

AM03

Notice of administrator's proposals



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 08623817

Company name in full Bourne Asset Management Ltd

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

2 Administrator's name

Full forename(s) Michael

Surname Fortune

3 Administrator's address

Building name/number 1580 Parkway

Street Solent Business Park, Whiteley

Post town Fareham

County/Region Hampshire

Postcode PO15 7AG

Country

4 Administrator's name ①

Full forename(s) Stewart

Surname Goldsmith

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

5 Administrator's address ②

Building name/number 1580 Parkway

Street Solent Business Park, Whiteley

Post town Fareham

County/Region Hampshire

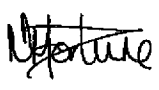
Postcode PO15 7AG

Country

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

AM03

Notice of Administrator's Proposals

6	Statement of proposals									
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals									
7	Qualifying report and administrator's statement ^①									
	<input type="checkbox"/> I attach a copy of the qualifying report <input type="checkbox"/> I attach a statement of disposal	① As required by regulation 9(5) of The Administration (Restrictions on Disposal etc. to Connected Persons) Regulations 2021)								
8	Sign and date									
Administrator's Signature	Signature X 	X								
Signature date	<table border="1"><tr><td>^d0</td><td>^d5</td><td>^m0</td><td>^m9</td><td>^y2</td><td>^y0</td><td>^y2</td><td>^y3</td></tr></table>		^d 0	^d 5	^m 0	^m 9	^y 2	^y 0	^y 2	^y 3
^d 0	^d 5	^m 0	^m 9	^y 2	^y 0	^y 2	^y 3			

AM03

Notice of Administrator's Proposals



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	Stewart Goldsmith
Company name	Leonard Curtis
Address	1580 Parkway
	Solent Business Park, Whiteley
Post town	Fareham
County/Region	Hampshire
Postcode	P O 1 5 7 A G
Country	
DX	
Telephone	01489 550 440



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

Bourne Asset Management Ltd in administration

Joint administrators' proposals

1. We shall continue to manage the affairs, business and property of the company as administrators whilst we seek to complete a disposal of the company's business assets and collect the remaining intercompany debts, as detailed later in this report.
2. Where asset realisations allow, the cost of the administration procedure along with any preferential¹ and any secured claims will be settled during the administration, leaving a surplus to be distributed to unsecured creditors in a liquidation.
3. The administration will move to creditors' voluntary liquidation, in accordance with paragraph 83 of schedule B1 to the Insolvency Act 1986, when we judge the timing to be appropriate which we estimate will be within nine months of our appointment as long as we continue to think there will be a distribution to unsecured creditors at that time. We propose that the joint administrators will become the joint liquidators, although creditors are entitled to nominate other practitioners to act if this is done before these proposals are considered. The liquidators' powers will be joint and several, as the administrators are.
4. If, contrary to our current thought, the eventual outcome is such that there are insufficient funds to enable a distribution for unsecured creditors, we shall arrange for the dissolution of the company, in accordance with paragraph 84 of schedule B1 to the Insolvency Act 1986, once the functions of administration are completed.
5. We shall carry out a standard investigation into the events leading up to the failure of the company and scrutinise preceding transactions with a view to recovery for creditors. In addition to covering the requirements of Statement of Insolvency Practice 2: Investigations by office holders in administrations and insolvent liquidation (SIP2), the scope of the investigation will be defined through consultations with the major creditors affected by the cost of the work and likely recoveries. We expect this work to carry over into the liquidation.
6. In the event that a creditors' committee is not formed, our remuneration as administrators shall be fixed on the basis set out in rule 18.16(2)(b) Insolvency (England and Wales) Rules 2016, (by reference to the time properly given by the office holders and their staff in attending to matters arising in the administration) together with any expenses. Fees can be drawn on account as the time and cost accrues. An estimate of the administrators' fees and expenses, together with details of the time costs to date and the remuneration policy is enclosed.
7. We shall be seeking approval at a decision of the creditors for pre-administration costs. This includes our own outstanding fees, incurred on the same time cost basis as above and totalling £14,481.50 plus VAT, for work undertaken before the company entered into administration but with a view to it doing so. The services included in this cost are more fully described in this document.
8. In accordance with paragraph 98 of Schedule B1 to the Insolvency Act 1986, our discharge from liability in respect of any action as administrators takes effect when we file the prescribed forms at Companies House to cause the administration to cease.

Michael Robert Fortune
Joint Administrator

Explanation¹ – reference to preferential throughout this report refers to both preferential and secondary preferential, unless specifically defined otherwise.

5th September 2023

Bourne Asset Management Ltd in administration

Statement accompanying joint administrators' proposals

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Bourne Asset Management Ltd in administration**Statement accompanying joint administrators' proposals****1 Company information**

Full registered name	Bourne Asset Management Ltd	Former registered office (before being changed to the administrators' office)	Platinum House 23 Hinton Road Bournemouth BH1 2EF
Registered number	08623817	Trading addresses in the last six months	Bourne House 23 Hinton Road Bournemouth BH1 2EF
Other trading names in the last six months	None		
Name of administrators and licensing bodies	Michael Robert Fortune	Insolvency Practitioners Association	
	Stewart Goldsmith	Insolvency Practitioners Association	
Address of administrators	1580 Parkway Solent Business Park Whiteley, Fareham Hampshire PO15 7AG E-mail creditors.south@leonardcurtis.co.uk		
Date of appointment	14th July 2023	Appointor	The director of the company
Allocation of administrators' powers	All the powers and functions of an administrator are exercisable by either or both of the appointed administrators		
Type of proceedings	The company's centre of main interest is in the UK and as such these proceedings are defined as COMI proceedings.		
Supervising court	High Court of Justice Business and Property Courts of England and Wales Insolvency and Companies	Court reference no	CR-2023-003824
Date proposals delivered to creditors	5th September 2023		
Rights with regard to remuneration and expenses	Creditors can access a guide setting out their rights with regard to remuneration and expenses by visiting https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/		

	Shareholding
Name of director Richard Davies	None
Company secretary None	n/a
Other significant stakeholders CHX.Life Limited	100 ordinary shares (parent company)

Bourne Asset Management Ltd in administration

Statement accompanying joint administrators' proposals

2 The circumstances leading to the appointment of an administrator

- 2.1 Bourne Asset Management Limited (BAM) is a wholly owned subsidiary of CHX.Life Limited. CHX was placed into administration on 11th November 2022 with Michael Fortune and Stewart Goldsmith, both of Leonard Curtis, being appointed as joint administrators.
- 2.2 BAM held 100% of the shares in five key property holding companies, further details in respect of the subsidiaries are provided later in this report.
- 2.3 CHX and BAM were both part funded by way of a private investors providing term loans which attracted interest. These funds were used for a variety of reasons including to purchase investment properties, redevelop sites and provide working capital within the subsidiaries, creating intercompany loan accounts across the group. The group was also funded by way of secured lending with security provided over the investment properties held in the subsidiary companies.
- 2.4 The role of BAM, in addition to securing investment for the group was to act as a management company and provide services to its subsidiaries.

