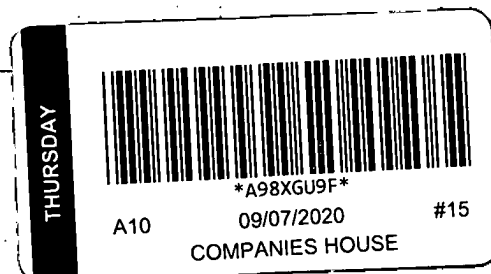


AM10

Notice of administrator's progress report



Companies House



1 Company details

Company number 0 8 1 6 6 4 1 0

Company name in full Koovs Plc

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

2 Administrator's name

Full forename(s) Geoffrey Paul

Surname Rowley

3 Administrator's address

Building name/number 2nd Floor

Street 110 Cannon Street

Post town London

County/Region

Postcode E C 4 N 6 E U

Country

4 Administrator's name ①

Full forename(s) Jason Daniel

Surname Baker

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

5 Administrator's address ②

Building name/number 2nd Floor

Street 110 Cannon Street

Post town London

County/Region

Postcode E C 4 N 6 E U

Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

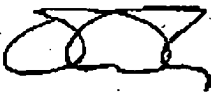
6 Period of progress report

From date	^d 1	^d 0	^m 1	^m 2	^y 2	^y 0	^y 1	^y 9	
To date	^d 0	^d 9	^m 0	^m 6	^y 2	^y 0	^y 2	^y 0	

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's signature	Signature X  X								
Signature date	^d 0	^d 9	^m 0	^m 7	^y 2	^y 0	^y 2	^y 0	

AM10

Notice of administrator's progress report



Presenter information

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

Contact name **Rebecca Horgan**

Company name **FRP Advisory Trading Limited**

Address **2nd Floor**

110 Cannon Street

Post town **London**

County/Region

Postcode **E C 4 N 6 E U**

Country

DX **cp.london@frpadvisory.com**

Telephone **020 3005 4000**



Checklist

We may return forms completed incorrectly or with information missing:

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Koovs Plc
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 10/12/2019 To 09/06/2020 £	From 10/12/2019 To 09/06/2020 £
	SECURED ASSETS		
1.00	Goodwill	1.00	1.00
250,000.00	Intellectual Property	250,000.00	250,000.00
2,731,999.00	Shares in subsidiary	2,731,998.00	2,731,998.00
		2,981,999.00	2,981,999.00
	SECURED CREDITORS		
(10,244,902.00)	Capita Trust Company Limited	2,970,598.00	2,970,598.00
		(2,970,598.00)	(2,970,598.00)
	ASSET REALISATIONS		
68,000.00	VAT Refund	NIL	NIL
18,000.00	Chatel assets	NIL	NIL
442,000.00	Cash at Bank	433,646.88	433,646.88
Uncertain	Debtors	NIL	NIL
Uncertain	Prepayments	NIL	NIL
1.00	Contracts	NIL	NIL
	Bank Interest Gross	388.89	388.89
	Tangible Assets	6,600.00	6,600.00
		440,635.77	440,635.77
	COST OF REALISATIONS		
	Travel Expenses	313.80	313.80
	Legal Disbursements	212.50	212.50
	Dataroom costs	345.00	345.00
	Public Relations costs	1,470.00	1,470.00
	Statutory Advertising	150.16	150.16
	Insurance of Assets	112.00	112.00
	Bank Charges - Floating	31.20	31.20
		(2,634.66)	(2,634.66)
	FLOATING CHARGE CREDITORS		
	Secured Creditor	133,512.03	133,512.03
		(133,512.03)	(133,512.03)
	UNSECURED CREDITORS		
(240,469.14)	Unsecured Creditors	NIL	NIL
(229,184.00)	Accrued unsecured creditors	NIL	NIL
		NIL	NIL
(7,204,554.14)		315,890.08	315,890.08
	REPRESENTED BY		
	Vat Recoverable - Floating		435.54
	IB Current Floating		315,454.54
			315,890.08

