

In accordance with
Rule 3.60 of the
Insolvency (England
& Wales) Rules 2016
& Paragraph 83(3) of
Schedule B1 to the
Insolvency Act 1986.

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

SATURDAY



A8ZU6MTE

A14

29/02/2020

#321

COMPANIES HOUSE

1

Company details

Company number 08128860

Company name in full Greenford Facilities Limited

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

2

Court details

Court name Business and Property Courts of England and Wales,
Insolvency and Companies List (Chd)

Court case number C R - 2 0 1 9 - 0 0 5 0 6 1

3

Administrator's name

Full forename(s) William Matthew

Surname Tait

4

Administrator's address

Building name/number 55 Baker Street

Street

Post town London

County/Region

Postcode W1U 7EU

Country

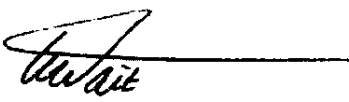
AM22

Notice of move from administration to creditors' voluntary liquidation

5	Administrator's name ¹	
Full forename(s)	Antony	1 Other administrator Use this section to tell us about another administrator.
Surname	Nygate	
6	Administrator's address ²	
Building name/number	55 Baker Street	2 Other administrator Use this section to tell us about another administrator.
Street		
Post town	London	
County/Region		
Postcode	W 1 U 7 E U	
Country		
7	Appointor/applicant's name	
	Give the name of the person who made the appointment or the administration application.	
Full forename(s)	The Directors of the	
Surname	Company	
8	Proposed liquidator's name	
Full forename(s)	William Matthew	
Surname	Tait	
Insolvency practitioner number	9 5 6 4	
9	Proposed liquidator's address	
Building name/number	55 Baker Street	
Street		
Post town	London	
County/Region		
Postcode	W 1 U 7 E U	
Country		

AM22

Notice of move from administration to creditors' voluntary liquidation

10		Proposed liquidator's name¹	
Full forename(s)	Antony David		1 Other liquidator Use this section to tell us about another liquidator.
Surname	Nygate		
Insolvency practitioner number	9 2 3 7		
11		Proposed liquidator's address²	
Building name/number	55 Baker Street		2 Other liquidator Use this section to tell us about another liquidator.
Street			
Post town	London		
County/Region			
Postcode	W 1 U 7 E U		
Country			
12		Period of progress report	
From date	d 3 0 m 0 7 y 2 0 y 1 9		
To date	d 2 9 m 0 1 y 2 0 y 2 0		
13		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report.	
14		Sign and date	
Administrator's signature	Signature X  X		
Signature date	d 2 8 m 0 2 y 2 0 y 2 0		

AM22

Notice of move from administration to creditors' voluntary liquidation



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	Sarah Lotz
Company name	BDO LLP
Address	2 City Place
	Beehive Ring Road
Post town	Gatwick
County/Region	
Postcode	R H 6 0 P A
Country	
DX	
Telephone	0129 359 1048



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 and dated 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

Greenford Facilities Limited
(In Administration)
Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 30/07/2019 To 29/01/2020 £	From 30/07/2019 To 29/01/2020 £
	COST OF REALISATIONS	
	Agents' Fees & Disbs	3,919.00
	Consultant costs	550.00
	Irrecoverable VAT	12,307.94
	Joint Administrators' Disbursements	200.00
	Joint Administrators' Fees	39,672.42
	Legal Fees & Disbs	17,692.30
	Re-direction of Mail	2,817.00
	Statutory Advertising	81.00
		(77,239.66)
	ASSET REALISATIONS	
140,000.00	Book debts	140,000.00
12,061.00	Cash at Bank	12,060.67
	Interest Gross	114.79
		152,175.46
152,061.00		74,935.80
	REPRESENTED BY	
	Floating Current Account	74,989.80
	Input VAT	(54.00)
		74,935.80



Tel: +44 (0)151 237 4500
Fax: +44 (0)151 237 4545
www.bdo.co.uk

5 Temple Square
Temple Street
Liverpool
L2 5RH

TO ALL KNOWN CREDITORS

28 February 2020

Our Ref WMT/AD/00317587/A6

Please ask for
Alice Denmark
0151 237 4497
BRCMT@bdo.co.uk

Dear Sir / Madam

Greenford Facilities Limited - In Administration ('the Company', 'Greenford')

It is now six months since my appointment in respect of the Company. 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 Administration.

This report will also be my final report in respect of this Administration, which includes details of the progress made in completing the approved proposals ('the Proposals') and achieving the statutory purpose of the Administration.

In accordance with the Proposals, the Company will now move from Administration to Creditors' Voluntary Liquidation.

My final report is below for the period from 30 July 2019 to 29 January 2020 ('the Final Period') and should be read in conjunction with the Proposals.

1 Statutory Information

The Joint Administrators are William Matthew Humphries Tait (officeholder number: 9564) and Antony David Nygate (officeholder number: 9237) of BDO LLP, 55 Baker Street, London, W1U 7EU and they were appointed in respect of the Company on 30 July 2019. Under the provisions of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986, the Joint Administrators carry out their functions jointly and severally, meaning any action can be performed by one or both of them.

The Joint Administrators were appointed by the Director of the Company, pursuant to Paragraph 22 of Schedule B1 to the Insolvency Act 1986. The Administration proceedings are dealt with in the Business and Property Courts of England and Wales, Insolvency and Companies List (Chd) and the court case number is CR-2019-005061.

The Company's registered office is situated at 55 Baker Street, London, W1U 7EU, and the registered number is 08128860.

2 Receipts and Payments

I enclose for your information, a summary of my receipts and payments in respect of the Final Period showing a balance in hand of £74,936. Where relevant, the summary also

The Joint Administrators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Administration of Greenford Facilities Limited. Please see the privacy statement at <https://www.bdo.co.uk/en-gb/privacy-notices/insolvencies>

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business

includes the estimated realisable values ascribed to various asset categories where realisations have been effected to date.

3 Receipts

The receipts shown are largely self-explanatory, although I would comment specifically in respect of the following matters.

Book Debts

As detailed in the Proposals, Greenford leased premises known as Horsenden House, 891 Greenford Road, Greenford, London (the 'Horsenden House Campus'), which in turn were made available as a student campus to associated company GSM London Limited ('GSM'), to which I am also appointed as Joint Administrator.