	Year ending 31st March		
	2022	2021	2020
	£000	£000	£000
Turnover	90	353	442
Gross margin	(47)	25	28
	-52%	7%	6%
Overheads	(643)	(635)	(680)
Net profit/loss	(690)	(610)	(652)
Dividends	-	-	-
Retained earnings	(690)	(610)	(652)
Balance on reserves	(3,042)	(2,352)	(1,742)

- 2.5 Trading within the group subsidiaries had been positive up to the onset of the Covid-19 pandemic. Immediately following the outbreak of the virus all subsidiary businesses were hit with a reduction in trade and income.
- 2.6 During this period, because profits within the subsidiaries were down and cash flow was impacted, the investors within BAM and the wider group, were asked to defer the repayment of their debt and interest on their loans. In addition the group took advantage of the business support schemes that were put in place by the Government and obtained Bounce Back Loans and CBILS loans where they were needed.

Bourne Asset Management Ltd in administration

Statement accompanying joint administrators' proposals

- 2.7 This deferral and additional funding enabled the group to trade through the Covid-19 period. However, cashflow remained an issue through this period, and as a result several of the subsidiaries incurred debt to HM Revenue & Customs (HMRC) and other creditors.
- 2.8 The impact of Covid-19, the addition of Brexit and latterly the Ukraine war with the resulting cost of living and energy crisis, has continued to put strain on the business activities of the subsidiaries. This has continued to exacerbate cashflow difficulties and the group has therefore been having trouble in maintaining agreed repayments of capital to investors whose loans were falling due for repayment.
- 2.9 To combat the financial forecasts, and ease the pressure on the group, steps were being taken to refinance the property assets within the subsidiaries. This was with a view to reducing the monthly finance cost, as well as releasing some equity within the properties that would enable the investor loans falling due within BAM and CHX to be repaid, maintain interest payments to investors whilst providing some working capital for the business.
- 2.10 In June 2022 heads of terms were offered to the group which provided for an interest only loan up to £8.265m at a fixed interest rate of 6% for three years. The terms were subject to formal valuations of the properties being undertaken. Due to the nature of the properties the valuations were complex and it took until early October 2022 to receive the final valuations.
- 2.11 However, in the intervening period between the heads of terms being issued and the valuations being completed, there had been significant changes in the economy including the mini budget of Kwasi Kwarteng. This resulted in general financial instability in the market and increases to the Bank of England base rate.
- 2.12 During this period the prospective funder was reviewing the valuations in order to finalise the terms which would have also included considering the changes that were happening in the market and the rise in interest rates. In early November 2022 the funder confirmed that they would be willing to continue to provide the funding requested but on revised terms. These terms were for a loan of £8.125m at a fixed interest rate of 8.5% for a reduced two year period.
- 2.13 As a result of the change in terms, it was necessary for the group to consider the affordability of the lending which would add c£200k per annum to the repayments. Following the mini budget the group revenues were reviewed. It was found that another consequence of the budget was its impact on asset finance. This was likely to impact the projected future revenue for Solo (Leasing) Limited, another company within the group.
- 2.14 The director first took our advice on the groups position on 4th October 2022, a little while before receiving the revised terms from the lender, having reflected on the potential of the mini-budget on the outstanding application for funding. At that stage the director was still waiting on the final property valuations and had real concerns as to whether the funder would even offer formal terms following receipt of the valuations.
- 2.15 At the time several investors in CHX were demanding repayment of their loans that were falling due. One investor had issued a statutory demand in respect of their debt and there was therefore the real possibility of a winding up petition being presented against CHX at the end of the 21-day statutory demand period.
- 2.16 As CHX was not able to settle the liability together with concerns in respect of other investors making formal demand for repayment the director concluded that CHX required protection and was formally placed into administration on 11th November 2022. Michael Fortune and Stewart Goldsmith, both of Leonard Curtis, were appointed as joint administrators.

Bourne Asset Management Ltd in administration

Statement accompanying joint administrators' proposals

- 2.17 Following the administration of CHX the director of BAM continued with efforts to arrange for the refinance of the group. BAM resubmitted its application to the lender for refinancing and continued to answer questions being raised by the funder in addition to providing additional information to support the application.
- 2.18 Unfortunately in April 2023, the lender ultimately declined to offer funding to the group. The director then sought an alternative lender as the refinance was essential for the group to be able to continue to trade successfully, reduce its finance cost base and provide working capital to deal with creditor pressure throughout the group.
- 2.19 Despite the efforts of the director, an alternative lender could not be found. The director of BAM therefore decided to explore options to realise the group property portfolio to maximise the return to creditors.
- 2.20 The principal assets of BAM are balances owed on intercompany loan accounts from the subsidiary companies as well as the investments in the subsidiaries. It was anticipated that funds will be generated in these subsidiaries, which will allow for the repayment of the intercompany loan accounts and potentially a return on the investments, by selling the assets in those companies. Further details in respect of the subsidiary company positions are summarised below.

2.21 The subsidiaries consisted of the following:-

2.22 QH Salisbury Investments Limited

The company owned a property called Queens House in Salisbury.

The property comprised of three retail units with flats above. The flats are all sold on long leaseholds and so the only income from them is the minimal annual ground rents. Of the three retail properties, one was vacant, one had a tenant who was looking to exit and third was subject to the negotiation of a new lease but on reduced rental terms.

The property had secured finance attached to it but the agreement had reached the end of term and the company was in default by not being able to repay the finance. The lender had made demands for repayment and was considering appointing a Receiver over the property to realise the value in the property to repay their debt. Following discussions between the lender and the director, it was agreed to instruct an agent to look for a buyer for the property, to avoid the additional costs of a Receiver.

Having taken advice from the agent on the value of the property and a buyer being found, a sale had been agreed at £720k. The lender was owed c£650k plus accruing penalty interest. On completion and after the settlement of costs and the secured lending, the surplus funds were minimal.

The director is now considering formally winding up the company to deal with the other creditors within it. It is not anticipated that there will be any funds from QH Salisbury Investments Limited to be paid to BAM either as a creditor or as a shareholder.

Bourne Asset Management Ltd in administration

Statement accompanying joint administrators' proposals

2.23 Hinton Road Investments Limited (HRI)

HRI owned Bourne House, 23 Hinton Road, Bournemouth. This property was used as serviced offices.

