

# AM10

## Notice of administrator's progress report



Companies House

FRIDAY



A13

\*A73RLX43\*

13/04/2018

#85

COMPANIES HOUSE

### 1 Company details

Company number 08024999

Company name in full Bell Pottinger Private Limited

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

### 2 Administrator's name

Full forename(s) William Matthew

Surname Tait

### 3 Administrator's address

Building name/number 55 Baker Street

Street London

Post town W1U 7EU

County/Region

Postcode

Country

### 4 Administrator's name ●

Full forename(s) Malcolm

Surname Cohen

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

### 5 Administrator's address ●

Building name/number 55 Baker Street

Street London

Post town W1U 7EU

County/Region

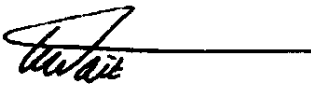
Postcode

Country

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

# AM10

## Notice of administrator's progress report

<b>6</b>	<b>Period of progress report</b>															
From date	d	1	d	2	m	0	m	9	y	2	y	0	y	1	y	7
To date	d	1	d	1	m	0	m	3	y	2	y	0	y	1	y	8
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> I attach a copy of the progress report																
<b>8</b>	<b>Sign and date</b>															
Administrator's signature	Signature X  X															
Signature date	d	1	d	2	m	0	m	4	y	2	y	0	y	1	y	8

## 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	William Matthew Tait
Company name	BDO LLP
Address	55 Baker Street
	London
Post town	W1U 7EU
County/Region	
Postcode	
Country	
DX	
Telephone	01512 374 500



#### 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)

## Continuation page

### Name and address of insolvency practitioner

✓ **What this form is for**  
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. •  
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**  
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.  
All fields are mandatory unless specified or indicated by \*

#### 1 Appointment type

Tick to show the nature of the appointment:

- ☒ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

• You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

#### 2 Insolvency practitioner's name

Full forename(s) Colin Micheal Trevethyn  
Surname Haig

#### 3 Insolvency practitioner's address

Building name/number 55

Street Baker Street

Post town London

County/Region

Postcode W 1 U 7 E U

Country

**Bell Pottinger Private Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 12/09/2017 To 11/03/2018	From 12/09/2017 To 11/03/2018
	<b>FIXED CHARGE ASSETS</b>	
Uncertain	Investments	NIL
	Shares - Bell Pottinger Pte Ltd	81,805.99
	Capital Distribution Re;Bahrain	5,716.36
	Sale of BPME	678,565.60
	Bank interest gross	159.82
		<u>766,247.77</u>
	<b>FIXED CHARGE COSTS</b>	
	Legal Fees & Disbs	126,345.75
	Notary Fees	2,882.00
	BPME Incentive & Retention payments	200,510.71
	Bank Charges	666.46
	Pre- appt Legal Fees & Dibs	11,152.96
		<u>(341,557.88)</u>
	<b>ASSET REALISATIONS</b>	
	Cash at Bank	6,570.07
	Interest Gross	135.96
	Bank Interest Gross	27.77
		<u>6,733.80</u>
	<b>COST OF REALISATIONS</b>	
	Legal Fees & Disbs	6,597.84
	Bank Charges	20.27
		<u>(6,618.11)</u>
	<b>FLOATING CHARGE CREDTS</b>	
(6,842,000.00)	Lloyds Banking Group	NIL
		<u>NIL</u>
	<b>UNSECURED CREDITORS</b>	
(10,106,000.00)	Connected Companies	NIL
(77,000.00)	HMRC	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(148,000.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(17,173,000.00)		<u>424,805.58</u>
	<b>REPRESENTED BY</b>	
	Input VAT	(9,391.56)
	Barclays: Pre-Appointment Account	6,570.07
	BOS - Administration Account	427,627.07
		<u>424,805.58</u>

12 April 2018

Our Ref 00276273/C2/WMT/RT

Please ask for  
Rebecca Thompson  
Dial: 0151 237 4472  
Email: BRCMT@bdo.co.uk**TO ALL KNOWN CREDITORS AND MEMBERS**

Dear Sirs

**Bell Pottinger (Services) Limited ('BPSL') and Bell Pottinger Private Limited ('BPPL') - Both in Administration ('the Companies')**

It is now six months since my appointment in respect of the Companies. In accordance with Rule 18.6 of the Insolvency (England and Wales) Rules 2016, I am now reporting the progress made in implementing the approved proposals and achieving the statutory purpose of the Administrations for the period from 12 September 2017 to 11 March 2018 ('the Period').

**1 Statutory Information**

The Joint Administrators are William Matthew Humphries Tait (officeholder number: 9564), Malcolm Cohen (officeholder number: 6825) and Colin Michael Trevethyn Haig (officeholder number: 7965) all of BDO LLP, 55 Baker Street, London, W1U 7EU and they were appointed in respect of the Companies on 12 September 2017. Under the provisions of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 the Administrators carry out their functions jointly and severally meaning any action can be done by one Administrator or by all of them.

The Joint Administrators were appointed by the directors of the Companies pursuant to Paragraph 22 of Schedule B1 to the Insolvency Act 1986. Details of the Court and the Court case number in which the Administration proceedings are dealt with for each of the Companies are listed below:

**Bell Pottinger (Services) Limited - In Administration ('BPSL')**

Registered number: 08306152

Registered office situated at: 55 Baker Street, London, W1U 7EU.

Court case number: 006684 of 2017 in the High Court of Justice, Chancery Division, Companies Court.

**Bell Pottinger Private Limited - In Administration ('BPPL')**

Registered number: 08024999

Registered office situated at: 55 Baker Street, London, W1U 7EU.