FRP

Koovs Plc (In Administration) ("The Company")

The High Court of Justice No. 008280 of 2019

The Administrator's Progress Report for the period 10 December 2019 to 9 June 2020 pursuant to Rule 18.3 of the Insolvency (England and Wales) Rules 2016

9 July 2020

Contents and abbreviations

FRP

Section	Content
1.	Progress of the Administration in the period
2.	Estimated Outcome for the creditors
3.	Administrators' remuneration, disbursements, expenses and pre-appointment costs
Appendix	Content
A.	Statutory information regarding the Company and the appointment of the Administrators
B.	Form AM10 (formal notice of the progress report)
C.	A schedule of work
D.	Details of the Administrators' time costs and disbursements for the Period
E.	Receipts and payments account for the period and cumulative
F.	Statement of expenses incurred in the Period

The following abbreviations may be used in this report:

FRP Advisory	FRP Advisory Trading Limited
The Company	Koovs Plc (In Administration)
The Administrators	Geoffrey Paul Rowley and Jason Daniel Baker of FRP Advisory Trading Limited
The Period	The reporting period 10 December 2019 to 9 June 2020
CVL	Creditors' Voluntary Liquidation
SIP	Statement of Insolvency Practice
QFCH	Qualifying floating charge holder
HMRC	HM Revenue & Customs
Secured Creditor	Capita Trust Company Limited
Purchaser	SGIK 3 Investments Limited
FLFL	Future Lifestyle Fashion Limited

1. Progress of the Administration

Work undertaken during the period

This progress report has been prepared from information available at the time of its preparation. Due to the global outbreak of Covid 19 and the UK's response to this, requiring working from home and necessarily a lack of access to physical files or other information, we should advise that we may not have all the information required to ensure this report is both complete and accurate. Where there are errors and/or omissions we will endeavour to correct these where possible in our next report to you.

This report should be read in conjunction with the Administrators' proposals, which were issued on 17 December 2019. The Administrators' proposals were deemed approved on 8 January 2020.

Attached at **Appendix C** is a schedule of work undertaken during the period together with a summary of work still to be completed.

As previously advised, a sale of the business and assets was completed on 10 December 2019 with consideration totalling £3m.

Key matters undertaken during the Period include:

- Realising the Company's cash at bank;
- Investigating with the assistance of solicitors potential claims against FLFL concerning the final tranche of funding that was not delivered;
- Considering with the assistance of solicitors any other claims that the Company may have against any person, firms or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company that supplies or has supplied goods or services to the Company;
- Submitting pre-appointment VAT returns to HMRC in order for the Company to receive a VAT refund;
- Liaising with all creditors and shareholders as necessary;

- Distributing realisations to the secured creditor where applicable; and
- Ensuring all statutory and compliance matters are attended to.

During the Period, the Administrators have undertaken a reconciliation of the accounts in order to determine the cash in hand on appointment and debtor balances received into the pre-appointment bank following the sale. It is anticipated that a VAT refund totalling around £55,000 will be paid to the estate within the coming weeks. As enquiries into the Company's affairs are ongoing at this time, we cannot confirm the quantum, timing and likelihood of any further realisations in this case.

Attached at **Appendix E** is a receipts and payments account detailing transactions for the Period.

Investigations

Part of the Administrators' duties include carrying out proportionate investigations into what assets the Company has, including any potential claims against directors or other parties, and what recoveries could be made. The Administrators have reviewed the Company's books and records and accounting information, requested further information from the directors, and invited creditors to provide information on any concerns they have regarding the way in which the Company's business has been conducted.

Specifically, the Administrators (with the assistance of solicitors) have engaged in correspondence with FLFL and their solicitors to obtain further information with regards to the final tranche of funding that was not received, in turn causing unsustainable cash flow pressures and contributing to the Company's insolvency. Correspondence with FLFL remains ongoing at this time.