Greenford's only source of income was from GSM in respect of management charges relating to GSM's occupation of the Horsenden House Campus. At the date of Administration, Greenford was owed £140,000 by GSM in respect of an element of the June 2019 quarter's rent that had been paid to the ultimate landlord but not recovered from GSM.

Since the rent had been prepaid until the September 2019 rent quarter day and GSM was receiving the benefit of this prepayment whilst it continued to operate in Administration, I arranged for this book debt to be settled between the respective companies and therefore a total of £140,000 has been recovered.

Cash at Bank

As stated in the Proposals, Greenford held £12,061 in its bank account as at the date of appointment. This sum has been transferred to the Administration bank account.

I would also refer you to section 5 below, which contains details of assets that have yet to be realised.

4 Payments

Again, payments shown in the summary of receipts and payments are largely self-explanatory, but I would provide further details below as follows.

Re-Direction of Mail

Royal Mail were paid £2,817 in connection with a mail redirection order being put in place in respect of Greenford at all three sites utilised by both Greenford and GSM following vacation of these premises.

Statutory Advertising

Epe Reynell were paid £81 for notice of the Administration and an advertisement for creditors to submit their claims, which was published in the London Gazette.

Consultant Costs

Castle Consultancy had already been engaged by the Company prior to Administration to

provide various services to Greenford's finance function. During the Administration Castle Consultancy were paid £550 to bring the Company's financial affairs up to date and assist the Director with the preparation of the Statement of Affairs.

Agents' and Legal Fees

Further details of professional fees and expenses are provided in section 6 below.

5 Assets yet to be Realised

Assets that have yet to be realised in the Administration, which will be pursued by the Joint Liquidators upon appointment, may be summarised as follows:

Lease / Rent Deposit

Although Greenford exited from economic occupation of the Horsenden House Campus premises on 27 September 2019, the landlord held a rent deposit of £675,000 (plus accrued interest) and there had been some expressions of interest in the lease from prospective assignees.

Accordingly, it was agreed with the landlord's managing agents that the Joint Administrators' property agents, Cummings Commercial and Avison Young, would continue to market the premises in order to conclude an assignment of the Company's lease and recover some or all of the rent deposit, if possible.

Whilst a number of parties interested in D1-consented (educational) space have viewed the premises and been provided with relevant details by my agents, Heads of Terms have not been agreed with any prospective assignees at the time of this report's preparation.

My agents are in the process of distributing a full colour brochure as widely as possible in the hope of attracting an increased level of interest, but in the event that a suitable assignee has not been located by March 2020, it is likely that further active marketing of the lease will cease, as the associated costs cannot be economically justified.

The Company was not in a position to make funds available in respect of either of the September or December 2019 quarter's rental payments when these fell due and the landlord has drawn the relevant sums from the rent deposit, which will now be exhausted. In addition, the landlord has notified me of a Dilapidations Claim under the lease and whilst the quantum of this claim is in the course of being considered in conjunction with the Schedule of Condition that was applicable when the lease was originally granted, it is likely to be reasonably substantial in nature.

As a result of the above, absent an assignee for the lease being identified within the course of the next two months, it is likely that the lease will be surrendered and there will be no realisations from this source. Since my joint property agents are retained on a commission-only basis, no fees will be payable in this eventuality.

Rates Refund

Frederick Holt & Company Limited has been retained to assist me with a review of the Company's rating liabilities and to determine whether there is any scope for either the reduction in the rating authority's unsecured claim for unpaid rates or the refund of any rates found to have been overpaid.

Whilst this work is ongoing, the agents have already secured a rating reduction of £122,880 in respect of the Horsenden House Campus and are hopeful of securing further reductions. The rating authority has presently set-off the credit balance arising against an alleged debt on the Company's account dating from the 2016/17 year and further explanations in this regard are in the process of being sought.

Depending on the overall outcome, either a rating refund will be secured for the benefit of the Administration or a corresponding reduction in the rating authority's unsecured claim against the Company will be obtained.

Inter-Company Debt

The Proposals refer to an amount in the sum of £910,034 was due to the Company from GSM as at the date of appointment.

The Administration of GSM is not complete, but present indications are such that a dividend will become available to GSM's unsecured creditors in due course. At present, I am unable to provide a firm indication of the timing or quantum of such a dividend, but further information will be provided in progress reports prepared in respect of GSM and in future progress reports provided in the Liquidation of Greenford.

6 Costs in the Administration

Professional Costs

I detail below, a summary of the professional fees and other expenses that have accrued and been paid in the Final Period of this Administration and the further costs that are anticipated to arise in the subsequent Liquidation.

I can confirm that the agents' and solicitors' fees are in line with the original estimates provided to the Administrators.

Fees	Accrued (£)	Paid (£)	Anticipated (£)
Frederick Holt & Company Limited - rating agents' minimum fee and commission on rating reduction.	400	400	11,880
Monitto Creative Limited - artwork for property marketing brochures.	750	750	0
Gavin Thomas Design Consultants Limited - production of property marketing brochure.	2,769	2,769	0
Waltons Direct - brochure postage costs.	1,779	0	0
Marriott Harrison - legal advice on Dilapidations Claim.	1,125	855	270
Pinsent Masons - general legal advice.	16,837	16,837	0
TOTAL	£23,390	£21,611	£11,880

Pre-Appointment Costs

The Proposals included provision for 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.

Under Rule 3.35(10) of the Rules, the table below summarises the outstanding costs for which approval was sought and also, where relevant, records payments received.

	Costs Incurred	Payments Received (£)	Costs Outstanding (£)
(i)	BDO LLP - pre-appointment time costs (not covered by prior engagement letters) - £3,519.00 excluding VAT	0.00	3,519.00
(ii)	None	Nil	Nil
(iii)	None	Nil	Nil
TOTAL		£0.00	£3,519.00

(i) The fees charged by the Joint Administrators

Shortly prior to appointment, time costs totalling £3,519 were incurred by BDO LLP in relation to preparing for the Administration of the Company. The work undertaken included preparing for the appointment, strategy planning, preparing statutory documents, preparing initial communications with stakeholders, reviewing cash flow forecasts and attending meetings with management and the Taskforce of stakeholder bodies as described in the Proposals.