Court case number: 006682 of 2017 in the High Court of Justice, Chancery Division, Companies Court.

BPSL and BPPL are part of a group of companies together with Bell Pottinger LLP ('BPLLP') (together the 'Group'). BPLLP is also in Administration with the same office holders.

## **2 Receipts and Payments**

I enclose at Appendix 1, for your information, a summary of my receipts and payments for the Companies. The table below indicates the current balances in hand for each of the Companies:

Company	Balance in Hand (£)
BPSL	112,749
BPPL	424,805

## **3 Progress Since the Date of the Proposals**

### **3.1 Realisation of Assets**

#### **BPSL**

##### ***Fixtures & Fittings***

During the Period of this report, the Joint Administrators with the assistance of their agents, Gordon Brothers, have realised £13,955 from the sale of fixtures and fittings to a third party. Whilst less than the £17,000 in the Statement of Affairs, this disposal represented the best return available for creditors. No further realisations in relation to fixtures and fittings are anticipated.

##### ***VAT refund***

A VAT refund totalling £44,098 was received from HMRC. There is a Group VAT registration and the supporting paperwork demonstrated that the refund was payable to BPSL.

##### ***Insurance refund***

BPSL received an insurance refund totalling £69,569 representing the prepayment of annual premiums. No further refunds are expected.

##### ***Travel loan refund***

BPSL received £5,694 with regard to travel loan refunds. A further £3,000 is expected to be recovered and we are in discussions with the individuals to facilitate settlement.

##### ***Cash at bank***

Cash at bank received in the Period of this report totals £4,556.

**BPPL*****Shares - Bell Pottinger Pte Ltd ('Asia')***

As previously reported, BPPL held 90% of the issued share capital of Bell Pottinger Pte Limited. A sale of BPPL's 90% shareholding was concluded on 18 September 2017 for the sum of £54,443 (\$100k Singaporean dollars). Additionally, the terms of the sale and purchase agreement ('SPA') allowed for a percentage of future revenue from certain clients of Asia to be paid quarterly to BPPL as deferred consideration for a Period of 15 months post completion. A further £27,363 has been realised in relation to the first quarters deferred consideration. Whilst future realisations are uncertain, the Joint Administrators estimate that a further £270k will be received in due course.

The agreement also includes an anti-embarrassment clause if Asia is sold within two years of completion.

***Capital distribution re: Bahrain***

A capital distribution was received from Bell Pottinger Bahrain S.P.C totalling £5,716 during the Period following the solvent wind down of Bell Pottinger Bahrain S.P.C ('Bahrain'). As reported in the Joint Administrators' proposals there was no residual value in the Bahrain investment, following termination of the contract by Bahrain's sole customer. The business was solvently wound down and the remaining equity successfully extracted.

No further realisations are expected.

***Sale of BPME***

The sale of BPPL's 100% interest in the share capital of Bell Pottinger Middle East FZ-LLC ('BPME' previously referred to as Dubai) concluded on 2 January 2018, following an extensive marketing process. The terms of the sale were such that approximately £659,000 was payable on completion, with a further £46,000 payable on receipt by BPME of certain debtor balances. Agreement was reached with one of the debtors to settle at 50p in the £, such that the total amount of deferred consideration payable by the purchaser was approximately £25,000. All amounts have now been settled and total realisations at the end of the Period totalled £678,566. A further £5,000 has been received after the Period of this report.

The stabilisation plan, which included the management and staff incentive plan referred to in the Joint Administrators' proposals was required to ensure the continuity of business operations whilst a sale of BPPL's shares in BPME was concluded, has cost £200,511 to date, as shown in the enclosed Receipts and Payments account. A further £3,000 of costs have been incurred and will be paid in due course.

***Cash at bank***

Cash at bank received in the Period of this report totals £6,570.



### 3.2 Costs in the Administration

The payments in the Period are largely self-explanatory but I comment specifically on:

#### BPPL

Cost of realisations	Accrued £	Paid £	Anticipated £
Agents costs			
Gordon Brothers - disposal of assets	9,770	9,770	N/A
Secure - Data - Storage costs	3,847	3,847	5,000
Insurance	6,000	Nil	6,000

The agents' costs are in line with the original Fees & Expenses estimate.

#### *Pre appointment legal fees & disbursements*

Pre appointment legal fees and disbursements totalled £11,153 have been paid to Stephenson Harwood LLP as per section 8.

#### BPPL

Fixed charge costs	Accrued £	Paid £	Anticipated £
Legal Fees			
Stephenson Harwood LLP	126,346	126,346	N/A
Notary Fees	2,882	2,882	3,000
Costs of realisations	Accrued £	Paid £	Anticipated £
Legal Fees			
Ashurst LLP	5,668	5,668	N/A
Stephenson Harwood LLP	930	930	N/A

Pre-appointment legal costs are discussed in section 9.

#### *Legal fees and disbursements - Fixed and floating*

Fixed legal fees of £126,346 and floating legal fees of £6,598 were charged to BPPL during the Period of this report.

The legal advice provided covers the following areas:

- Sale of Asia;
- Sale of BPME;
- Validity and security review of the Bank's security.

The fees charged by the solicitors are higher than previously estimated but this is largely due to protracted negotiations relating to the sale of BPME. There are no related legal costs in BPSL.

#### ***Notary fees***

Notary fees of £2,882 were charged to BPPL in the Period of this report arising from the need to have a number of documents notarised for the authorities in Dubai for the sale of BPME.