Furthermore, throughout the Period the Administrators have received concerns from a number of shareholders relating to the way the Company was managed prior to the Administration. Accordingly, the Administrators have instructed independent solicitors to liaise with concerned shareholders and assist in determining whether any claims exist in this regard that are capable of being pursued by the Company or the

1. Progress of the Administration

FRP

Administrators. At present the solicitors are collecting and reviewing information and documentation in relation to this matter. We are also undertaking a review of the financial affairs of the Company in the lead up to Administration. Given the potential nature of any claims, I am unable to disclose strategy or outcomes in relation to the investigations so as not to prejudice any future recoveries.

I am also liaising with appropriate regulatory authorities as required.

Further details of the conduct of the Administrators' investigations are set out in the schedule of work attached.

Extension to the initial period of appointment

If the Administrators deem it appropriate to extend the Administration beyond the initial twelve-month period, the appropriate consents will be sought in accordance with the Insolvency (England and Wales) Rules 2016.

Anticipated exit strategy

As enquiries remain ongoing at this time, the Administrators cannot currently confirm whether the Company will have sufficient property to permit a distribution to the unsecured creditors, other than by way of the prescribed part. It is not clear at this time whether the company will be dissolved or will move into Creditors' Voluntary Liquidation. This will be dependent on our investigations. The estimated outcome for creditors was set out in the Administrators' proposals. At present the quantum and timing of any dividends to unsecured creditors is uncertain.

2. Estimated Outcome for the creditors

FRP

The estimated outcome for creditors was set out in the Administrators proposals.

Outcome for the secured creditors

Following the sale of the business, the secured creditor received an immediate distribution of £2.98m under its fixed charge.

A distribution totalling £122,111.03 was declared to the secured creditor in March 2020 under its floating charge.

The secured creditor will suffer a shortfall.

Outcome for the preferential creditors

There are no preferential creditors in this case as all employees transferred to the Purchaser.

Outcome for the unsecured creditors

It is currently anticipated that there will be a distribution directly to unsecured creditors by way of the prescribed part only. Any further distributions will be dependent on the outcome of any investigations and claims identified and pursued by the Administrators.

Prescribed Part

The prescribed part is a carve out of funds available to the holder of a floating charge which is set aside for the unsecured creditors in accordance with Section 176A of the Insolvency Act 1986.

The prescribed part only applied where the floating charge was created after 15 September 2003 and the net property available to the floating charge holder exceeds £10,000.

The quantum and timing of the prescribed part distribution remains uncertain.

3. Administrators' remuneration, disbursements, expenses and pre-appointment costs

FRP

Administrators' remuneration

A request for fee approval has been circulated to the secured creditor and until such time as this is approved no fees will be drawn from the funds available in the estate.

Administrators' disbursements

The Administrators' disbursements are a recharge of actual costs incurred by the Administrators on behalf of the Company. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the period of this report are set out in **Appendix D**.

Administrators' expenses

An estimate of the Administrators' expenses was set out in the Administrators' proposals. I attach at **Appendix F** a statement of expenses that have been incurred during the period covered by this report. It is currently expected that the expenses incurred or anticipated to be incurred are likely to exceed the details previously provided as additional independent solicitors have been instructed in order to provide advice on the concerns that have been raised by shareholders.

When instructing third parties to provide specialist advice and services, or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work being undertaken. This is reviewed by the Joint Administrator periodically throughout the duration of the assignment. The specialists chosen may regularly be used by the Joint Administrator and usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

Creditors have a right to request further information from the Administrators and further have a right to challenge the Administrators' remuneration and other

expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the reporting period as set out in **Appendix F** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frp.advisory.com/info.aspx> and select the one for administrations. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Administrators' pre-appointment costs

Details of the pre-administration costs incurred by the Administrators was included in the Administrators' proposals. Approval for the pre-administration costs as been sought from the secured creditor and remains to be approved.

