 25/07/20 £
RECEIPTS			
Book Debts	19,224.00	2,846.28	40,417.08
Book debts secured by factoring agreement			40,827.50
Sale of Business and Assets	70,500.00	23,500.00	70,500.00
Paypal account	1,000.00		
Cash at Bank	1,000.00		3,110.34
Rent Receivable	23,838.00		15,928.00
Miscellaneous Refund			1,615.27
Bank Interest Gross		17.84	40.44
TOTAL RECEIPTS	115,562.00	26,364.12	172,438.63

	Joint Administrators' Fees and Expenses Estimate £	Expenses incurred (whether or not paid)		Payments made	
		From 26/01/20 to 25/07/20 £	From 26/07/19 to 25/07/20 £	From 26/01/20 to 25/07/20 £	From 26/07/19 to 25/07/20 £
PAYMENTS / EXPENSES					
Pre-Administration Costs (agents and solicitors)				5,660.00	10,797.10
Joint Administrators' Remuneration	73,130.00	9,429.50	71,344.00	-	55,000.00
Joint Administrators' other Category 1 Expenses	1 1,697.00	2.85	2,032.83	-	-
Joint Administrators' other Category 2 Expenses	1 200.00	-	30.24	-	-
SFP Property Fees and Expenses	4,750.00	57.50	3,762.00	-	2,000.00
Agents' / Valuers' Fees and Disbursements	2 9,180.00	-	8,680.00	4,340.00	4,340.00
Legal Fees and Disbursements	2 6,834.00	2,167.90	7,001.90	7,001.90	7,001.90
Statutory Advertising	88.00	-	87.48	-	87.48
Insurance of Assets	2 1,500.00	-	913.40	-	-
Storage and Destruction of Company's Records	1,176.00	-	1,485.92	-	1,485.92
Monies sent to Factor	-	-	40,827.50	-	40,827.50
Re-Direction of Mail	313.00	-	313.00	-	313.00
Rent Payable	23,838.00	-	15,928.00	-	15,928.00
TOTAL PAYMENTS / EXPENSES	98,868.00	11,657.75	152,406.27	17,001.90	137,780.90

BALANCE IN HAND					34,657.73
REPRESENTED BY					
VAT Receivable					3,390.38
Interest Bearing Current Account					31,267.35
BALANCE IN HAND					34,657.73

NOTES TO THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

Notes

1 Further details of material disbursements/expenses incurred in the period are as follows:

Postage £2.85

2 The Joint Administrators' instructions as regards these items remain ongoing and therefore they continue to incur liabilities to third parties. However, these expenses will only be quantified once an invoice has been issued.

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX IV

- **Breakdown of the Joint Administrators' Fees**

SHADES GRAPHICS LIMITED (IN ADMINISTRATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 26 JULY 2019 TO 25 JANUARY 2020

CLASSIFICATION OF WORK FUNCTION	Time spent over the period under review 26 JULY 2019 TO 25 JANUARY 2020					Total Time spent 26 JULY 2019 TO 25 JANUARY 2020				Total per fees estimate £
	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	
Statutory and General Administration	2.90	50.70	48.40	22.30	124.30	29,059.50	124.30	233.79	29,059.50	24000.00
Investigations	1.70	12.50	0.00	17.20	31.40	6,525.00	31.40	207.80	6,525.00	14000.00
Realisation of assets	1.20	32.90	6.40	3.30	43.80	12,000.00	43.80	273.97	12,000.00	12000.00
Trading	0.00	2.10	0.00	0.00	2.10	630.00	2.10	300.00	630.00	630.00
Creditors and Members	0.00	40.30	6.80	18.90	66.00	14,910.00	66.00	225.91	14,910.00	22500.00
Total	5.80	138.50	61.60	61.70	267.60	63,124.50	267.60	235.89	63,124.50	73,130.00
Average rate per fees estimate (£/hour)										270.75
Fees drawn on account									55,000.00	

See Appendix for Summary Charge Out Rates for staff

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX V

- **Breakdown of SFP Property Limited Fees**

SHADES GRAPHICS LIMITED (IN ADMINISTRATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 26 JULY 2019 TO 25 JANUARY 2020

CLASSIFICATION OF WORK FUNCTION	Time spent over the period under review 26 JULY 2019 TO 25 JANUARY 2020					Total Time spent 26 JULY 2019 TO 25 JANUARY 2020			Total per fees estimate £
	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	
Statutory and General Administration	0.00	0.00	0.00	0.50	0.50	50.00	0.50	100.00	750.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	6.50	0.00	11.30	0.80	18.60	3,654.50	18.60	196.48	4000.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6.50	0.00	11.30	1.30	19.10	3,704.50	19.10	193.95	4,750.00
Average rate per fees estimate (£/hour)									270.75
Fees drawn on account									2,000.00

See Appendix for Summary Charge Out Rates for staff

Shades Graphics Limited (in Administration)

Progress Report to Creditors

APPENDIX VI

- **SFP's Charge-out rates and Bases of Expenses**

Shades Graphics Limited (In Administration)

Statutory Information for Second Progress Report

Court Reference: High Court of Justice CR-2019-000700

Company Number: 07525173

Registered Office: 9 Ensign House
Admirals Way
Marsh Wall
Docklands
London E14 9XQ

Joint Administrators appointed on: 26 July 2019

Joint Administrators' functions: May be exercised by either of the Joint Administrators

Extensions to Administration period:

A twelve-month extension was granted by the secured creditor on 25 May 2020.

Basis of the Joint Administrators' fees and certain expenses:

The Joint Administrators' fees were fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the administration. This basis was approved by the secured creditors on 4 October 2019. The bases of the Joint Administrators' Category 2 expenses, including the costs of SFP Property, similarly were approved by these creditors. In addition, set out below are the pre-administration costs that were unpaid at the time of the Joint Administrators' Proposals, which were approved for payment by these creditors on 4 October 2019.

SFP's disbursements	£66.23
MBV	£5,660
Freeths	£5,137.10

Creditors' rights to further information and challenge:

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Administrator to provide further information about the remuneration and expenses set out in the report. A request must be made in writing and may be made by either a secured creditor or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or by any unsecured creditor with the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors or the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.