The property had secured finance of £1,625,000 attached to it with the loan agreement due to expire at the end of April 2023. If the loan was not extended, then the company would be in default of its agreement and face punitive fees and potentially foreclosure.

The company did not have sufficient funds to pay the extension fee of £25k and the director therefore looked at alternative options. Having obtained an indication of the value of the site at £1.75-£1.95m, the director entered discussions to sell the shares in HRI.

The director considered a sale of the shares in HRI was the best option for creditors and the group as it would enable the team of staff to be transferred to the buyer ensuring continuation of trading and the mitigation of creditor claims that could arise on cessation.

The director was concerned that the team were very unsettled since the prospective funder had declined to lend to the group (see later in this report). They were also running on a minimum level of staff, such that if they had any staff leave that this would likely mean that the group could not operate and provide the services to the tenants.

By transferring the staff to HRI and selling the shares, HRI could provide the necessary services required to all group companies enabling them to continue to trade, whilst also proving the staff with comfort and security around their positions.

Whilst the sale of the shares by BAM in HRI was only for £1, the purchaser has taken on the liabilities of HRI together with the employees. In addition, one of the assets of HRI was the intercompany debt and as part of the sale agreement, any funds due to HRI from group companies that are repaid over and above the level of creditors that were taken on as part of the sale purchase, will be paid to BAM, so that the creditors of BAM receive the benefit and not the purchaser.

There is also a potential further realisation from the sale in respect of the difference in the sale price attributed to the property of £1.818m and the finance outstanding on it of £1.65m, being £168k. This may become payable once the creditor position has been worked through and it is known what creditors have been paid as part of the purchase of the shares.

2.24 Luna Hotels Limited, EPR Limited, Bourne Arlington Limited

These companies own Bourne Park, Bourne Villa and Bourne Gardens, Bournemouth. These are mainly a mix of serviced offices with some additional ancillary services attached.

These are known as the hotel properties that back on to Bourne Park in Bournemouth, a sought-after location. These properties formed the long-term strategy of the group, where the plan was to trade the business for several years until such time as planning permission could be obtained.

Once planning had been successful the properties would be sold or alternatively redeveloped within the group, generating significant profits. Due to local planning conditions in Bournemouth, it was always believed that this was a 5-10 year strategy.

In April 2023, as a result of the funder declining to refinance the group, the director had been exploring a sale of the hotel properties to maximise value for creditors. Concerns had been raised about the impact of an insolvency process on the group and in particular the likely reduction in values for the property assets. In addition, there was concern regarding the continuation of the trading of each of the sites, which have several tenants, as if the businesses were to cease,

Bourne Asset Management Ltd in administration

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substantial additional creditors within the group would arise due to the inability to honour the contracts that had been entered into.

As such it was considered necessary to undertake discreet marketing of the sites so as not to generate concern from the tenants which could result in customers not renewing their contracts or new tenants not coming on board for fear of the sites closing soon.

The director spoke with several interested parties, via independent agent or from direct approaches, regarding the possible sale of the hotel sites but ultimately concluded that, based on the level of the offers received from the interested parties, the sale of the properties would not generate sufficient funds for all creditors within the group to be settled in full. As such the director concluded in July 2023 that any sale of the properties should be considered and completed as part of a formal insolvency process.

2.25 Safe and Dry Limited

BAM owned 80% of the shares in Safe and Dry Limited, which operates a storage facility in containers on leased land.

The director obtained a valuation for the company and ultimately completed a sale of the shares in June 2023. The sale included deferred consideration of £58,400 payable 12 months after completion or following the date on which all intercompany loans and indebtedness has been satisfied, whichever is the sooner. This deferred consideration will be pursued during the administration and any subsequent liquidation.

2.26 Due to the inability to secure cost effective finance for the group and the subsidiaries suffering from a lack of cashflow, the director had concluded by 12th July 2023 that a formal insolvency procedure was required in BAM to protect the company's assets whilst securing the best outcome for creditors. Administration was chosen because an appointment could be made quickly to achieve protection for assets and put an office holder in place to make pressing decisions in respect of the subsidiaries and the investors concerns.

2.27 Following the administration of BAM, the director concluded that steps should be taken to place Luna Hotels Limited, EPR Limited and Bourne Arlington Limited into administration to allow for an administrator to be appointed to consider the sale of the properties. All three companies were placed into administration on 31st July 2023 with Michael Fortune and Stewart Goldsmith, both of Leonard Curtis, being appointed as joint administrators.

2.28 During the administrations of these subsidiaries, offers have been received for the properties and are currently being considered by the administrators. It is anticipated that as part of the sale of properties owned by subsidiary companies an overage, based on the purchaser successfully obtaining planning permission, may be agreed. For the purposes of this estimated outcome statement we have included a "best case scenario" basis, on the assumption that an overage clause can be agreed with the purchaser which will generate additional funds for the subsidiaries and in turn allow for additional amounts of the inter-company loan accounts to be repaid. Due to the sensitive nature of that transaction we are unable to provide creditors with further information at this time.

3 Achieving the purpose of administration

3.1 The statutory objectives of administration are

- to rescue the company as a going concern,
- to achieve a better result for the company's creditors as a whole than would be likely in a winding up without administration

Bourne Asset Management Ltd in administration

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- to realise property in order to make a distribution to secured or preferential creditors.
- 3.2 We are obliged to pursue the first objective in the first instance; only if this is not practicable, we should pursue the second objective and then the third in that order.
- 3.3 We concluded that it was not realistic in practice to be able to rescue the company as a going concern. This reflected the following obstacles:-
- The inability and/or unwillingness of shareholders to provide further capital to ensure solvency.
 - The inability of the company to secure additional banking facilities.
 - The business was fundamentally loss-making in the current structure and would only be able to survive by being taken over by a stronger owner.
 - The company had already effectively ceased trading as all employees had been transferred to Hinton Road Investments Limited prior to the administration.
- 3.4 The administrators objective is to achieve a better result for the company's creditors as a whole than would be likely in a winding up without administration this will be achieved as an appointment could be made quickly to achieve protection for assets and put an office holder in place to make pressing decisions in respect of the company as well as the three subsidiary companies, Bourne Arlington, EPR and Luna.

4 Management of the affairs of the company

- 4.1 Following our appointment, we took immediate steps notify creditors of our appointment.
- 4.2 As a number of key subsidiaries were also placed into administration shortly after BAM there has been a limited amount of work required in this administration.
- 4.3 There has not been any external funding requirement during the administration.
- 4.4 We have, at this time, not instructed third parties to handle any in aspects of the administration on our behalf. If, during the administration or subsequent liquidation, it is considered either more cost effective for others undertake certain work or where we need a particular expertise that we do not have available amongst the staff of this firm or of the company we will consider instructing third parties.
- 4.5 We shall be arranging for distributions of funds that come under our control to any secured or preferential creditors. If as expected funds arise for unsecured creditors, the distribution will need to be handled by a subsequent liquidation.
- 4.6 We have not made any distributions to creditors so far in the administration.
- 4.7 There have not been any significant disposals to date.