Appendix A

Statutory Information

FRP

COMPANY INFORMATION:

Other trading names: N/A

Company number: 08166410

Registered office: 2nd Floor
110 Cannon Street
London
EC4N 6EU

Previous registered office: Fourth Floor
York House
23 Kingsway
London
WC2B 6UJ

Business address: Fourth Floor
York House
23 Kingsway
London
WC2B 6UJ

ADMINISTRATION DETAILS:

Administrator(s): Geoffrey Paul Rowley & Jason Daniel Baker

Address of Administrator(s): FRP Advisory Trading Limited, 2nd Floor, 110 Cannon Street, London, EC4N 6EU

Date of appointment of Administrator(s): 10 December 2019

Court in which administration proceedings were brought: The High Court of Justice

Court reference number: 008280 of 2019

Appointor details: Directors

Previous office holders, if any: N/A

Extensions to the initial period of appointment: N/A

Date of approval of Administrators' proposals: 8 January 2020


Appendix B

CH Form AM10 Formal Notice of the Progress Report

FRP

In accordance with
Rule 1.8.6 of the
Insolvency (England &
Wales) Rules 2016.

AM10
Notice of administrator's progress report

 Companies House

For further information, please
refer to our guidance at
www.gov.uk/companies-house

1 Company details

Company number **08166410**

Company name in full **Koovs Plc**

* Filing in this form
Please complete in typescript or in
bold block capitals.

2 Administrator's name

Full forename(s) **Geoffrey Paul**

Surname **Rowley**

3 Administrator's address

Building name/number **2nd Floor**

Street **110 Cannon Street**

Post town **London**

County/region

Postcode **E C 4 N 6 E U**

Country

4 Administrator's name

Full forename(s) **Jason Daniel**

Surname **Baker**

to other administrator
Use this section to tell us about
another administrator.

5 Administrator's address

Building name/number **2nd Floor**

Street **110 Cannon Street**

Post town **London**

County/region

Postcode **E C 4 N 6 E U**

Country

to other administrator
Use this section to tell us about
another administrator.

0017 Version 1.0

AM10
Notice of administrator's progress report

6 Period of progress report

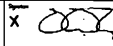
From date **1 6 1 2 2 6 1 9**

To date **0 9 0 6 2 6 2 0**

7 Progress report

☐ I attach a copy of the progress report

8 Sign and date

Administrator's signature **X**  **X**

Signature date **0 9 0 6 2 6 2 0**

0017 Version 1.0

Appendix B

CH Form AM10 Formal Notice of the Progress Report

FRP

AM10 Notice of administrator's progress report	
1 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.	2 Important information All information on this form will appear on the public record.
Contact name: Rebecca Horgan Company name: FRP Advisory Trading Limited Address: 2nd Floor 110 Cannon Street Post town: London Country/Region: Country: E C 4 N 6 E U Email: cp.london@frpadvisory.com Telephone: 020 3005 4000	3 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.
4 Checklist We may return forms completed incorrectly or with information missing. Please make sure you have remembered the following: <input type="checkbox"/> The company name and number match the information held on the public Register. <input type="checkbox"/> You have attached the required documents. <input type="checkbox"/> You have signed the form.	5 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

Appendix C

A schedule of work

FRP

The table below sets out a detailed summary of the work undertaken by the office holder to date and details of the work it is anticipated will be undertaken by the office holder throughout the duration of this assignment. Details of assumptions made in compiling this table are set out below.

Where work undertaken results in the realisation of funds (from the sale of assets or recoveries from successful actions taken against third parties), there may be a financial benefit to creditors should there be sufficient funds available to make a distribution to one or more class of creditor. In this case, work undertaken will include the scrutiny and agreement of creditor claims.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including ensuring the appointment is valid, notifications of the appointment to third parties, regular reporting on the progress, notifying statutory bodies where required in relation to the conduct of the directors, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

GENERAL ASSUMPTIONS IN COMPILING THIS SCHEDULE OF WORK
<ul style="list-style-type: none">• The records received are complete and up to date;• There are no matters to investigate or pursue aside from those reported on;• No financial irregularities are identified;• A committee of creditors is not appointed;• There are no exceptional queries from stakeholders;• Full co-operation of the directors and other relevant parties is received as required by legislation;• There are no health and safety or environmental issues to be dealt with; and• The case will be closed within two years.