#### ***BPME Incentive & Retention payments***

Payments totalling £200,511 were paid to the management team and staff to incentivise them to support and remain with the business prior to conclusion of a sale of BPPL's shares in BPME. Due to the inherent uncertainty of concluding a sale and the impact on the businesses ability to retain and win clients in the market following the insolvency of the parent company, the Joint Administrators concluded that these were needed to stabilise the position.

#### ***Bank charges- fixed and floating***

Bank charges of £666 were charged to BPPL in the Period of this report.

#### ***Leasehold premises***

You may recall that the Joint Administrators were in discussions with the Landlord concerning occupation of the premises during the wind down Period. I confirm that the Joint Administrators have paid the sum of £138,204 representing the rent payable in accordance with the lease. This amount has been settled by BPLLP.

As previously advised there is no value in the lease.

## **4 Outcome of the Proposals**

The Joint Administrators' proposals (for both Companies) were deemed to have been approved by the creditors as follows:

- a) They continue to manage the Companies business and realise assets in accordance with Objectives 2 and 3 of the statutory purpose of the Administrations.
- b) The Joint Administrators assisted by the specialists within the BDO Forensic and Contentious Insolvency departments and their legal advisors continue to investigate any potential actions that may be brought and respond to actions notified by third parties.

- c) They exit the Administrations by way of Compulsory Liquidation and that William Matthew Tait, Malcolm Cohen and Colin Haig will be the Joint Liquidators and will act jointly and severally. Alternatively, the Companies will be dissolved.

NB. Under Paragraph 83(7) of 'Sch. B1 to the Act' and Rule 3.60(6) (b) creditors may nominate different Liquidators but in the absence of such nomination the above named would become the Joint Liquidators.

The following resolution was not approved (for both Companies) as no creditor voted in the decision procedure:

- d) That a creditors' committee be established if sufficient creditors are willing to be members.

## **5 Investigation**

The Joint Administrators have a duty to investigate the affairs of each Company to establish if there are any actions that can be pursued for the benefit of the creditors as a whole. This includes the reasons for failure of the Group's business and the conduct of the directors. In the latter respect, the Joint Administrators must submit a confidential report to the Secretary of State and a report has been submitted.

If any creditor holds any information that they wish us to consider, which may assist us in the Administrations or which they believe requires further investigation please contact me at BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.

## **6 Extension of Administration**

The Administration Order is due to expire on 12 September 2018 but it is likely that this will be extended by consent of the secured creditor to allow the Joint Administrators to complete their objectives.

## **7 Prospects for Creditors**

### **Secured Creditor**

The following charge is registered at Companies House:

Company Name	Description of Charge	Date of Registration
Lloyds Bank PLC	Composite Debenture - containing fixed & floating charges	17/03/2017

The proposals previously reported at the date of the Administrators' appointment that £6.7m was due to Lloyds Bank PLC ('the Bank') in relation to term loans in the name of BPPL. Following a further reconciliation of the Banks debt the revised amount owing to the Bank at the date of the Administrators' appointment was £6.3m.

The debt was secured by the security stated above, which included guarantees from both BPSL and BPPL.

Following the Administrators' appointment, the Bank set-off approximately £1.1m of Group funds against the term loans, pursuant to the terms contained in their facility agreement (previously reported as £1.2m).

The Bank is therefore currently owed c.£5.2m subject to accruing interest and charges.

To date, the Joint Administrators of BPLLP have distributed £65k to the Bank from Floating charge realisations.

No personal guarantees have been provided in support of the Bank liability.

#### **Preferential Creditors**

Preferential claims are defined as monies owed to former employees in respect of arrears of wages and accrued holiday pay at the date of Administration.

Preferential claims of £114,115 have been received in the Administration of BPSL.

There will be no distribution to the preferential creditors of BPSL.

No preferential claims are expected in the BPPL Administration.

#### **Unsecured creditors**

There will be no dividend to the unsecured creditors of both Companies due to insufficient funds.

#### **Prescribed part**

Under the provisions of Section 176A of the Insolvency Act 1986, the Joint Administrators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part. This provision only applies where a company has granted a floating charge to a creditor after 15 September 2003.

Whilst both BPPL and BPSL granted floating charges after 15 September 2003, there will be insufficient floating charge assets, based on current realisations and future estimates, to enable floating charge distributions in respect of either of the Companies. Therefore, the Prescribed Part provisions will not apply in either Administration.

### **8 Pre Appointment Costs**

The Joint Administrators' Proposal included a note of pre appointment costs as set out below.

- (i) the fees charged by the Joint Administrators;
- (ii) the expenses incurred by the Joint Administrators;
- (iii) the fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner.

The below table summarises the pre-appointment costs paid and outstanding as at the date of the Joint Administrators' appointment with regard to all entities in the Group.

Costs Incurred	Payments Received (£) Prior to Administrators' Appointment - Gross	Costs Outstanding at the Date of Administration
BDO LLP Pre Appointment Time Costs	161,354	-
Stephenson Harwood LLP	10,800	6,527
Ashurst LLP	-	33,000
Gordon Brothers	-	5,000
Infinite Global	-	3,839
<b>Total</b>	<b>172,154</b>	<b>48,366</b>

**(i) The fees charged by the Joint Administrators**

BDO LLP was engaged by the Group in accordance with the letters of engagement dated 16 August 2017 and 5 September 2017. The scope of the work covered under the letters of engagements was as follows:

- Financial and options analysis;
- Financial and options analysis in support of the Directors' engagement with key stakeholders;
- Attendance at Board meetings and other meetings;
- Accelerated merger & acquisition process;
- Production of Information Memorandum;
- Provision of data room hosting services; and
- Liaising with interested parties, offers and sale negotiations.