I can report that the pre-appointment fees and costs set out above have been written off by my firm.

(ii) The expenses incurred by the Joint Administrators

There are no expenses in this category.

(iii) the fees charged (to the Joint Administrators' knowledge) by any other person qualified to act as an insolvency practitioner (and, if more than one, by each separately)

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

7 Summary of the Joint Administrators' Proposals

The statutory purpose of an Administration consists of three objectives and I now address the progress that has been made in this respect.

- (a) The first objective is rescuing the Company as a going concern (i.e. restructuring the Company's business, resulting in the survival of the Company). It was not possible to achieve this objective due to the extent of the Company's liabilities.
- (b) The second objective is achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration). The Joint Administrators were pursuing this objective by seeking to preserve the rent deposit through the marketing of the lease to the Horsenden House Campus for assignment and therefore enabling a distribution to the unsecured creditors.
- (c) The final objective is realising property in order to make a distribution to one or more secured or preferential creditors. This objective cannot be achieved as there are no secured or preferential creditors.

Please see below a summary of the Joint Administrators' Proposals presented to creditors on 23 September 2019. The Joint Administrators proposed that:

- (a) They continue to manage the Company's business and realise assets in accordance with Objective (b) of the statutory purpose of the Administration; and
- (b) They exit the Administration by way of dissolution or Creditors' Voluntary Liquidation and that William Matthew Humphries Tait and Antony David Nygate will be the Joint Liquidators and will act jointly and severally.

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.

OTHER RESOLUTIONS FOR APPROVAL, THAT:

- (c) Creditors consider and if thought fit appoint a creditors' committee to assist the Joint Administrators (such committee must comprise of between 3 and 5 creditors).

In the absence of a creditors' committee:

- (d) The Joint Administrators' remuneration is approved on a time costs basis as set out in the Fees Estimate included in the Joint Administrators' Proposals dated 23 September 2019; and
- (e) The Joint Administrators' category 2 disbursements be approved on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to creditors.

Proposal (a) has been achieved and the Company will now move to Creditors' Voluntary Liquidation in accordance with proposal (b).

A creditors' committee was not formed in the Administration pursuant to proposal (c).

Creditors approved proposals (d) and (e) and further information in this regard is detailed in sections 12 and 13 of this report.

8 Future of the Administration

The statutory purpose of the Administration has been achieved and, as a result, the Joint Administrators are now taking the necessary steps to move the Company from Administration to Creditors' Voluntary Liquidation, as approved by creditors.

9 Assets

I can confirm that there are no assets of a peculiar or special nature that cannot be sold. Consequently, there has been no distribution of unsold assets to creditors, as mentioned in Rules 18.10/14.13.

10 Investigation

The Joint Administrators have a duty to investigate the affairs of the Company and also the conduct of the directors and in respect of the latter, to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

11 Prospects for Creditors

Secured Creditors

Lloyds Banking Group Plc ('Lloyds') has fixed and floating charge over both the Company and GSM (together 'the Companies'), which were created on 8 November 2018 and include cross-guarantees.

As previously stated in the Proposals, at the date of appointment, the Companies' bank accounts were not overdrawn and Lloyds is currently holding a balance of cash as security for any contingent liabilities that may arise, particularly in relation to chargeback or S75 claims under GSM's merchant services facility. Lloyds is not expected suffer a shortfall in this matter.

Preferential Creditors

Greenford did not have any employees at the date of appointment and therefore Greenford does not have any preferential creditors.

Unsecured Creditors and the 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 the Company did grant a floating charge to Lloyds created after 15 September 2003, as Lloyds will be paid in full, the terms of the prescribed part will therefore not apply. Any surplus funds after the costs of the Administration will therefore be made available to the Company's unsecured creditors.

The Statement of Affairs estimated unsecured creditor claims at c. £4,295k. To date, the Joint Administrators have received unsecured creditors' claims totalling c. £11.2m, including a provisional unsecured claim from the landlord to the Horsenden House Campus, to which a value was not ascribed in the Statement of Affairs.

It is currently anticipated that there will be sufficient realisations to enable a distribution to Greenford's unsecured creditors, but the timing and quantum of such a dividend is not presently capable of being ascertained. Further information in this regard will be provided within subsequent progress reports in the Liquidation.

12 Joint Administrators' Remuneration

The Joint Administrators were 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 in line with the Joint Administrators' Fees Estimate.

To date, the Joint Administrators have drawn remuneration of £39,672 on account of their accrued time costs in this matter, as shown on the enclosed receipts and payments account.

I attach a schedule detailing the time costs for the whole period of the Administration appointment that records time costs of £46,295, representing 141 hours spent at an average charge out rate of £328 per hour.

Also attached is the original Fees Estimate annotated with a column showing the time costs accrued in respect of each activity.

The balance of outstanding time costs against which fees have yet to be drawn will be paid in the subsequent Liquidation.

13 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. To date, £200 has been incurred and recovered in respect of statutory bordereau.

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 the Final Period.

14 Joint Liquidators' Fees

As mentioned previously in this report, the Administration will be exited by way of a Creditors' Voluntary Liquidation, and William Matthew Humphries Tait and Antony David Nygate of BDO LLP will be appointed Joint Liquidators, to act jointly and severally.

I would therefore now like to seek approval of the basis of the Joint Liquidators' remuneration in respect of the Liquidation. I enclose a Fees Estimate for the subsequent Liquidation detailing an estimate of the Joint Liquidators' fees on a time cost basis and the anticipated associated expenses.

Creditors are therefore asked to approve the Joint Liquidators' remuneration in accordance with the enclosed Fees Estimate.

15 Joint Administrators' Release from Liability

In accordance with Paragraph 98 of Schedule B1 to the Insolvency Act 1986, I would like to request that the Joint Administrators be discharged from liability and, therefore, I invite creditors to consider approving their release via a deemed consent procedure.

A resolution to this effect is included in the creditors' decision process documents attached to this report.

16 Creditors' Decision Procedure

Please note that formal notice of Decision Procedures by correspondence and by deemed consent are attached covering the matters set out above.