Appendix C

A schedule of work

FRP

Note	Category	
1	ADMINISTRATION AND PLANNING Work undertaken to date	ADMINISTRATION AND PLANNING Future work to be undertaken
	General Matters	General Matters
	Strategy Determining and documenting case strategy. Reviewing and revising strategy as and when required. Preparing fee budgets and monitoring costs.	Strategy Regular review of the case and the ongoing case strategy to ensure all statutory matters are attended to and that the case is progressed in a timely manner. Ongoing budget and cost monitoring.
	Case Accounting, Case Control and Review Opening of officeholders' bank accounts. Processing receipts for deposits. Setting up new payees and preparing payments. Reconciling accounts. Processing journals. Corresponding with pre-appointment bankers regarding the transfer of funds.	Case Accounting, Case Control and Review Continue to deal with payments and receipts into the bank accounts. Setup of new payees as and when required. Continue to reconcile accounts on a regular basis. Process journals as and when necessary.
	General Admin Necessary administrative and strategic work. Setup of working officeholders' files and management system. Updating systems with creditor information. Maintaining case files and diary management systems. Completing internal procedures.	General Admin Continue to update the case management system with company information and creditor details. Maintenance of case files and diaries. Continued adherence to internal procedures and external requirements.
	Insurance Notifying insurers of appointment and providing authority documents. Dealing with pre-appointment insurers.	Insurance Continue to provide updated to insurers as and when necessary.
	Regulatory Requirements Completion of money laundering risk assessment procedures and Know Your Client checks in accordance with the Money Laundering Regulations.	Regulatory Requirements Ongoing adherence to Money Laundering Regulations.
	Completion of take on procedures which include consideration of professional and ethical matters and other legislation such as the Bribery Act and Data Protection Act.	Continued consideration of professional and ethical matters and other legislation such as the Bribery Act, Data Protection Act and others.
		Case Management Requirements Ongoing liaison with the Company's pre-appointment bankers and merchant services provider(s) and ensuring bank statements continue to be provided to ensure the accounts remain reconciled.

Appendix C

A schedule of work

FRP

<p>Considering if there are any other case specific matters be aware of prior to or on appointment, for example health and safety; environmental concerns; particular licences or registrations; tax position; social media; profile of the client or its stakeholders.</p> <p>Case Management Requirements</p> <p>Obtaining legal advice on the validity of appointment to ensure all required documentation has been properly filed and submitted. In addition, this would include a review of any security documentation to confirm the validity of any charges.</p> <p>Compiling a forecast of the work that has been or is anticipated will be undertaken throughout the duration of the case, circulating this to creditors.</p> <p>Correspondence with the former advisors to the Company requesting third party information to assist in general enquiries.</p> <p>Advising the Company's pre-appointment bankers of the appointment and requesting that the accounts be frozen, whilst continuing to collect pay over any receipts received.</p> <p>Advising the Company's pre appointment merchant services providers of the appointment and providing undertakings to ensure the services remain operational for an interim period.</p> <p>Liaising with legal advisors in order to prepare documents for shareholders to pass a resolution on the change of Company name.</p>	<p>Arranging for post appointment receipts due to the Purchaser to be forwarded to the Purchaser as and when required.</p>
--	--