BDO LLP's fees in respect of this work were paid prior to the Joint Administrators' appointment from the Partnership bank account.

**(ii) The expenses incurred by the Joint Administrators**

The engagement letters also provided for the proposed Administrators to engage other specialists to assist, where necessary, on such reasonable terms as could be negotiated.

The Joint Administrators propose to attribute the costs on an equal apportionment basis across the three entities BPPL, BPLL and BPSL. If insufficient funds are held in any of the individual Administration estates to discharge any of the apportioned costs, the Joint Administrators will defray the outstanding balance from either/both of the other Administration estates.

In this regard I report as follows:

**Stephenson Harwood LLP** - was engaged by the Group to provide legal advice to the Group. As detailed above, payments totalling £10,800 were made prior to the Joint Administrators' appointment. The remaining £6,527 has been paid by BPLL following agreement from the Creditors' Committee.

**Ashurst LLP** - was retained and engaged by the Group to provide legal advice in respect of the steps required to place the entities into Administration and to draft and file the Administration appointment documents. In the Period a payment of £11,153 has been made in respect of costs incurred by both BPSL and BPPL.

**Gordon Brothers** - was engaged by the Group to provide asset valuation advice. The costs outstanding at the date of the Joint Administrators' appointment, totalling £5,000, have been paid in the Period. These fees have been paid by BPLLP with the approval of the Creditors' Committee in that case.

**Infinite Global** - was engaged by BDO LLP to provide specific public relations advice in relation to the proposed Joint Administrators appointment. The £3,839.43 due to Infinite Global has been paid by BDO LLP and will be paid as a disbursement of BPLLP in due course.

**(iii) The fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner.**

The Joint Administrators are not aware of any other person qualified to act as an insolvency practitioner having acted in relation to the Partnership immediately preceding the appointment of Joint Administrators.

The requisite approval to discharge the pre appointment costs payable to Ashurst LLP was confirmed by the secured creditor.

#### **Joint Administrators' Remuneration**

Pursuant to the Rules, the Joint Administrators are obliged to fix their remuneration in accordance with Rule 18.16. This permits remuneration to be fixed either:

- (1) as a percentage of the assets realised and distributed; and/or
- (2) by reference to the time the Joint Administrators and their staff have spent attending to matters in the Administration; and/or
- (3) as a set amount; and/or
- (4) as a combination of the above.

The Joint Administrators remuneration has been approved on the basis of time properly spent in dealing with issues in the Administration. Approval to draw fees has been agreed by the secured creditor and payment has been requested.

I attach a schedule to Appendix 2 detailing the time costs incurred to date. This schedule covers the Period of this report, 12 September 2017 to 11 March 2018, which is summarised below:

Company	Total Hours	Time Costs £	Average Hr Rate £
BPSL	575	134,393	234
BPPL	1,020	513,355	503

For guidance, I enclose at Appendix 3 a document that outlines the policy of BDO LLP in respect of fees and disbursements.

Also included below are the original Fees estimates annotated with a column showing the time costs accrued in respect of each activity.

**Bell Pottinger (Services) Limited - In Administration**

**Joint Administrators' Fees Estimate as at 3 November 2017 compared to actual Fee as at 11 March 2018.**

	Total Hours	Blended Rate £	Estimated Fee £	Accrued Fee £
<b>Summary Activity</b>				
B. Steps on Appointment	6	162	972	11,521
C. Planning and Strategy	-	-	-	2,519
D. General Administration	33	212	6,996	9,324
E. Assets Realisation/Dealing	66	505	33,330	2,131
F. Trading Related Matters *	137	521	71,377	2,350
G. Employee Matters	275	242	66,550	77,403
H. Creditor Claims	98	113	11,074	10,706
J. Reporting	44	363	15,972	18,440
<b>TOTAL</b>	<b>659</b>	<b>313</b>	<b>206,271</b>	<b>134,393</b>

**Bell Pottinger Private Limited - In Administration**

**Joint Administrators' Fees Estimate as at 3 November 2017 compared to actual Fee as at 11 March 2018.**

	Total Hours	Blended Rate £	Estimated Fee £	Accrued Fee £
<b>Summary Activity</b>				
B. Steps on Appointment	6	194	1,164	35,791
C. Planning and Strategy	-	-	-	2,821
D. General Administration *	115	618	71,070	131,752
E. Assets Realisation/Dealing *	283	561	158,763	221,823
F. Trading Related Matters *	-	-	-	84,530
G. Employee Matters	5	423	2,115	2,053
H. Creditor Claims	89	116	10,324	4,017
J. Reporting	44	363	15,972	30,570
BDO Forensics Services			100,000	58,185
<b>TOTAL</b>	<b>542</b>	<b>479</b>	<b>359,408</b>	<b>571,540</b>

\*\* The Joint Administrators have reviewed the above estimated Fees' Estimate and make the following observations concerning the estimates versus accrued costs where there is a substantial variance:

- BPSL:
  - Asset realisation costs over estimated no further assets to realise.
  - Trading related matters over estimated in BPSL and under estimated in BPPL. Following a review of the costs posted against BPSL a correct allocation of these costs has been made to BPPL. No further costs are expected in this regard.
- BPPL:
  - General Administration - largely due to complex issues arising in BBPL and analysed in more detail under section D of Appendix 2.
  - Assets realisation costs under estimated and relate to the sale of the overseas subsidiaries.
  - Trading related matters - see above comment.