5 Connected party transactions

- 5.1 There have not been any sales of assets to connected parties, nor are any anticipated.

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6 Estimated outcome for creditors

- 6.1 We have been working with the director to pull together the information on the company's assets and liabilities to enable him to provide a statement of affairs. We shall request a formal statement of affairs from the director in due course.
- 6.2 We have prepared our own estimate of the financial position of the company and set this out at Appendix A along with our commentary.
- 6.3 The statement of affairs shows the estimated value of the net property that will be available to creditors and includes a list of shareholders and names and addresses of creditors with the amounts due to them. This includes details of any security. The creditors' details have been compiled from the company's records it does not reflect the formal process of asking creditors to submit claims and assessing them for dividend purposes so it is subject to adjustment in due course.
- 6.4 At Appendix B is our estimated outcome statement, this shows our best estimate of the recovery for creditors. In summary, our preliminary estimate is that the likely recovery for creditors from this administration is as follows.

Category of claim	Estimate claims (£000)	Estimated dividend based on current information
Secured creditors, namely PP Property Finance Bridging Limited (cross company guarantee)	Nil	It is anticipated that the amount due to the secured creditor will be settled in full from the sale of assets within a connected company.
Preferential creditors	Nil	n/a – there are no preferential creditors
Secondary preferential creditors	236	Payment in full
Unsecured creditors	6,406	It is not possible to provide a meaningful estimate of the dividend at this early stage of this procedure before the assets in the subsidiary companies have been realised and with a number of unquantified creditor claims.

- 6.5 In this case, the prescribed part, which is the requirement to set aside for the benefit of unsecured creditors a proportion of the funds that would otherwise be paid to a floating charge holder, does not apply because there are no secured claims.

7 Administrators' remuneration

- 7.1 In the first instance, it is for the creditors' committee, if one is formed, to approve the basis of the remuneration of the administrators. In the absence of a creditors' committee, we are required to seek approval for the basis of our remuneration by a decision of the general body of creditors.
- 7.2 If no committee is formed we propose a decision on our remuneration by voting by correspondence. Notice of this decision is also enclosed. This decision is separate from the decision with regard to the administrators' proposals.
- 7.3 We propose that the basis of our remuneration as administrators shall be fixed on the basis set out in rule 18.16(2)(b) Insolvency (England and Wales) Rules 2016, (by reference to the time properly given by the office holders and their staff in attending to matters arising in the administration) together

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with any expenses. Fees can be drawn on account as the time and cost accrues. The same basis of remuneration will also apply if we are subsequently appointed as liquidators of the company.

- 7.4 An estimate of the administrators' fees and expenses, "Statement of Insolvency Practice 9: A Guide to Administrators' Fees", together with details of the time costs to date and the remuneration policy is enclosed at appendix D.
- 7.5 We shall report on the current time cost position and amounts drawn as remuneration in our progress reports to creditors. An illustration of the likely overall cost is given in the estimated outcome statement discussed earlier.

8 Pre-administration costs

- 8.1 Our unpaid fees and our unpaid expenses incurred in the period prior to the company entering administration, but with a view to it doing so, can be settled as an expense of the administration if approved by creditors in a similar way to our remuneration. The letter of engagement dated 11th July 2023 with the directors of the company set out the fees and expenses that would be incurred in the period leading up to the administration.
- 8.2 In addition, any cost incurred in connection with the making of the appointment already qualifies as an administration expense under the rules.
- 8.3 The unpaid pre-administration costs as an expense of the administration is subject to approval and is not part of the agreement of the proposals. It is therefore separate from the decision with regard to the administrators proposals. We enclose notice of the decision for the pre-appointment costs by voting by correspondence.
- 8.4 Our time costs for the pre-administration period, which are calculated in the same way as our administration remuneration detailed above, amount to £14,481.50 plus VAT, all of which is unpaid. An analysis is set out at Appendix D.
- 8.5 This covers considering whether the objective of administration can be met so the appointment could be accepted; planning the implementation; assisting the company to make the appointment; consultations with parties that were entitled to prior notice; instructing agents to value the assets and recommending ways to deal with them; and commencing the process of marketing the business assets for sale.
- 8.6 In carrying out these services, we incurred expenses which we propose to recharge in line with our standard policy. We also incurred expenses through instructing other professionals to assist us. It was important that these were engaged as soon as possible and before the administration could start so that a proper assessment could be made to ensure that administration was indeed the appropriate procedure and a viable strategy was able to be prepared before it commenced. The parties engaged and the pre administration costs involved are as follows:-
 - 8.6.1 Leonard Curtis Legal solicitors were instructed on 10th July 2023 and have advised about the appointment process; individual creditor rights. Their costs for these services on a time cost basis amount to £1,537.50 plus VAT, all of which is unpaid and is being sought as an administration expense for the pre administration work undertaken.

9 Matters requiring investigation

- 9.1 We shall carry out a standard investigation into the events leading up to the failure of the company and scrutinise preceding transactions with a view to recovery for creditors. In addition to covering the requirements of SIP2, the scope of the investigation will be defined through consultations with the major creditors affected by the cost of the work and likely recoveries.

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- 9.2 We have so far considered briefly whether there are transactions that happened before our appointment that could require review and action with a view to enhancing the recoveries for creditors. This is to provide information to creditors about the potential for such actions so they can influence the future direction of the insolvency process. We are not aware of any matters to bring to the attention of creditors at this stage and our investigations are ongoing.
- 9.3 As well as exploring any areas with a view to financial recovery for creditors administrators and liquidators are also required to report on the circumstances of their appointment to the Insolvency Service, which then considers whether director disqualification proceedings are appropriate.
- 9.4 If creditors have any information that would assist us in either of these functions, we would appreciate hearing from you as soon as possible.

10 Exit from administration

- 10.1 Once the asset realisations are completed, estimated to be by April 2024, we shall arrange for the company to move to creditors voluntary liquidation in accordance with paragraph 83 of Schedule B1 to the Insolvency Act 1986. We are proposing that the joint administrators become the joint liquidators but creditors are entitled to nominate other practitioners as long as this is done before these proposals are approved.
- 10.2 If it transpires that there are insufficient funds to pay a distribution to unsecured creditors (in addition to the prescribed part), when realisations have been completed, then the administration will end in accordance with paragraph 84 of schedule B1 to the Insolvency Act 1986 and the company will be dissolved three months after our notice to this effect is filed at Companies House.