Creditors may indicate their decision by completing and returning the written resolution form to this office by no later than the Decision date, which is 13 March 2020. Votes received after the Decision date will not be counted.

If a creditor has not already submitted a proof of debt, they must include one, when returning the written resolution.

If creditors wish to consider the resolutions at a physical meeting, they must notify me in writing within five business days of delivery of the attached notice. A meeting will be convened if sufficient creditors notify the nominee within the timeframe. Section 246ZE of the Insolvency Act 1986 sets the minimum number of creditors for requisitioning a meeting at any of the following:—

- (a) 10% in value of the creditors or contributories;
- (b) 10% in number of the creditors or contributories; or
- (c) 10 creditors or contributories

If no objections are received to the decision process by deemed consent by the date specified on the formal notice, the resolutions for consideration will be approved.

17 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 an 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 Administrators, or expenses charged by the Administrators, 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.

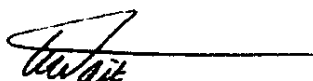
The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.

Creditors may access information setting out creditors' rights in respect of the approval of Joint Administrators' remuneration at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

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 Alice Denmark at BRCMT@bdo.co.uk.

Yours faithfully
For and on behalf of
Greenford Facilities Limited



W M H Tait
Joint Administrator

Authorised by the Institute of Chartered Accountants in England & Wales in the UK

Enclosures:

Receipts and Payments Account
SIP 9 Time Cost Report for the Final Period
Fees Estimate to Accrued Time Comparison
Fees Estimate for Creditors' Voluntary Liquidation ('CVL')
BDO LLP Policy in Respect of Fees and Disbursements
Notice of Deemed Consent Procedure
Notice of Decision Procedure by Correspondence
Decision by Correspondence Voting Form
Proof of Debt
Statement of Creditors' Rights in respect of Fees and Disbursements

Greenford Facilities Limited
(In Administration)
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	ASSET REALISATIONS	
140,000.00	Book debts	140,000.00
12,061.00	Cash at Bank	12,060.67
	Interest Gross	114.79
		152,175.46
152,061.00		74,935.80
	REPRESENTED BY	
	Floating Current Account	74,989.80
	Input VAT	(54.00)
		74,935.80

Name of Assignment

Greenford Facilities Limited

00317587

Summary of Time Charged and Rates Applicable for the Period From 30/07/2019 to 29/01/2020

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		W R I
	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	
A. Pre Appointment Matters															
B. Steps on Appointment	0.50	391.50	9.00	3,519.00					16.55	3,216.20			9.00	3,519.00	391.0
C. Planning and Strategy			15.62	6,328.92	5.10	668.10							37.77	10,604.72	280.7
			0.15	63.75									0.15	63.75	425.0
D. General Administration	4.60	4,437.35	13.55	5,335.20	4.00	554.50	2.05	124.85	14.55	1,157.35	0.05	5.80	38.80	11,615.05	299.3
E. Assets Realisation/Dealing			28.15	12,507.40					1.00	250.00			29.15	12,757.40	437.6
H. Creditor Claims			1.60	619.70	1.75	229.25			0.60	49.10			3.95	898.05	227.3
I. Reporting	3.50	2,327.50	7.85	3,492.25	1.10	211.20			9.60	806.40			22.05	6,837.35	310.0
	8.60	7,156.35	75.92	31,866.22	11.95	1,663.05	2.05	124.85	42.30	5,479.05	0.05	5.80			

Net Total

140.87

Secretarial Expense

46,295.32

Other Disbursements

0.00

Billed

0.00

Grand Total

46,295.32



Greenford Facilities Limited - In Administration

Fees Estimate to Accrued Time Comparison

Below is the original Fees Estimate annotated with a column showing the time costs accrued in respect of each activity.

Fees Estimate as at 23 September 2019 compared to accrued time to 29 January 2020

Joint Administrators' Fees	Total Hours	Blended Rate £/hour	Estimated Fee £	Accrued Time £
Summary Activity				
A. Pre Appointment Matters	9.00	391.00	3,519.00	3,519.00
Total			3,519.00	3,519.00
B. Steps on Appointment	52.45	268.79	14,098.15	10,604.72
C. Planning and Strategy	10.40	343.74	3,574.90	63.75
D. General Administration	62.05	184.09	11,422.50	11,615.05
E. Assets Realisation/Dealing	72.03	245.85	17,707.63	12,757.40
F. Trading Related Matters	0.00	0.00	0.00	0.00
G. Employee Matters	0.00	0.00	0.00	0.00
H. Creditor Claims	26.85	200.15	5,373.42	898.05
I. Reporting	17.20	262.74	4,519.05	6,837.35
J. Distribution and Closure	11.50	240.25	2,762.90	0.00
TOTAL			62,977.54	46,295.32

The fees that have accrued are within the level of the approved fees estimate and I therefore do not anticipate exceeding the fees estimate in this Administration.

Where applicable, all fees will be subject to VAT at the prevailing rate, which is not recoverable in the Administration.

A Pre-Appointment Matters

This time includes preparing for the appointment, strategy planning and preparing statutory documents. As confirmed at section 6 of the report, I have not sought to recover my outstanding pre-Appointment time costs in this matter and these have been written off.

B Steps upon Appointment

The work under this category included obtaining a validity of appointment review, the preparation of statutory documentation, attendance at the Horsenden House Campus, setting up internal files and initial communications with stakeholders. This work was undertaken by all levels of staff.

C Planning and Strategy

This category included reviewing Greenford's financial position, together with meetings with management and general strategy planning for the Administration. Much of this work was attributed to associated company GSM and hence only minimal costs have been ascribed to Greenford. This work was carried out by partners, directors and associate directors.

D General Administration

This work category included liaising with insurers, dealing with VAT and taxation matters, instructing and liaising with solicitors regarding legal matters and seeking advice, investigations into Greenford's affairs and the preparation of director conduct reports, dealing with receipts and payments accounts, statutory matters, dealing with press and media enquiries, general meetings and discussions, general administration and correspondence. This work was undertaken by all levels of staff.