The Joint Administrators have been supported by the BDO Forensic Services team in fulfilling their statutory obligations in the Administration. The specialist work undertaken by them assisting the Joint Administrators includes:

- Onsite support in securing all data in electronic and hard copy format;
- Managing and overseeing the extraction of data pertaining to the overseas subsidiaries;
- Reviewing relevant insurance policies; and
- Liaising with and meeting with the engaged legal advisors

As previously reported in the combined proposals that were circulated to all relevant parties the time costs incurred by the Joint Administrators and their staff in each of the above Companies during the Period can be attributed to the following:

- Immediate review of the Companies affairs with particular regard to both the financial and resource requirements of the businesses;
- A controlled wind down of the Companies operations to support the overall strategy to support/finalise existing engagements and to implement stabilisation plans for the overseas subsidiaries;
- Attendance on site.
- Meetings with staff and management following the appointments;
- Dealing with employees redundancies.
- Consulting with the secured creditor at all times concerning strategy and subsequent implementation.
- Instructing agents Gordon Brothers to value and dispose of the unencumbered chattel assets in BPSL;
- Securing access and control of the hard and soft copy data/books/records of the Group;
- Property related matters including Landlord negotiation and office move;
- Gathering all financial information;
- Identifying and securing support of the existing suppliers by way of undertaking to pay for ongoing services during the wind down Period;
- Dealing with and processing all employee claims and liaising with the Redundancy Payments office.



- Corresponding and liaising with all parties in respect of pension related matters;
- Dealing with the sale of overseas subsidiaries as reported in this report namely Asia and BPME.
- Monitoring and collection of the future income following the sale of the Asia subsidiary.
- Liaising with the engaged legal advisors;
- Dealing with all statutory duties to include appointment related tasks, preparation of the proposals, reporting on the conduct of the directors, maintaining all statutory records etc.

Whilst the Joint Administrators time costs are in excess of the original Fees estimate, approval to draw fees will be sought from the secured creditor in line with the original Fees estimate.

It has been necessary to utilise substantial senior time to protect and enhance the potential realisable value of the overseas subsidiaries. Since these have been sold and the majority of the assets have been disposed of the time costs should not increase by the same amount over the next 6 months.

## 9 Joint Administrators' Disbursements

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements. Category 1 disbursements of £780 have been incurred in respect of Staff travel, Bonding, Statutory advertising and printing with regards to BPSL. Category 1 disbursements of £37,733.58 have been incurred in respect of staff travel, bonding, and statutory advertising with regards to BPPL.

Some Administrators recharge expenses, for example printing, photocopying and telephone costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP in respect of this appointment is not to charge any category 2 disbursements with the exception of mileage on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to the creditors. No category 2 disbursements have accrued during this Period; the Joint Administrators do not propose to seek approval of creditors in respect of Category 2 disbursements.

A summary of the disbursement incurred in both Administrations are summarised below:

### ***Bell Pottinger (Services) Limited***

Travel & subsistence	306.41		306.41
Statutory advertising	79.00	-	79.00
Bonding	66.67	-	66.67
Printing	328.00	-	328.00
Total	780.08	-	780.08

***Bell Pottinger Private Limited***

Travel & subsistence	37,582.38	37,582.38
Statutory advertising	84.53	84.53
Bonding	66.67	66.67
	37,733.58	37,733.58

To date no category 1 disbursements have been drawn in the Period of this report.

**10 Creditor rights and enquiries**

Creditors with the concurrence of at least 5% in value of the unsecured creditors may within 21 days of this report request in writing further information regarding the remuneration and expenses set out in this report. In accordance with Rule 18.9(3) of the Rules within 14 days of a request we will provide further information or explain why further information is not being provided. Creditors may access information setting out creditors' rights in respect of the approval of Administrator's remuneration at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

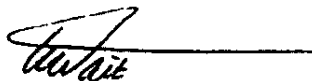
Creditors with the concurrence of at least 10% of the creditors may apply to the court if they consider that the remuneration of the administrators, or the basis fixed for the remuneration of the administrator or expenses charged by the administrator are excessive (Rule 18.34 of the Rules). Such an application must be made within 8 weeks of receiving this report. The text of Rules 18.9 and 18.34 are set out at the end of this report.

The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

If you require any further information, please contact me or my colleague Rebecca Thompson at [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

Yours faithfully  
for and on behalf of  
Bell Pottinger (Services) Limited and Bell Pottinger Private Limited



William Matthew Humphries Tait  
Joint Administrator  
Enc

William Matthew Humphries Tait, Colin Michael Trevethyn Haig and Malcom Cohen were appointed Joint Administrators of the Company on 13 September 2017. The Joint Administrators are all authorised to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales in the UK. The Joint Administrators act as agents of the Company and contract without personal liability.

**Statement from the Insolvency (England and Wales) Rules 2016 regarding the rights of creditors in respect of the Joint Administrators' fees and expenses:****Creditors' and members' requests for further information in administration, winding up and bankruptcy**

**18.9.—(1)** The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
  - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
  - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
  - (d) any unsecured creditor with the permission of the court; or
  - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- (2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- (3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—
- (a) providing all of the information requested;
  - (b) providing some of the information requested; or
  - (c) declining to provide the information requested.
- (4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—
- (a) the time or cost of preparation of the information would be excessive; or
  - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
  - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
  - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- (5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- (6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—
- (a) the office-holder giving reasons for not providing all of the information requested; or
  - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

**Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

**18.34.**—(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

**Applications under rules 18.34 and 18.35 where the court has given permission for the application**

**18.36.**—(1) This rule applies to applications made with permission under rules 18.34 and 18.35.

(2) Where the court has given permission, it must fix a venue for the application to be heard.

(3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.

(4) If the court considers the application to be well-founded, it must make one or more of the following orders—

- (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
- (b) an order reducing any fixed rate or amount;
- (c) an order changing the basis of remuneration;
- (d) an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
- (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
  - (i) the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or
  - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
- (f) any other order that it thinks just.

- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

**Applications under rule 18.34 where the court's permission is not required for the application**

**18.37.**—(1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.

- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
  - (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
  - (b) an order reducing any fixed rate or amount;
  - (c) an order changing the basis of remuneration;
  - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
  - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
    - (i) the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or
    - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
  - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.

**Bell Pottinger (Services) Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 12/09/2017 To 11/03/2018	From 12/09/2017 To 11/03/2018
	<b>FIXED CHARGE CREDITORS</b>		
(5,943,000.00)	Secured Creditor	NIL NIL	NIL NIL
	<b>ASSET REALISATIONS</b>		
NIL	Leasehold Improvements	NIL	NIL
17,000.00	Fixtures & Fittings	13,954.60	13,954.60
Uncertain	Work in Progress	NIL	NIL
	VAT Refund	44,097.88	44,097.88
	Insurance Refund	69,569.08	69,569.08
	Cash at Bank	4,555.80	4,555.80
1,000.00	Sundry debtors	NIL	NIL
	Interest Gross	152.66	152.66
	Travel Loan Refund	5,693.92	5,693.92
73,000.00	Prepayments	NIL	NIL
		138,023.94	138,023.94
	<b>COST OF REALISATIONS</b>		
	Agents' Fees & Disbs	9,769.70	9,769.70
	Pre-appt Legal Fees & Disbs	11,152.96	11,152.96
	Storage Costs	3,846.84	3,846.84
	Bank Charges	236.93	236.93
	Pension cost	268.34	268.34
		(25,274.77)	(25,274.77)
	<b>PREFERENTIAL CREDITORS</b>		
(63,000.00)	Preferential RPS	NIL	NIL
(43,000.00)	Preferential Employees	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(1,772,000.00)	Trade & Expense Creditors	NIL	NIL
(602,000.00)	Unsecured Employees	NIL	NIL
(319,000.00)	Unsecured RPS	NIL	NIL
(253,000.00)	HMRC	NIL	NIL
(4,895,000.00)	Connected Companies	NIL	NIL
(792,000.00)	Accrual and Deferred income	NIL	NIL
(70,000.00)	Other creditors	NIL	NIL
		NIL	NIL
(14,661,000.00)		112,749.17	112,749.17
	<b>REPRESENTED BY</b>		
	Input VAT		8,303.96
	Barclays: Pre-Appointment Account		4,555.80
	BoS - Administration Account		102,680.33
	Output VAT		(2,790.92)
			112,749.17

**Bell Pottinger Private Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 12/09/2017 To 11/03/2018	From 12/09/2017 To 11/03/2018
	<b>FIXED CHARGE ASSETS</b>		
Uncertain	Investments	NIL	NIL
	Shares - Bell Pottinger Pte Ltd	81,805.99	81,805.99
	Capital Distribution Re;Bahrain	5,716.36	5,716.36
	Sale of BPME	678,565.60	678,565.60
	Bank interest gross	159.82	159.82
		<u>766,247.77</u>	<u>766,247.77</u>
	<b>FIXED CHARGE COSTS</b>		
	Legal Fees & Disbs	126,345.75	126,345.75
	Notary Fees	2,882.00	2,882.00
	BPME Incentive & Retention payments	200,510.71	200,510.71
	Bank Charges	666.46	666.46
	Pre- appt Legal Fees & Dibs	11,152.96	11,152.96
		<u>(341,557.88)</u>	<u>(341,557.88)</u>
	<b>ASSET REALISATIONS</b>		
	Cash at Bank	6,570.07	6,570.07
	Interest Gross	135.96	135.96
	Bank Interest Gross	27.77	27.77
		<u>6,733.80</u>	<u>6,733.80</u>
	<b>COST OF REALISATIONS</b>		
	Legal Fees & Disbs	6,597.84	6,597.84
	Bank Charges	20.27	20.27
		<u>(6,618.11)</u>	<u>(6,618.11)</u>
	<b>FLOATING CHARGE CREDTS</b>		
(6,842,000.00)	Lloyds Banking Group	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(10,106,000.00)	Connected Companies	NIL	NIL
(77,000.00)	HMRC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(148,000.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(17,173,000.00)</b>		<b>424,805.58</b>	<b>424,805.58</b>
	<b>REPRESENTED BY</b>		
	Input VAT		(9,391.56)
	Barclays: Pre-Appointment Account		6,570.07
	BOS - Administration Account		427,627.07
			<u>424,805.58</u>



## Bell Pottinger (Services) Limited - In Administration

Detailed Time Charged and Rates Applicable for the Period From 12 September 2017 (date of appointment) to 11 March 2018