11 Decision making procedures

- 11.1 The decision with regard to the administrators' proposal will be by deemed consent with a decision date of 20th September 2023.
- 11.2 The decision with regard to the administrators' remuneration and expenses will be by voting by correspondence with a decision date of 20th September 2023.
- 11.3 The decision with regard to the administrators' pre appointment costs will be by voting by correspondence with a decision date of 20th September 2023.
- 11.4 The decision with regard to the Joint Administrators discharge from liability will be by voting by correspondence with a decision date of 20th September 2023.

Bourne Asset Management Ltd(Registered Number - 08623817)

Statement of Affairs as at 14 July 2023

Description	Book Value	Estimated to Realise	
	£	£	£
Assets			
Assets subject to fixed charge:			
Investments in Hinton Road Investments Limited	100.00	NIL	0.00
Investments in EPR Limited	100.00	NIL	0.00
Investments in QH Salisbury Investments Limited	100.00	NIL	0.00
Investments in Bourne Arlington Limited	100.00	NIL	0.00
Investments in Luna Hotels Limited	100.00	NIL	0.00
Investments in Safe & Dry Limited (Storage)	80.00	NIL	0.00
Investments in Bourne Awesome Ltd	100.00	NIL	0.00
Uncharged assets:			
Office Equipment	5,361.00		NIL
Fixtures and Fittings	11,078.00		NIL
Cash at Bank	292.00		NIL
Trade Debtors	18,867.00		Uncertain
Intercompany loan account Safe & Dry	19,544.00		19,544.00
Intercompany loan account Bourne Arlington	559,457.00		75,451.00
Intercompany loan account QH Salisbury Investments	395,099.00		NIL
Intercompany loan account Luna Hotels Limited	2,455,780.00		535,378.00
Intercompany loan account Bourne Awesome Ltd	61,326.00		Uncertain
Director's loan account	6,504.00		6,504.00
Property development projects	209,580.00		NIL
Estimated total assets available to preferential creditors			636,877.00
Liabilities			
Preferential Creditors			
			NIL
Estimated deficiency/surplus as regards preferential creditors			636,877.00
Secondary Preferential Creditors			
PAYE & Employees NI		64,746.00	
VAT		171,736.00	
			(236,482.00)
Estimated deficiency/surplus as regards secondary preferential creditors			400,395.00
Floating Charge Debts Pre 15 September 2003			
Debts secured by floating charges pre 15 September 2003			
Floating charge creditors pre 15 September 2003			NIL

Signature _____ Date _____

Description	Book Value	Estimated to Realise	
	£	£	£
Estimated deficiency/surplus of assets as regards floating charge holders pre 15 September 2003			400,395.00
Estimated prescribed part of net property where applicable (to carry forward)			NIL
Based on floating charge assets of Nil			
Estimated total assets available to floating charge holders post 14 September 2003			400,395.00
Floating Charge Debts Post 14 September 2003			
Debts secured by floating charges post 14 September 2003 brought down			
Floating charge creditors post 14 September 2003			NIL
Estimated deficiency/surplus as regards floating charge holders post 14 September 2003			400,395.00
Estimated prescribed part of net property where applicable brought down			0.00
Deficiency/Surplus available to unsecured creditors			400,395.00
Shortfall to Preferential Creditors			NIL
Unsecured Creditors (excluding floating charge shortfall)			
Trade and expense creditors (Count = 6)		2,468.56	
Connected company loan accounts (Count = 4)		5,594,644.00	
Barclays Bank Plc (Count = 1)		36,641.00	
Corporation Tax (Count = 1)		4,462.00	
Employers NI (Count = 1)		0.00	
Investors (Count = 16)		767,500.00	
			(6,405,715.56)
Unsecured Creditors (excluding floating charge shortfall post 14 September 2003)			(6,005,320.56)
Shortfall in respect of floating charge post 14 September 2003 brought down			NIL
Estimated deficiency/surplus as regards creditors			(6,005,320.56)
Issued and called up capital			
Ordinary		100.00	
			(100.00)
Total Surplus/(Deficiency)			(6,005,420.56)

Signature _____ Date _____

Appendix A

Company Creditor - Schedule B - Creditors

Bourne Asset Management Ltd (Registered Number - 08623817)

Key	Name	Address	£
CA0000	Adam Pemberton	30a Hall Park, Berkhamstead, Herfordshire, HP4 2NJ	75,000.00
CB0001	Barclays	Level 6, One Snow Hill, Birmingham, B3 2WE	36,641.00
CB0002	Better Rooms Ltd SSAS	White Blues, Hopgarden Lane, Sevenoaks, Kent, TN13 1PX	25,000.00
CC0000	CHX.Life	1580 Parkway, Solent Business Park, Fareham, Hampshire, PO15 7AG	4,564,101.00
CC0001	Cyril Newnham	19 Shoreham Place, Shoreham, Sevenoaks, Kent, TN14 7RX	50,000.00
CE0000	EPR	Platinum Park, Exeter Park Road, Bournemouth, BH2 5BD	249,203.00
CG0000	Gaerfield Properties Ltd SSAS	Bentra Farmhouse, Llangovan, Nr Monmouth, Monmouthshire, NP25 4DA	25,000.00
CH0001	HM Revenue & Customs	Debt Management, EIS-C, BX9 1SH	64,746.00
CH0003	Hinton Road Investments	Unit 10 Compton Business Park, Thrush Road, Poole, Dorset, BH12 4FJ	777,500.00
CH0004	HM Revenue & Customs	Debt Management, EIS-C, BX9 1SH	171,736.00
CH0005	HM Revenue & Customs - CT	Corporation Tax Services, BX9 1AX	4,462.00
CI0003	Ian & Margaret Gardiner	Kynaston, Wraxhill Road, Yeovil, Somerset, BA20 2JZ	25,000.00
CI0004	Ian Appleyard	4 Lambpark Court, Churchinford, Taunton, Somerset, TA3 7PL	25,000.00
CI0005	Innovative Procurement Limited	Station House, North Street, Havant, Hampshire, PO9 1QU	80,000.00
CJ0000	Jacoli Ltd SSAS	41 Augustus Road, London, SW19 6LW	20,000.00
CJ0001	Juliette Standen	Emmenweg 11a, 4223 Blauen	62,500.00
CK0000	Ken Parke Planning Consultants Ltd	23 Abbott Road, Bournemouth, Dorset, BH9 1EU	531.74
CL0000	Lispenard Trust Ltd	10 Redfield Lane, London, SW5 0RG	25,000.00
CM0000	Mark & Susan Davies	41 Valley Road, Henley-On-Thames, RG9 1RL	100,000.00
CM0001	Michael Knowles	3 Biscay Close, Fareham, PO14 3RG	75,000.00
CP0002	PAYEM Ltd	37 Weldon Avenue, Bournemouth, BH11 9QE	88.00
CP0003	Portfolio London	Winter Haven, Brighton Road, Sway, Hampshire, SO41 6EB	3,840.00
CP0004	PP Property Finance Bridging Limited	6th Floor, 15-16 Buckingham Street, London, WC2N 6DU	1.00