E Asset Realisation/Management

The work included instructing and liaising with agents regarding the realisation of assets, dealing with property-related matters, including taking steps to mitigate the landlord's claims and preserving the rent deposit as far as possible and the collection of a pre-appointment debt from GSM. The work was led at director and associate director level, supported by executives.

F Trading Related Matters

Greenford did not trade, but expenses associated with the Horsenden House Campus were paid and then recovered from GSM, which was utilising the campus site.

G Employee Matters

Greenford had no employees.

H Creditor Claims

The work undertaken in this category included receiving and recording all creditor claims since a dividend was likely, identifying whether additional supporting evidence was necessary from the creditors, considering, checking and recording all unsecured creditor claims and considering claims which might be categorised as unliquidated or unascertained claims. This work was undertaken by all levels of staff.

I Reporting

The work included the preparation of the Joint Administrators' Proposals, this final progress report to creditors regarding the progress achieved in the Administration, including preparation of receipts and payments accounts, a suitable analysis of time costs accrued and a review of actual and accrued costs as against the fees and expense estimate. Directors or associate directors were responsible for leading the reporting and delegating the production of the accounts, fee analysis and comparison with estimates to suitably experienced executives. These activities do not contribute to the financial outcome for creditors - they are statutory duties imposed by the relevant legislation, however they do contribute to the creditors' understanding of the work being undertaken on their behalf. The time costs incurred in the preparation of the reports has been slightly more than the previously estimated.

J Distribution and Closure

Minimal work has been undertaken under this category as the Joint Administrators will be moving Greenford from Administration to Liquidation in order that creditor claims may be formally adjudicated and a distribution effected to them once asset realisations are complete, following which, the case will be closed. The majority of these activities do not contribute to the financial outcome for the creditors (although the matters relating to payment of dividends will do so). The formalities of bringing an insolvency to a close are statutory requirements.



Greenford Facilities Limited

William Matthew Humphries Tait (officeholder number: 9564) and Antony David Nygate (officeholder number: 9237) of BDO LLP, 55 Baker Street, London, W1U 7EU.

Joint Liquidators' Fees Estimate as at 28 February 2020

Joint Liquidators' Fees	Total Hours	Blended Rate £	Estimated Fee £
Summary Activity			
A. Pre-Appointment Matters	0.00	0.00	0.00
Total			0.00
B. Steps on Appointment	6.50	153.54	998.00
C. Planning and Strategy	13.50	352.22	4,755.00
D. General Administration	43.50	304.71	13,255.00
E. Assets Realisation/Dealing	21.00	344.81	7,241.00
F. Trading Related Matters	0.00	0.00	0.00
G. Employee Matters	0.00	0.00	0.00
H. Creditor Claims	29.00	313.69	9,097.00
I. Reporting	24.00	339.58	8,150.00
J. Distribution and Closure	23.00	260.17	5,984.00
TOTAL			49,480.00

Expenses Estimate

Officeholder CAT 1 Disbursements	150.00	2.1
Officeholder CAT 2 Disbursements	200.00	2.2
Other Expenses		
Agents' Costs	2,000.00	2.3
Solicitors' costs		2.4

The table above is our estimate of the Joint Liquidators' fees on a time costs basis for this appointment and the anticipated expenses. This estimate and the expenses are prepared on the basis of the information available to us at the date of this estimate. Assuming that there are no major unanticipated factors, we would expect that our fees may be lower than the estimate. In the following pages, we provide a summary of the work we believe is necessary. Where applicable, all fees and disbursements will be subject to VAT at the prevailing rate, which is not recoverable in the Liquidation.

In any work of this nature, we may have recourse to engage specialists to assist us, for example in ensuring that we obtain best value for the estate assets and also to protect the legal interests of the estate, including where necessary, taking action to recover sums due to the estate. The specialists we engage will invoice us and that will be an expense of the estate. Such expenses are not subject to creditor approval but nevertheless have an effect on the funds available for creditors in the estate.



1. Joint Liquidators' Fees

Fees (remuneration) may be sought on four different bases and a guide for creditors is attached. The four bases are a time costs basis; a percentage of the assets realised; a fixed amount; or a combination of the first three bases. In this insolvency case, we are seeking fees on a time cost basis and have estimated a fee of £49,480.00.

Where possible we will delegate work to our staff and by this expedient, the work is conducted by suitably qualified and experienced members of staff at different hourly costs. The current charge out rates per hour of staff within my firm's Gatwick office is below:

GRADE	£
Partner	511-783
Director	425-542
Associate Director	425
Senior Manager	390-425
Manager	294-346
Assistant Manager	131-311
Senior Administrator	84-291
Administrator	71-291
Other Staff	67-114

These rates are confirmed in an attached document that sets out my firm's policy on time costs and expenses. My firm's hourly time costs rates are normally reviewed in December and July each year and adjusted to take account of inflation and the firm's overheads. We have estimated the time we will spend in respect of the following areas of work in respect of this insolvency. Below we provide details of the primary work that will be undertaken by us.

A Pre-Appointment Matters

Pre-Appointment work in this Liquidation will be purely statutory in nature as Greenford is moving from Administration to Liquidation through the filing of appropriate documents with the Registrar of Companies. Since this work will be undertaken in and charged to the Administration, I am not anticipating any costs accruing in this regard within the Liquidation.

B Steps upon Appointment

Again, steps upon appointment will be limited to statutory matters, including setting up the Liquidation files on my internal management systems. This work is primarily led by a director or associate director, with the majority of work delegated to staff below manager.

C Planning and Strategy

The strategy to be deployed within the Liquidation will follow on from the strategy already adopted within the Administration and will therefore not require extensive planning or revision. This area of work is led by me as partner in conjunction with a director or associate director, with some support below manager level in documenting and recording the proposed strategy. Although this work does not directly benefit creditors, it does contribute to the efficient management of the insolvency appointment and contributes to reducing costs.