Appendix C

A schedule of work

FRP

2	ASSET REALISATION Work undertaken to date	ASSET REALISATION Future work to be undertaken
	<p>Cash at Bank and Cash in Hand Liaising with the Company's pre-appointment bankers to remit funds to the Administration estate.</p> <p>Requesting copies of bank statements and arranging for the bank accounts to be closed by the Company's bankers.</p> <p>Liaising with the Company's finance team.</p> <p>Debtors Reconciling the Company's account in order to determine whether any debtor receipts were received following the completion of the sale.</p> <p>VAT Liaising with the Company's former finance team in order to determine the expected realisations in relation to pre-appointment VAT. Submitting the relevant VAT return forms to HMRC.</p>	<p>Cash at Bank and Cash in Hand No further work anticipated.</p> <p>Debtors No further work anticipated.</p> <p>VAT Continue to liaise with HMRC in respect of the VAT refund.</p>
3	STATUTORY COMPLIANCE AND REPORTING Work undertaken to date	STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken
	<p>Post-appointment Tax Dealing with tax matters arising following appointment.</p> <p>Liaising with HMRC.</p> <p>Submission of VAT returns (further details above).</p>	<p>Post-appointment Tax Prepare and submit tax and VAT returns.</p> <p>Statutory Compliance and Reporting To provide statutory reports to various stakeholders at regular intervals and manage any queries arising therefrom. Copies of these reports are required to be filed at Court and Registrar of Companies, as appropriate.</p>

Appendix C

A schedule of work

FRP

	<p>Statutory Compliance and Reporting Preparation of the proposals and issuing to members and unsecured creditors as required by legislation.</p> <p>Obtaining approval to the basis of the office holders' pre-appointment fees.</p> <p>Filing of documents at Court and the Registrar of Companies.</p> <p>Ensuring the proposals are approved and providing updates to creditors.</p> <p>Appointment Formalities Dealing with all appointment formalities including notification to relevant parties, filings with the Court, the Registrar of Companies and statutory advertising.</p> <p>Arranging insolvency bond to protect the assets available to creditors.</p>	<p>To place legal advertisements as required by statute which may include formal meetings of creditors and notices to submit claims.</p> <p>Obtain approval to the basis of the office holders' post-appointment fees.</p> <p>Appointment Formalities To deal with the statutory requirements in order to bring the case to a close and for the office holders to obtain their release from office; this includes preparing final reports for stakeholders, statutory advertising and filing the relevant documentation with the Court and Registrar of Companies.</p> <p>Maintaining a bond at a sufficient level for the duration of the appointment.</p>
4	<p>INVESTIGATIONS Work undertaken to date</p>	<p>INVESTIGATIONS Future work to be undertaken</p>
	<p>CDDA Conducting initial enquires into the conduct of the Company, its officers and if appropriate associated parties through the interrogation of electronic and paper records.</p> <p>All directors of the Company, both current and those holding office within 3 years of the appointment, were requested to complete a questionnaire to assist in preparing the statutory return to the Department for Business Energy and Industrial Strategy ("DBEIS")</p>	<p>CDDA No further work anticipated.</p> <p>FLFL Continue to liaise with FLFL and seek advice from solicitors as necessary. Consider whether any potential claims exist that can be pursued for the benefit of the estate.</p>

Appendix C

A schedule of work

FRP

<p>in accordance with the Company Directors Disqualification Act 1986 ("CDDA").</p> <p>Preparation and submission of the conduct report to the Department for Business, Energy & Industrial Strategy under the Company Directors Disqualification Act 1986 – the content of this report is confidential.</p> <p>FLFL</p> <p>Instructing solicitors and engaging in correspondence with FLFL and their solicitors. Requesting and obtaining information and documentation relating to FLFL's agreement with the Company and why the final tranche of investment was not paid.</p> <p>Shareholder Concerns</p> <p>Considering concerns received from shareholders by phone and email. Meeting with shareholders and instructing independent solicitors to provide advice on whether any claims can be pursued. Meeting with solicitors to discuss the concerns raised and providing all relevant information and documentation.</p> <p>Analysis of bank statement in the years before Administration to determine the trading patterns of the business and cash utilization.</p>	<p>Shareholder Concerns</p> <p>Continue to liaise with solicitors and seek their advice once a review of all information and documentation is complete. If necessary, make further enquiries with third parties, Company directors and advisors and consider whether any potential claims exist. Consider the merit of pursuing such claims.</p>
--	---