Signature _____ Date _____

Appendix A

Key	Name	Address	£
Additional Details / Security: Fixed charge; Date on which security given: 17/12/2020; Value of Security: 1.00			
CR0000	Robert Taylor & Janet Taylor	1 Postford Mill Cottages,, Mill Lane, Chilworth, Guildford, Surrey, GU4 8RP	65,000.00
CR0002	Robert Rottgardt	22 Burnside Avenue, Warrington, Cheshire, WA4 2AW	60,000.00
CS0001	Simon Drought	22 Rock Farm Lane, Sandford-on-Thames, Oxford, Oxfordshire, OX4 4YL	25,000.00
CS0002	Stewart Bennett	15 The Saddlery, Leatherhead, Surrey, KT23 4FG	30,000.00
CW0000	Wilkins Southworth	10-12 Barnes High Street, Barnes, London, SW13 9LW	1,248.82
CX0000	Xaso Ltd	23 Hinton Road, Bournemouth, Dorset, BH1 2EF	600.00
29 entries totalling			6,642,198.56

Signature _____ Date _____

Company Shareholders - Schedule C

Appendix A

Bourne Asset Management Ltd (Registered Number - 08623817)

Key	Name	Address	Type	Nominal Value	No. Of Shares	Called Up Per Share	Total Amt. Called Up
HC0000	CHX.Life Limited in administration	1580 Parkway, Whiteley, Fareham, Hampshire, PO15 7AG	Ordinary	0.1000	1,000.00	0.0000	0.0000
1 Ordinary entries totalling					1,000.00		

Signature _____ Date _____

Bourne Asset Management Ltd in administration

Notes to statement of affairs

1 Basis of statement

- 1.1 We have prepared the statement to illustrate our estimate of the likely recovery for creditors.

2 Realisation of assets

- 2.1 The principal assets of the company are balances owed on intercompany loan accounts from the subsidiary companies as well as the investments in the subsidiaries. It is anticipated that funds will be generated in these subsidiaries from the sale of their assets, which will allow for some repayment of the intercompany loan accounts and potentially a return on the investments, by selling the assets in those companies. The amounts shown on the statement of affairs are based on the potential return that may be received on the basis of a distressed, break up sale of the assets held in the subsidiary companies.
- 2.2 It is estimated that no recovery will be possible in respect of the office equipment, fixtures and fittings shown in the company's accounts due to their age and condition of the remaining items.
- 2.3 It is estimated that no recovery will be possible in respect of cash at bank as this will be subject to set off against outstanding liabilities due to the company's bankers.
- 2.4 It is currently uncertain what recovery may be possible in respect of trade debtors with a book value of £18,867. A full reconciliation of the debtor ledger is required to ascertain the true debtor position in order steps can be taken to recover any outstanding balances.
- 2.5 It is estimated that no recovery will be possible in respect of property development costs previously paid by the company.

3 Costs of realisations and insolvency

- 3.1 Details of the basis of the administrators' remuneration are given elsewhere in this document and are set out in the estimated outcome statement.

4 Preferential claims

- 4.1 Preferential claims comprise £800 of arrears of pay per employees and unlimited holiday pay.
- 4.2 There should be no preferential claims as the obligations to the employees transferred to Hinton Road Investments Limited as part of a transfer that completed prior to the administration commencing.

5 Secondary preferential creditors

- 5.1 The claims of HMRC for any VAT, PAYE, employees national insurance and CIS deductions rank as a secondary preferential claim. All other claims of HMRC rank as unsecured claims.

6 Prescribed part

- 6.1 In this case, the prescribed part, which is the requirement to set aside for the benefit of unsecured creditors a proportion of the funds that would otherwise be paid to a floating charge holder, does not apply because there are no secured claims.

Bourne Asset Management Ltd in administration

Notes to statement of affairs

7 Secured creditors

- 7.1 Whilst PP Property Finance Bridging Limited holds a fixed charge over the assets of the company granted on 17th December 2020 in respect of a cross company guarantee, it is estimated that all amounts due to the creditor will be settled from asset realisations from the connected company.

8 Unsecured creditors

- 8.1 A schedule of unsecured claims is provided within this appendix after these notes.
- 8.2 The company's records show that there are amounts owed to connected companies. It will be for the administrator and any subsequently appointed liquidator to review and agree these claims and if appropriate, arrange for an independent reconciliation of the loan accounts to be completed.

Estimated outcome statement	Book value	Estimated to realise - no overage on property sales within subsidiaries (note 1)	Estimated to realise - successful realisation of an overage on property sales within subsidiaries (note 1)
	£	£	£
ASSETS			
Fixed charge assets			
Investments in subsidiaries			
Hinton Road Investments Limited	100	-	-
QH Salisbury Investments Limited	100	-	-
EPR Limited	100	-	784,659
Bourne Arlington Limited	100	-	-
Luna Hotels Limited	100	-	-
Safe & Dry Limited (Storage)	80	-	-
Bourne Awesome Ltd	100	-	-
	680	-	784,659
PP Property Finance Bridging Limited	-	-	-
Surplus as regards fixed charge holder	1,360	-	784,659
Uncharged assets			
Property Development projects	209,580	-	-
Office Equipment	5,361	-	-
Fixtures and Fittings	11,078	-	-
Cash at Bank	292	-	-
Trade Debtors	18,867	Uncertain	Uncertain
Intercompany loan accounts			
Safe & Dry	19,544	19,544	19,544
Bourne Arlington	559,457	75,451	521,845
QH Salisbury Investments	395,099	-	-
Luna Hotels	2,455,780	535,378	2,055,263
Bourne Awesome Ltd	61,326	Uncertain	Uncertain
Director's loan account	6,504	6,504	6,504
	3,744,247	636,877	3,387,814
Less costs of insolvency - say (note 2)		(100,000)	(150,000)
Funds available for creditors		536,877	3,237,814
LIABILITIES			
Secondary Preferential			
HMRC			
VAT	171,736		
PAYE and National Insurance	64,746	(236,482)	(236,482)
Surplus/deficiency as regards preferential creditors		300,395	3,001,332
Floating charge creditor			
None		-	-
Surplus as regards floating charge creditor		300,395	3,001,332
Unsecured Creditors			
Trade creditors	2,469		
Intercompany loan accounts	5,594,644		
Corporation tax	4,462		
Barclays - bounce back loan	36,641		
Investor loans	767,500		
		(6,405,715)	(6,405,715)
Surplus/deficiency as regards unsecured creditors		(6,105,320)	(3,404,383)
Estimated return to unsecured creditors	p in £	4.69	46.85
Estimated return to shareholder		-	-

Note:-

Note 1 It is anticipated that as part of the sale of properties owned by subsidiary companies an overage, based on the purchaser successfully obtaining planning permission, may be agreed. For the purposes of this estimated outcome statement we have included a "best case scenario" basis, on the assumption that an overage clause can be agreed with the purchaser which will generate additional funds for the subsidiaries and in turn allow for additional amounts of the inter-company loan accounts to be repaid.