D General Administration

Work within this category includes reviewing and regularising affairs regarding insurance, VAT and taxation, recovery and storage of the entity's books and records and may include engaging and liaising with solicitors. Day-to-day management of the Company's assets can include managing, accounting for and investing realisations, making suitable banking arrangements, preparing reports on receipts and payments, ensuring appropriate approval of all costs, including approval of remuneration and matching costs of specialists against their expense estimates, dealing with statutory*, regulatory* and licensing matters, managing formal contractual matters regarding the entity, including equipment hire and property leases and licences, dealing with court hearings regarding the insolvency (excluding third party litigation), dealing with press enquiries and PR matters and managing general administrative matters*, basic enquiries* and meetings*. The majority of this work requires a range of insolvency knowledge and experience, balanced with good accounting and administrative skills and is delegated largely to executives with suitable levels of experience, supervised by directors or or associate directors. Issues marked with an asterisk (*) will not contribute to the financial outcome for the creditors but are statutory or regulatory duties imposed on the office holder.

E Asset Realisation/Management

Work under this category is likely to include evaluating and refining the strategy on realising assets already formulated in the Administration. The work will include liaising with property agents and potentially solicitors regarding the marketing and possibly assignment of the Company's leasehold premises; liaising with rating agents and the local authority regarding the reduction of rating liabilities or the refund of overpayments; and monitoring the outcome of the Administration of GSM, which should lead to the distribution of a dividend in respect of the Company's unsecured claim. The work may also include disclaiming onerous property and contracts. No provision has been made for handling contentious Retention of Title claims or any other third party rights to property or equipment not disclosed in the entity's records or not already known to the Joint Administrators. This area of work requires a greater level of commercial experience and insolvency knowledge than the general administration category of work, together with decision-making skills. The work is led at director or associate director level supported by executives with suitable competencies and almost equal numbers of hours are spent by the two groups. My managers liaise with me as the partner and escalate major decisions to me.

F Trading Related Matters

Greenford does not trade and therefore there will be no work undertaken in this category.

G Employee Matters

Greenford did not retain any employees and therefore there will be no work undertaken in this category.

H Creditor Claims

The work will include receiving and recording all creditor claims and since a dividend is likely, identifying whether additional supporting evidence is necessary from the creditor, reviewing the validity of all claims submitted by creditors alleging they have security rights which would afford them a higher priority when funds are distributed, considering and checking and recording all unsecured creditor claims and identifying any claims which might be categorised as deferred claims.



It may be necessary to take legal advice where a creditor maintains an unascertained or unliquidated claim that is not supported by unequivocal evidence or where an unsecured claim is made which is significantly in excess of any value recorded by the insolvent entity and the claim is inadequately evidenced. No provision has been made for dealing with any creditor's claims where the matter is referred to Court. To estimate costs in respect of administering creditor claims we consider the volume and nature of known creditor claims and the nature of the insolvent entity's business. We believe from the available records and our work as Joint Administrators that there are some 20 creditors.

I Reporting

Preparing periodic progress reports to creditors regarding the progress achieved, including preparation of receipts and payments accounts, a suitable analysis of time costs accrued and a review of actual costs and accrued costs as against this fees and expense estimate. At the time this estimate was prepared no information was available regarding whether creditors were going to appoint a committee; if a committee is appointed there will be additional reports, which have not currently been budgeted for. Directors or associate directors are responsible for leading the reporting and delegating the production of the accounts, fee analysis and comparison with estimates to suitably experienced executives. The ratio of time spent on reporting is generally that executive hours are twice as many as those of the director or associate director. Much of the basic accounting and analysis is conducted by various grades of executives. In estimating costs in respect of reporting, we have formed a view of the duration of the insolvency and estimated how many reports will be required. These activities do not contribute to the financial outcome for creditors - they are statutory duties imposed by the relevant legislation. However, they do contribute to the creditors' understanding of the work being undertaken on their behalf.

J Distribution and Closure

The work includes giving notice to relevant creditors to prove their claims, adjudicating upon the claims, issuing formal rejection of any relevant claims, dealing with any appeal to court concerning a rejected claim (*), establishing the distributable funds in the estate, calculating the dividend, issuing payment with suitable notification to creditors, reconciling payments and accounting for unclaimed dividends. (*) no provision is made for additional time costs for dealing with an appeal concerning a rejected claim because the likelihood of such an eventuality is small, although the costs could be significant. This category also includes preparing a final report to creditors together with receipts and payments accounts, analysis of time costs accrued and a review of actual costs compared to the fee and expense estimate, completing all administrative arrangements including storage of any records for statutory periods and filing final statutory documentation. The work is supervised by directors and associate directors and final decisions and the release of funds is authorised by the partner. The majority of these activities do not contribute to the financial outcome for the creditors (although the matters relating to payment of dividends will do so). The formalities of bringing an insolvency to a close are statutory requirements.

2. Expense Estimate

2.1 Category 1 Disbursements

Our estimate in respect of this heading covers expenses where the officeholders' firm 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 and storage of original records of the insolvent estate. In each case, the recharge will be reimbursement of a specific expense incurred.



2.2 Category 2 Disbursements

We propose to recover from the estate 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.

2.3 Agents' Costs

The Liquidators will retain the property agents who were engaged during the Administration, Cummings Commercial and Avison Young, on the same terms. Whilst disbursements regarding the marketing of the Horsenden House Campus may be incurred, the joint agents are to be paid on a commission basis equating to 15% of any premium obtained upon the assignment of the lease, plus VAT. Since present indications are such that an assignment of the lease in the time available is unlikely, we are not anticipating any attendant costs.

2.4 Valuers' Costs

The liquidators will not be retaining any valuers as Greenford does not own any chattel assets.

2.5 Solicitors' Costs

The Company's solicitors, Marriott Harrison, have been retained to act on any property matters arising due to their familiarity with the Company's affairs. In the event that any contentious issues arise, the Liquidators may also engage Pinsent Masons, who undertook work for the Joint Administrators during the Company's Administration. I am not presently estimating any costs arising in this category.