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	£	£
<b>B. Steps on Appointment</b>																
02. Statutory Documentation	4.00	3,636.00	9.65	3,502.00					14.90	998.30			28.55	8,136.30		
07. Attendance at Premises			3.75	1,635.00									3.75	1,635.00		
09. Preparation of Proposals			5.90	1,320.80					6.40	428.80			12.30	1,749.60		
<b>B. Sub Total</b>	<b>4.00</b>	<b>3,636.00</b>	<b>19.30</b>	<b>6,457.80</b>					<b>21.30</b>	<b>1,427.10</b>			<b>44.60</b>	<b>11,520.90</b>	<b>258.32</b>	
<b>C. Planning and Strategy</b>																
01. Historic Performance Review			2.00	806.00									2.00	806.00		
07. Strategy Planning			2.25	906.75									2.25	906.75		
99. Other Matters			2.00	806.00									2.00	806.00		
<b>C. Sub Total</b>			<b>6.25</b>	<b>2,518.75</b>									<b>6.25</b>	<b>2,518.75</b>	<b>403.00</b>	
<b>D. General Administration</b>																
01. Insurance Matters			1.85	783.00									1.85	783.00		
02. VAT			0.75	302.25									0.75	302.25		
05. Investigations			1.00	436.00									1.00	436.00		
07. Receipts/Payments Accounts			4.45	1,600.50	1.10	136.40	4.00	496.00	6.30	464.95	1.05	70.35	16.90	2,768.20		
08. Remuneration Issues			4.05	1,691.55					1.50	100.50			5.55	1,792.05		
09. Statutory Matters			5.05	1,314.50					0.35	23.45	0.20	27.40	5.60	1,365.35		
15. Gen. Admin/Correspondence	0.20	104.00	2.05	577.25	0.25	31.00	0.85	98.60	15.40	1,031.80	0.25	21.75	19.00	1,864.40		
99. Other Matters					0.10	12.40							0.10	12.40		
<b>D. Sub Total</b>	<b>0.20</b>	<b>104.00</b>	<b>19.20</b>	<b>6,705.05</b>	<b>1.45</b>	<b>179.80</b>	<b>4.85</b>	<b>594.60</b>	<b>23.55</b>	<b>1,620.70</b>	<b>1.50</b>	<b>119.50</b>	<b>50.75</b>	<b>9,323.65</b>	<b>183.72</b>	
<b>E. Assets Realisation / Dealing</b>																
06. Property Related Matters			1.50	604.50									1.50	604.50		
10. HP/Leasing Matters			3.50	1,526.00									3.50	1,526.00		
<b>E. Sub Total</b>			<b>5.00</b>	<b>2,130.50</b>									<b>5.00</b>	<b>2,130.50</b>	<b>426.10</b>	
<b>F. Trading Related Matters</b>																
07. Business Management	3.25	2,047.50	0.75	302.25									3.25	2,047.50		
08. Trading Accounts			0.75	302.25									0.75	302.25		
<b>F. Sub Total</b>	<b>3.25</b>	<b>2,047.50</b>	<b>0.75</b>	<b>302.25</b>									<b>4.00</b>	<b>2,349.75</b>	<b>587.44</b>	
<b>G. Employee Matters</b>																
02. Dealing with Employees	8.00	5,012.50	119.80	47,270.00					1.15	125.35			128.95	52,407.85		
03. EPA Matters			3.50	911.00							135.05	9,048.35	138.55	9,959.35		
04. Pension Issues			26.80	4,850.80					5.95	648.55	4.20	281.40	36.95	5,780.75		
99. Other Matters			50.95	9,221.95					0.30	32.70			51.25	9,254.65		
<b>G. Sub total</b>	<b>8.00</b>	<b>5,012.50</b>	<b>201.05</b>	<b>62,253.75</b>					<b>7.40</b>	<b>806.60</b>	<b>139.25</b>	<b>9,329.75</b>	<b>355.70</b>	<b>77,402.60</b>	<b>217.61</b>	
<b>H. Creditor Claims</b>																
02. Secured Creditors			8.00	3,224.00									8.00	3,224.00		
04. Non-Preferential Creditors			2.75	978.75			29.80	3,456.80	11.95	800.65			44.50	5,236.20		

**Bell Pottinger (Services) Limited - In Administration**

**Detailed Time Charged and Rates Applicable for the Period From 12 September 2017 (date of appointment) to 11 March 2018**

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE £
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
06. Other Creditors													7.00	2,065.00	
99. Other Matters			1.00	181.00									1.00	181.00	
H. Sub Total			11.75	4,383.75	7.00	2,065.00	29.80	3,456.80	11.95	800.65			60.50	10,706.20	176.96
I. Reporting															
01. Statutory Reporting			4.40	1,252.85					13.65	2,552.55			18.05	3,805.40	
02. Reporting to Appointor			27.40	13,447.90									27.40	13,447.90	
04. Reporting to Creditors	0.50	315.00											0.50	315.00	
99. Other Matters			2.00	872.00									2.00	872.00	
I. Sub Total	0.50	315.00	33.80	15,572.75					13.65	2,552.55			47.95	18,440.30	384.57
	15.95	11,115.00	297.10	100,324.60	8.45	2,244.80	34.65	4,051.40	77.85	7,207.60	140.75	9,449.25			

Net Total:	574.75	134,392.65	233.83
Other Disbursements:		780.08	
Billed:			
Grand Total:		£135,172.73	

**Bell Pottinger Private Limited - In Administration**

**Detailed Time Charged and Rates Applicable for the Period From 12 September 2017 (date of appointment) to 12 March 2018**