Note 2 The costs of Administration comprises of agents', solicitors' and the Joint Administrators' fees, including costs that are incurred prior to the administration appointment. We are required to split our fees between fixed charge realisations and floating charge realisations. The Joint Administrators' fees are being proposed on a time cost basis and will depend on the amount of work required, i.e. for the purpose of this estimated outcome statement we have included a provision for the additional work that will be required to reconcile and recover any overage payment that may be due.

Bourne Asset Management Ltd in administration

Notes to receipts and payments account

- 1 There have been no receipts and payments to date during the administration.

Fees policy

In line with most professional practices, we normally calculate our fees on the basis of the time spent by each member of staff dealing with a particular assignment.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Cost rates for each grade are then used to evaluate the fee.

We are required to provide creditors with an analysis of the time we anticipate spending on an assignment and the areas of work we anticipate the time will be spent.

The analysis below is for the administration and any subsequent liquidation.

The anticipated work tasks in this case are as follows:-

Administration and planning

There is a level of statutory compliance work that is necessary irrespective of the size of company or level of assets. This time, expected to be up to 25 hours during the course of the administration, at a cost of £7,483, would be spent in the following areas:-

- Filing of statutory paperwork at Companies House.
- Statutory advertising in the London Gazette.
- Implementation and regular review of statutory bond.
- Maintenance of case files in line with regulatory requirements.
- Preparation of budget and regular budget reviews.

Whilst this work provides no financial benefit to the creditors it is required by statute.

Realisation of assets

It is expected that up to 82 hours at a cost of £30,515 will be spent carrying out the following:-

- Agreeing and implementing the strategy of the case at the outset.
- Periodical case reviews.
- Liaising with agents with regard to a sale of the tangible assets.
- Seeking offers for the tangible assets and completing a sale in that regard.
- Completing a reconciliation of the inter-company loan accounts and collection of amounts due to the company in this regard.
- Collection of the company's book debts through debt collection procedures including where possible resolving disputes.
- Liaise with third parties regarding entitlement to any funds received.
- Identifying any refunds / over payments due to the company and pursuing recovery.
- Making enquires of and liaising with the company's bank.
- Review of book keeping records and insurance policies to ensure that all assets have been identified.
- Periodical case reviews.

This work will provide a financial benefit to the creditors, although the realisations are subject to costs and a dividend will only be paid to creditors where all costs and expenses have been defrayed and funds remain.

Creditors

In this case we expect to be in a position to pay a dividend to preferential and unsecured creditors. We also need to deal with creditor calls in a professional manner and respond to letters where required. We expect the time spent on these tasks will be up to 112 hours at a cost of £38,615 and will be spent carrying out the following:-

- Noting creditor claims as received.
- Agreeing and discharging secondary preferential creditors.

- Putting all creditors to notice that they must submit claims in the administration or subsequent liquidation.
- Agreeing and paying a dividend to unsecured creditors.
- Adding additional creditors to the case and ensuring that all correspondence is sent accordingly.
- Reviewing any claims for retention of title and arranging for goods to be collected.
- Arranging for any items owned third parties, particularly under finance agreements to be returned.
- Liaising with third parties on property issues, which may include disclaiming any onerous property.
- Dealing with queries from creditors, by written correspondence or by phone including for insurance purposes.
- Completion of post appointment VAT and Corporation tax returns.

Where work is undertaken to agree claims in order to distribute funds to creditors this is for the financial benefit of the creditors. Whilst the other work provides no financial benefit to the creditors it is required by statute.

Investigations

In administration, the administrator has a duty to undertake an investigation into the affairs of the company, particularly the conduct of the directors, in the period leading up to the administration, as required under SIP 2.

There is also a statutory duty imposed on the administrator to submit a director conduct report to the Insolvency Service with regard to the failure and the conduct of the directors to establish whether it is appropriate for disqualification proceedings to be brought by the Insolvency Service against one or more of the directors. The investigation is expected to take at least 31 hours at a cost of £11,610. With the time spent in the following areas:-

- Taking possession and scheduling of the company's accounting books and records.
- Sending out and pursuing director questionnaires and reviewing their contents.
- Reviewing the company's accounting books and records to identify any matter for disqualification or which could lead to an asset recovery action.
- Completion and submission to the Insolvency Service.
- Dealing with queries from the Insolvency Service.

If there were any claims found which could lead to a cost effective recovery for the unsecured creditors this estimate will increase, we will write to creditors at this time as a request for funding may be necessary.

Whilst this initial investigation work provides no financial benefit to the creditors it is required by statute. If there are claims found the further work to recover monies would have a financial benefit to the creditors.

Reporting

There is a duty to provide creditors with a first report, proposals and then followed by progress reports and a final report at the conclusion of the administration. The time anticipated on reporting is expected to be at least 36 hours at a cost of £11,610.

Whilst this work provides no financial benefit to the creditors it is required by statute.

Detailed analysis

A more detailed analysis, applicable to all cases can be found here
www.portbfs.co.uk/fees/TimeDetailed.pdf

Fixed fee for the closure of the case

To enable us to calculate the final balances in our final report which must be sent prior to the actual conclusion of the case we propose a final fixed fee for services in the period from the day following the submission of the final report for the remainder of the case, a set amount of £3,000 is being proposed. This fee includes the following work:-

- Final cashbook entries and bring the bank account to nil.

- Remittance of any unclaimed funds to Bona Vacantia if appropriate.
- Receipt and reconciliation of the final VAT if appropriate.
- Closure of the case bank account.
- Submission of documentation to Companies House.
- Ensuring the subsequent dissolution of the company at Companies House.
- Archiving working papers to keep skeleton documents for 10 years.
- Handling and storing the company's books and records until destruction.
- Certified destruction of company's books and records in line with GDPR.
- Closure of the creditor portal.
- Release of statutory bond.
- Dealing with any further queries from creditors.

Whilst this work provides no financial benefit to the creditors it is required by statute.

The time cost of the above will be at least £3,000 and are likely to exceed this amount. It is therefore fair and reasonable to charge a fixed fee of £3,000.