Appendix C

A schedule of work

FRP

5	<p>CREDITORS Work undertaken to date</p> <p>Secured Creditor Liaising and reporting to the secured creditors, as required.</p> <p>Distributing funds to the secured creditors in accordance with their security.</p> <p>Unsecured Creditors Contacting all creditors and advising them of the appointment.</p> <p>Circulating a proof of debt form to all creditors and inviting them to submit their claims along with relevant substantiation in order to lodge their claim in the Administration.</p> <p>Updating case management system with creditor details and amounts.</p> <p>Dealing with any ad hoc queries as appropriate.</p>	<p>CREDITORS Future work to be undertaken</p> <p>Secured Creditor To liaise with and provide reports and updates to the secured creditors and action ongoing enquiries as required.</p> <p>Unsecured Creditors Continue to provide updates to the unsecured creditors and to deal with ongoing enquiries as received.</p> <p>Continue to acknowledge creditor claims and update case management system.</p> <p>Inform creditors of any proposed dividend distribution. Advertise and request the submission of creditor claims.</p> <p>Adjudication of creditor claims by either agreeing or rejecting, in full or in part.</p> <p>There is a statutory time limit to enable creditors whose claims have been rejected to appeal, once this time limit has passed the office holder will make a distribution to creditors.</p> <p>Liaising with HMRC to establish their claim and seeking tax advice to minimise claims and maximise returns to creditors where appropriate.</p>
6	<p>LEGAL AND LITIGATION Work undertaken to date</p> <p>Seeking legal advice as and when needed.</p> <p>Finalising and agreeing the Sale Agreement to complete the sale of the business and assets.</p>	<p>LEGAL AND LITIGATION Future work to be undertaken</p> <p>Continuing to seek legal advice and intervention as and when needed throughout the assignment.</p>

Appendix D

Details of the Administrators' time costs and disbursements for the Period

FRP

FRP

Koovs Plc (In Administration)

Time charged for the period 10 December 2019 to 09 June 2020

	Appointment Takers / Partners	Managers / Directors	Other Professionals	Junior Professional & Support	Total Hours	Total Cost £	Average Hourly Rate £
Administration and Planning	4.05	21.40	20.05	9.50	55.10	19,890.75	339.67
Admin & Planning	2.00	18.10		5.10	25.20	9,843.25	390.61
Case Accounting		0.30	1.30	1.50	3.10	761.50	245.65
Travel		3.00	0.20	3.00	6.20	1,762.50	279.76
Case Control and Review	1.00		8.75		9.75	3,001.25	307.82
Case Accounting - General			4.15		4.15	1,141.25	275.00
General Administration			3.20		3.20	907.50	275.00
Insurance			1.45		1.45	398.75	275.00
Fee and WIP			0.40		0.40	110.00	275.00
Strategy and Planning	0.25		0.40		0.65	258.75	398.08
Media	0.80				0.80	476.00	595.00
Asset Realisation	10.50	2.55	0.75		13.80	7,596.25	549.73
Asset Realisation		2.55	0.25		2.80	1,168.75	417.41
Legal-asset Realisation	3.50		0.50		3.50	2,082.50	595.00
Sale of Business	7.00				7.50	4,335.00	578.00
Creditors	28.30	20.20	41.35	0.50	90.35	38,982.25	430.55
Unsecured Creditors		13.55	20.50	0.50	34.55	11,505.00	333.00
Secured Creditors	4.50	5.30	1.80		11.60	5,441.25	468.07
Employees			1.00		1.00	275.00	275.00
Preferential Creditors			0.10		0.10	27.50	275.00
HVY Leasing			0.10		0.10	27.50	275.00
Legal-Creditors		0.35			0.35	148.75	425.00
TAX/VAT - Pre-appointment			5.05		5.05	1,388.75	275.00
Shareholders	23.80	1.10	11.75		36.65	17,859.75	487.31
Pensions - Creditors			1.05		1.05	288.75	275.00
Investigation	21.30	22.65	42.10	5.40	91.45	24,445.25	267.68
Investigatory Work	1.70	8.15	5.85	1.40	18.10	6,632.00	366.41
CDDA Enquiries	1.00		4.90		5.90	1,942.50	329.24
Legal - Investigations	18.60		3.20		21.80	11,947.00	548.03
IT - Investigations		14.50	22.30	4.00	40.80	12,495.00	306.25
Forensic-Relativity (Internal)			4.85		4.85	1,428.75	294.50
Statutory Compliance	2.50	12.65	18.15		31.30	11,318.00	361.60
Statutory Compliance - General		0.55	0.50		1.15	413.75	359.78
Statutory Reporting Meetings	2.50	11.85	5.20		19.55	7,994.25	406.83
Appointment Formulates			5.00		5.00	1,375.00	275.00
Statement of Affairs			1.65		1.65	453.75	275.00
Bonding Statutory Advertising			0.10		0.10	27.50	275.00
Tax/VAT - Post appointment		0.15	2.15		2.30	655.00	284.78
Pensions-Other			1.45		1.45	398.75	275.00
Total Hours	66.65	78.55	120.40	15.50	282.10	106,972.50	388.29