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
<b>B. Steps on Appointment</b>															
02. Statutory Documentation	32.00	23,712.00	8.40	3,022.00					32.30	2,164.10			40.70	5,186.10	
07. Attendance at Premises			12.75	5,116.00									44.75	28,828.00	
09. Preparation of Proposals			5.90	1,320.80					6.80	455.60			12.70	1,776.40	
<b>B. Sub Total</b>	<b>32.00</b>	<b>23,712.00</b>	<b>27.05</b>	<b>9,458.80</b>					<b>39.10</b>	<b>2,619.70</b>			<b>98.15</b>	<b>35,790.50</b>	<b>364.65</b>
<b>C. Planning and Strategy</b>															
01. Historic Performance Review			3.00	1,209.00									3.00	1,209.00	
07. Strategy Planning			2.00	806.00									2.00	806.00	
09. Other Matters			2.00	806.00									2.00	806.00	
<b>C. Sub Total</b>			<b>7.00</b>	<b>2,821.00</b>									<b>7.00</b>	<b>2,821.00</b>	<b>403.00</b>
<b>D. General Administration</b>															
01. Insurance Matters			7.60	3,273.50									7.60	3,273.50	
02. VAT			1.25	503.75	4.50	1,611.00			1.85	1,100.75			7.60	3,215.50	
04. Instruct/Liase Solicitors			1.00	403.00									1.00	403.00	
06. Conduct Reports			0.20	40.00									0.20	40.00	
07. Receipts/Payments Accounts			15.30	6,123.50	1.45	179.80	11.45	1,419.80	7.70	575.35	1.15	77.05	37.05	8,375.50	
08. Remuneration Issues			4.55	1,909.55					1.50	100.50			6.05	2,010.05	
09. Statutory Matters	11.00	6,930.00	6.15	1,652.50					1.20	80.40	0.20	27.40	18.55	8,690.30	
10. Contractual Matters	40.00	29,640.00											40.00	29,640.00	
13. General Meetings	88.00	65,208.00											91.25	66,625.00	
14. General Discussions	1.00	741.00	3.25	1,417.00									3.00	1,652.00	
15. Gen. Admin/Correspondence	5.60	4,017.00	3.00	989.70					17.20	1,152.40	0.55	47.85	26.95	6,276.55	
16. Maintain Internal Files					0.25	31.00	0.60	69.60					0.25	31.00	
09. Other Matters					0.30	37.20							2.30	1,519.20	
<b>D. Sub Total</b>	<b>147.60</b>	<b>108,018.00</b>	<b>44.30</b>	<b>17,223.50</b>	<b>6.50</b>	<b>1,859.00</b>	<b>12.05</b>	<b>1,489.40</b>	<b>29.45</b>	<b>3,009.40</b>	<b>1.90</b>	<b>152.30</b>	<b>241.80</b>	<b>131,751.60</b>	<b>544.88</b>
<b>E. Assets Realisation / Dealing</b>															
01. Establishing Control	86.00	63,776.00											86.00	63,776.00	
03. Asset Tracing			16.00	6,976.00									16.00	6,976.00	
05. Sales Info. Preparation			12.70	5,537.20									12.70	5,537.20	
09. Dealing with Other Assets	29.75	18,742.50	24.75	10,461.00									54.50	29,203.50	
10. HP/Leasing Matters			73.50	37,706.00									73.50	37,706.00	
14. Sale of Business/Assets	18.00	13,338.00	158.25	65,336.75									176.25	78,674.75	
<b>E. Sub Total</b>	<b>133.75</b>	<b>95,806.50</b>	<b>285.20</b>	<b>126,016.95</b>									<b>418.95</b>	<b>221,823.45</b>	<b>529.47</b>
<b>F. Trading Related Matters</b>															
07. Business Management	7.00	4,410.00	155.00	79,515.00									162.00	83,925.00	

Bell Pottinger Private Limited - In Administration

Detailed Time Charged and Rates Applicable for the Period From 12 September 2017 (date of appointment) to 12 March 2018

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
09. Business Closure	7.00	4,410.00	1.50	604.50									1.50	604.50	517.00
F. Sub Total			156.50	80,119.50									163.50	84,529.50	
G. Employee Matters			4.50	1,962.00									4.50	1,962.00	410.50
02. Dealing with Employees			0.50	90.50									0.50	90.50	
04. Pension Issues			5.00	2,052.50									5.00	2,052.50	
G. Sub Total															334.75
H. Creditor Claims			9.00	3,627.00									9.00	3,627.00	
02. Secured Creditor			0.50	100.00			2.50	290.00					3.00	390.00	
04. Non-preferential Creditors			9.50	3,727.00			2.50	290.00					12.00	4,017.00	412.83
H. Sub Total															
I. Reporting			4.95	1,440.00					16.65	3,299.55			21.60	4,739.55	
01. Statutory Reporting			36.70	18,041.70									36.70	18,041.70	412.83
02. Reporting to Appointor			1.40	610.40									1.40	610.40	
03. Reporting to Committee			7.60	3,313.60									12.35	6,306.10	
04. Reporting to Creditors	4.75	2,992.50	2.00	872.00					16.65	3,299.55			2.00	872.00	412.83
99. Other Matters	4.75	2,992.50	52.65	24,277.70									74.05	30,569.75	
I. Sub Total									85.20	8,928.65					412.83
	325.10	234,939.00	587.20	265,696.95	6.50	1,859.00	14.55	1,779.40			1.90	152.30			

503.07

Net Total	1,020.45	513,355.30
Other Disbursements:		
Billed		37,733.58
Grand Total		551,088.88

**Bell Pottinger (Services) Limited and Bell Pottinger Private Limited - Both in Administration**

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows:

GRADE	£
Partner	741
Manager	328-572
Assistant Manager	295
Senior Administrator	276-295
Administrator	67-249
Other staff	102

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed on a regular basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

Pre Appointment  
Steps upon Appointment  
Planning and Strategy  
General Administration  
Asset Realisation/Management  
Trading Related Matters  
Employee Matters  
Creditor Claims  
Reporting  
Distribution and Closure  
Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

**(a) Other Costs**

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.

**(b) Category 1**

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

**(c) Category 2**

Insolvency practice additionally provides for the recharge of expenses such as printing, stationery, photocopying charges, telephone, email and other electronic communications eg webhosting, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency (England and Wales) Rules 2016, before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP, in respect of this appointment is not to recharge any expense which is not a specific cost to the case, therefore there will be no category 2 disbursements charged.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP  
12 April 2018