BDO LLP
28 February 2020



Greenford Facilities Limited - In Administration

In accordance with best practice, I provide below details of the 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	511-783
Director	425-542
Associate Director	425
Senior Manager	390-425
Manager	294-346
Assistant Manager	131-311
Senior Administrator	84-291
Administrator	71-291
Other Staff	67-114

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed in December and July each year 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 time 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 above 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 cost 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

We propose to recover from the estate 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
28 February 2020



Rule 15.7
Insolvency
(England and
Wales) Rules
2016

The Insolvency Act 1986 - NOTICE OF DEEMED CONSENT PROCEDURE

To resolve that the Joint Administrators may be discharged from liability

Name of Company Greenford Facilities Limited	Company number 08128860
In the Business and Property Courts of England and Wales, Insolvency and Companies List (Chd) [full name of court]	Court case number CR-2019-005061

The Joint Administrators are William Matthew Humphries Tait (Officeholder No: 9564) and Antony David Nygate (officeholder No: 9237) of BDO LLP, 55 Baker Street, London, W1U 7EU, who were appointed on 30 July 2019. The Joint Administrators may also be contacted by via Alice Denmark at BRCMT@bdo.co.uk.

NOTICE IS GIVEN, pursuant to Paragraph 51 of Schedule B1 to the Insolvency Act 1986 that the Joint Administrators' resolution will be dealt with by deemed consent by the Decision date: 13 March 2020. The resolution is:

- 1) The Joint Administrators be discharged from liability under the Administration in accordance with Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 28 days after the filing of the final progress report with the Registrar of Companies.

For the avoidance of doubt: Other resolutions within the Joint Administrators' final report will be approved by postal resolution.

In order to object to the Joint Administrators' resolution, a creditor must deliver, to me at the address below, by no later than 13 March 2020, a written notice stating that the creditor objects. The objection must be accompanied by a proof of debt (form attached) otherwise the creditor's objection will be disregarded. A creditor with a 'small debt' of £1,000 or less must still submit a proof of debt if submitting a notice of objection.

Unless 10% in value of the creditors of the Company who are entitled to vote object to the resolution by the decision date, creditors will be treated as having approved the resolution. It is the convenor's responsibility to aggregate the objections to see if the threshold is met. If the threshold is met the deemed consent procedure will terminate without a decision being made. If a decision is sought again on the same matter it will be sought by a decision procedure.

Creditors may within five business days of this notice require a physical meeting to be held to consider the matter. This is explained in more detail in the below decision by correspondence section. If there are sufficient requests for a physical meeting this deemed consent procedure will terminate and a physical meeting will be convened.

Any creditor with a small debt (£1,000 or less) or who has opted out of receiving notices must still deliver a completed proof of debt form if they wish to request a physical meeting.

Appeals against decisions (Rule.15.35): Creditors may appeal to the Court in respect of the convenor's decision. Any appeal must be made within 21 days of the Decision date stated above.

Date: 28 February 2020

William Matthew Humphries Tait
Joint Administrator and Convenor of the Decision Process



Objections to the Joint Administrators' resolution, together with proof of claim must be forwarded to William Matthew Humphries Tait c/o Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, by no later than 18 February 2020.



Rule 15.8
Insolvency
(England and
Wales) Rules
2016

The Insolvency Act 1986 - NOTICE OF ARRANGING A DECISION PROCEDURE FOR CREDITORS BY CORRESPONDENCE

To consider approving the resolutions set out below

Name of Company Greenford Facilities Limited	Company number 08128860
In the Business and Property Courts of England and Wales, Insolvency and Companies List (Chd) <small>[full name of court]</small>	Court case number CR-2019-005061

The Joint Administrators are William Matthew Humphries Tait (Officeholder No: 9564) and Antony David Nygate (officeholder No: 9237) of BDO LLP, 55 Baker Street, London, W1U 7UE, who were appointed on 30 July 2019. The Joint Administrators may also be contacted via Alice Denmark on BRCMT@bdo.co.uk.

NOTICE that the Creditors of the above-named Company are invited to make decisions as to whether to approve or reject the resolutions below.

Decision Procedure: The creditors are invited to indicate by correspondence whether they approve or reject the resolutions. A Decision by Correspondence form is attached for recording your vote. The completed form, together with a completed proof of debt form, if not already provided, must be sent to the Joint Administrators, whose details are below and on the attached form.

Decision date: 13 March 2020

Creditors may within five business days of this notice require a physical meeting be held to consider the matter. If there are sufficient requests for a physical meeting the decision by correspondence procedure will be terminated and a physical meeting convened. This is explained in more detail overleaf.

Any response may be sent by correspondence, using the attached form. To be valid, your response must be received by the Joint Administrators by no later than the Decision date, which is 13 March 2020, otherwise it will not be counted.

RESOLUTION

1. That a Liquidation committee be established if sufficient creditors are willing to be members.

In the event that a Creditors' Committee is not established to RESOLVE THAT

2. The Joint Liquidators' remuneration be approved on a time costs basis in accordance with the Fees Estimate circulated to creditors.
3. The Joint Liquidators' Category 2 Disbursements be approved on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to creditors.

Any creditor, including creditors whose debt is treated as a small debt (less than £1,000) or who has opted out of receiving notices, must deliver a completed proof of debt form, as detailed above, if they wish to submit a response or request a physical meeting.

Date: 28 February 2020

William Matthew Humphries Tait
Joint Administrator and Convenor of the Decision Process



A completed Decision by Correspondence form, together with proof of claim, must be forwarded to William Matthew Humphries Tait c/o Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, by no later than 13 March 2020.

Appeals against decisions (R.15.35): Decisions of the Joint Administrator in convening the Decision Procedure and dealing with voting is subject to appeal to the court by a creditor. Any appeal must be made within 21 days of the Decision date.

Physical Meeting: If creditors want to consider the resolutions at a physical meeting they must notify in writing the Joint Administrator, whose details are above, within five business days of delivery of this notice. A meeting will be convened if sufficient creditors notify the Administrators within the timeframe. Section 246ZE of the Insolvency Act sets the "minimum number" of creditors for requisitioning a meeting at any of the following:

- (a) 10% in value of the creditors or contributories;
- (b) 10% in number of the creditors or contributories; or
- (c) 10 creditors or contributories.