Disbursements for the period
10 December 2019 to 09 June 2020

Category	Value £
Category 1	
Parking	11.00
Postage	304.95
Tolls	17.20
Travel	65.80
Bonding	125.00
Mobile Telephone	20.89
Computer Consumables	227.75
Courier	53.10
Electronic Storage Costs	118.07
Subsistence	20.70
Grand Total	1,014.86

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

FRP Charge Out Rates	From
Grade	1st May 2019
Appointment taker / Partner	495-595
Managers / Directors	265-495
Other Professionals	225-340
Junior Professional & Support	150-195

Appendix E

Receipts and payments account for the Period

FRP

**Koovs Plc
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 09/06/2020**

S of A £	£	£
	SECURED ASSETS	
1.00	Goodwill	1.00
250,000.00	Intellectual Property	250,000.00
2,731,999.00	Shares in subsidiary	2,731,999.00
		2,981,999.00
	SECURED CREDITORS	
(10,244,902.00)	Capita Trust Company Limited	2,970,598.00
		(2,970,598.00)
	ASSET REALISATIONS	
68,000.00	VAT Refund	NIL
18,000.00	Chattel assets	NIL
442,000.00	Cash at Bank	433,646.88
Uncertain	Debtors	NIL
Uncertain	Prepayments	NIL
1.00	Contracts	NIL
	Bank Interest Gross	388.89
	Tangible Assets	6,600.00
		440,635.77
	COST OF REALISATIONS	
	Travel Expenses	313.80
	Legal Disbursements	435.42
	Dataroom costs	345.00
	Legal Fees (1)	9,527.50
	Public Relations costs	1,470.00
	Statutory Advertising	150.16
	Insurance of Assets	112.00
	Bank Charges - Floating	31.20
		(12,385.08)
	FLOATING CHARGE CREDITORS	
	Secured Creditor	133,512.03
		(133,512.03)
	UNSECURED CREDITORS	
(240,469.14)	Unsecured Creditors	NIL
(229,184.00)	Accrued unsecured creditors	NIL
		NIL
(7,204,554.14)		306,139.66
	REPRESENTED BY	
	Vat Recoverable - Floating	2,378.52
	IB Current Floating	315,454.54
	Trade Creditors	(11,693.40)
		306,139.66

Appendix F

Statement of expenses incurred in the Period

FRP

Koovs Plc (in Administration) Statement of expenses for the period ended 9 June 2020	
	Period to 9 June 2020
Expenses	£
Office Holders' remuneration (Time costs)	108,973
Office Holders' disbursements	1,014
Administrator's pre-appointment costs	18,443
Travel Expenses	314
Legal Fees - Foot Anstey	33,453
Legal Disbursements - Foot Anstey	679
Legal Fees - RPC	29,070
Dataroom costs	345
Public Relations costs	1,470
Statutory Advertising	150
Insurance of Assets	112
Bank Charges	31
Total	194,053

Notes:

(1) The choice of professionals was based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

(2) All figures exclude VAT where VAT is recoverable.