Extract from the Insolvency (England and Wales) Rules 2016

Creditors' voting rights

15.28.—(1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—

- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
 - (b) the proof was received by the convener—
 - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
 - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and
 - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or
 - (b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.
- (6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

Calculation of voting rights

15.31.—(1) Votes are calculated according to the amount of each creditor's claim—

- (a) in an administration, as at the date on which the company entered administration, less—
 - (i) any payments that have been made to the creditor after that date in respect of the claim, and
 - (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
- (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
- (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
- (d) in a proposed CVA—
 - (i) at the date the company went into liquidation where the company is being wound up,
 - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
 - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or
 - (iv) where (i) to (iii) do not apply, at the decision date;



- (e) in a proposed IVA—
 - (i) where the debtor is not an undischarged bankrupt—
 - (aa) at the date of the interim order, where there is an interim order in force,
 - (bb) otherwise, at the decision date,
 - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.
- (2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.
- (3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.
- (4) Where a debt is wholly secured its value for voting purposes is nil.
- (5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.
- (6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—
 - (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
 - (b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.
- (7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.
- (8) A vote cast in a decision procedure which is not a meeting may not be changed.
- (9) Paragraph (7) does not prevent a creditor or member State liquidator from—
 - (a) voting in respect of less than the full value of an entitlement to vote; or
 - (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

Requisite majorities

- 15.34.—(1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise.
- (2) In the case of an administration, a decision is not made if those voting against it—
 - (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
 - (b) are not, to the best of the convener or chair's belief, persons connected with the company.
 - (3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—
 - (a) a decision approving a proposal or a modification;
 - (b) a decision extending or further extending a moratorium; or
 - (c) a decision bringing a moratorium to an end before the end of the period of any extension.
 - (4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.
 - (5) For the purposes of paragraph (4)—
 - (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
 - (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
 - (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.
 - (6) In a case relating to a proposed IVA—
 - (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;
 - (b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.
 - (7) For the purposes of paragraph (6)—
 - (a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;
 - (b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and
 - (c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

Appeals against decisions under this Chapter

- 15.35.—(1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).
- (2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.
 - (3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.



- (4) An appeal under this rule may not be made later than 21 days after the decision date.
- (5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—
 - (a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or
 - (b) in a proposed IVA—
 - (i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or
 - (ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.
- (6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.
- (7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

Extract from the Insolvency Act 1986 (as amended)

Section 246ZE Decisions by creditors and contributories: general

- (1) This section applies where, for the purposes of this Group of Parts, a person (“P”) seeks a decision about any matter from a company’s creditors or contributories.
- (2) The decision may be made by any qualifying decision procedure P thinks fit, except that it may not be made by a creditors’ meeting or (as the case may be) a contributories’ meeting unless subsection (3) applies.
- (3) This subsection applies if at least the minimum number of creditors or (as the case may be) contributories make a request to P in writing that the decision be made by a creditors’ meeting or (as the case may be) a contributories’ meeting.
- (4) If subsection (3) applies P must summon a creditors’ meeting or (as the case may be) a contributories’ meeting.
- (5) Subsection (2) is subject to any provision of this Act, the rules or any other legislation, or any order of the court—
 - (a) requiring a decision to be made, or prohibiting a decision from being made, by a particular qualifying decision procedure (other than a creditors’ meeting or a contributories’ meeting);
 - (b) permitting or requiring a decision to be made by a creditors’ meeting or a contributories’ meeting.
- (6) Section 246ZF provides that in certain cases the deemed consent procedure may be used instead of a qualifying decision procedure.
- (7) For the purposes of subsection (3) the “minimum number” of creditors or contributories is any of the following—
 - (a) 10% in value of the creditors or contributories;
 - (b) 10% in number of the creditors or contributories;
 - (c) 10 creditors or contributories.
- (8) The references in subsection (7) to creditors are to creditors of any class, even where a decision is sought only from creditors of a particular class.
- (9) In this section references to a meeting are to a meeting where the creditors or (as the case may be) contributories are invited to be present together at the same place (whether or not it is possible to attend the meeting without being present at that place).
- (10) Except as provided by subsection (8), references in this section to creditors include creditors of a particular class.
- (11) In this Group of Parts “qualifying decision procedure” means a procedure prescribed or authorised under paragraph 8A of Schedule 8.



**The Insolvency Act 1986 - NOTICE OF CONVENING A DECISION PROCEDURE FOR CREDITORS
BY CORRESPONDENCE**

To consider the resolutions set out below

Greenford Facilities Limited - In Administration
Registered Number: 08128860

RESOLUTION

(* Please indicate voting preference)

- 1 That a Creditors' Committee be established if sufficient creditors are willing to be members.

*Approved/Rejected

Do you consent to be a member of the creditors' committee?

*Yes/No

In the event that a Creditors' Committee is not established to RESOLVE THAT

- 2 The Joint Liquidators' remuneration be approved on a time costs basis in accordance with the Fees Estimate circulated to creditors.

*Approved/Rejected

- 3 The Joint Liquidators' Category 2 Disbursements be approved on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to creditors.

*Approved/Rejected

TO BE COMPLETED BY THE CREDITOR WHEN RETURNING FORM

Name of Creditor

Signature of Creditor

(If signing on behalf of creditor, state capacity e.g. director/solicitor etc.)

NOTE: This form must be accompanied by a proof of the amount due to the creditor unless a proof of debt/claim form has already been delivered. Creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes otherwise their vote will be disregarded.

This form must be returned to William Matthew Humphries Tait (Officeholder IP No: 9564) of BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH, by no later than the Decision date 13 March 2020.

The Joint Administrators may also be contacted via Alice Denmark on BRCMT@bdo.co.uk.

William Matthew Humphries Tait
Joint Administrator
28 February 2020

Proof of Debt/Claim Form
Greenford Facilities Limited - In Administration
Company No: 08128860

Debt as at the date of the appointment of Administrators: 30 July 2019

1	Name of creditor (If a company please also give company registration number and where registered).	
2	Address of creditor including email address for correspondence.	
3	Total amount of claim, including any Value Added Tax at the above date.	
4	If amount in 3 above includes outstanding un-capitalised interest please state amount.	£
5	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8	Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at their discretion as may the chairman or convener of any meeting).	
9	Signature of creditor or person authorised to act on his behalf _____	Dated _____
Name in BLOCK LETTERS _____		
Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____		

Deliver to the Joint Administrator, William Matthew Humphries Tait, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.

Statement from the Insolvency (England and Wales) Rules 2016 regarding the rights of creditors in respect of the Joint Liquidators' 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.