Hourly rates

The effective hourly rates are currently as follows:-

	Cost per hour (£)
Director/office holder	550
Senior Manager	465
Manager 1	415
Manager 2	365
Admin 1	295
Admin 2	265
Admin 3	245
Admin 4	175

These rates apply with effect from 1st November 2022. They are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

Fee estimate

A summary of estimated time for this case is summarised below.

Category of work	Estimated		
	Hours	Cost (£)	Average hourly rate (£)
Realisation of assets	82	30,515	372
Administration and planning	25	7,483	305
Creditors	112	38,615	345
Investigations	31	11,485	370
Reporting	36	11,610	323
Estimated total	286	99,708	349
Fixed fee	-	3,000	-
Estimated including fixed fee	-	102,708	-

Pre appointment

Our unpaid fees and our unpaid expenses incurred in the period prior to the company entering administration, but with a view to it doing so, can be settled as an expense of the administration if approved by creditors in a similar way to our remuneration. The letter of engagement dated 11th July 2023 with the directors of the company set out the fees and expenses that would be incurred in the period leading up to the administration.

In addition, any cost incurred in connection with the making of the appointment already qualifies as an administration expense under the rules.

The unpaid pre-administration costs as an expense of the administration is subject to approval and is not part of the agreement of the proposals. It is therefore separate from the decision with regard to the administrators proposals. We enclose notice of the decision for the pre-appointment costs by voting by correspondence.

Our time costs for the pre-administration period, which are calculated in the same way as our administration remuneration detailed above, amount to £14,481.50 plus VAT, all of which is unpaid.

This covers considering whether the objective of administration can be met so the appointment could be accepted; planning the implementation; assisting the company to make the appointment; consultations with parties that were entitled to prior notice; instructing agents to value the assets and recommending ways to deal with them; and commencing the process of marketing the business assets for sale.

In carrying out these services, we incurred expenses which we propose to recharge in line with our standard policy. We also incurred expenses through instructing other professionals to assist us. It was important that these were engaged as soon as possible and before the administration could start so that a proper assessment could be made to ensure that administration was indeed the appropriate procedure and a viable strategy was able to be prepared before it commenced. The parties engaged and the pre administration costs involved are as follows:-

- Leonard Curtis Legal solicitors were instructed on 10th July 2023 and have advised about the appointment process; individual creditor rights. Their costs for these services on a time cost basis amount to £1,537.50 plus VAT, all of which is unpaid and is being sought as an administration expense for the pre administration work undertaken.

Expenses policy

Category 1 – no approval required

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, statutory bond, rail travel and external storage. These are defined as category 1 expenses in SIP9 and approval is not required.

It is expected that during the course of the case, the following expenses will be incurred

Expenses	Name	Estimated cost (£)
Direct posting costs	Postworks	220
Statutory bond	Insolvency Risk Services	400
Statutory advertising	Courts Advertising	510
Total		1,130

At this time it is not considered that it will be necessary to instruct third parties to handle certain aspects of the case on our behalf.

Category 2 – approval required

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Portland incurs. These are defined as category 2 expenses in SIP 9 and approval is required. None of these are to be charged

Details of time costs to date

Please see attached.

Rights with regard to remuneration and expenses

Creditors can access a guide setting out their rights with regard to remuneration and expenses by visiting

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

Time Entry - Detailed SIP9 Time & Cost Summary

Bourne Asset Management Ltd - B10211

14 July 2023 to 04 September 2023

By Project Code: 'POST – Post Appointment' & Including Sub-Analysis Codes

Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning							
Administrative set-up	0.00	0.00	7.80	0.00	7.80	1,365.00	175.00
Banking inc reconciliations & bonding	0.00	0.00	0.20	0.00	0.20	35.00	175.00
Record maintenance inc cash book	0.10	0.10	1.30	0.00	1.50	319.00	212.67
Statutory notifications and filings	0.20	0.00	1.00	0.00	1.20	285.00	237.50
Administration & planning	0.30	0.10	10.30	0.00	10.70	2,004.00	187.29
Creditors							
Corresponding with and dealing with member matters	0.00	0.50	0.00	0.00	0.50	182.50	365.00
Employee queries	0.00	0.30	0.00	0.00	0.30	109.50	365.00
HMRC correspondence	0.00	0.20	0.20	0.00	0.40	108.00	270.00
HMRC returns	0.00	0.00	1.10	0.00	1.10	192.50	175.00
Individual creditors correspondence	0.00	3.10	1.40	0.00	4.50	1,388.50	308.56
Inviting and assessing creditor claims	0.00	0.00	3.40	0.00	3.40	595.00	175.00
Pension companies & Pension Regulator work	0.00	0.10	0.00	0.00	0.10	36.50	365.00
Processing employee claims on RPO	0.00	0.00	0.60	0.00	0.60	105.00	175.00
Creditors	0.00	4.20	6.70	0.00	10.90	2,717.50	249.31
Investigations							
CDDA reports	0.00	0.30	0.00	0.00	0.30	109.50	365.00
Investigations	0.00	0.30	0.00	0.00	0.30	109.50	365.00
Pre appointment time							
Administrative set up	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advice to set strategy and accept case	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advice with regard to administration process	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appointment formalities incl necessary set up for appt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General insolvency advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Realisation of assets

Appendix D

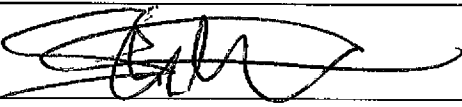
Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Business sales	1.20	0.00	0.00	0.00	1.20	660.00	550.00
Cash at bank	0.00	0.10	0.00	0.00	0.10	36.50	365.00
Debt collection	0.30	0.00	0.00	0.00	0.30	165.00	550.00
Identifying and securing assets	0.10	0.00	0.00	0.00	0.10	55.00	550.00
Insurance, security and maintenance	0.00	0.00	0.30	0.00	0.30	52.50	175.00
Recoveries from connected parties	0.00	0.70	0.00	0.00	0.70	255.50	365.00
Realisation of assets	1.60	0.80	0.30	0.00	2.70	1,224.50	453.52
Reporting							
Initial notices of appointment	0.20	2.70	0.40	0.00	3.30	1,165.50	353.18
Proposals	0.20	3.30	0.10	0.00	3.60	1,344.00	373.33
Statutory advertising and filings	0.00	0.00	0.20	0.00	0.20	35.00	175.00
Reporting	0.40	6.00	0.70	0.00	7.10	2,544.50	358.38
Trading							
On-going employee issues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	2.30	11.40	18.00	0.00	31.70	8,600.00	271.29
Total Fees Claimed						0.00	
Total Expenses Claimed						0.00	

n/a - Denotes time recorded under that section with no sub-analysis code specified

Rule 3.38**Notice to creditors of decision procedure**

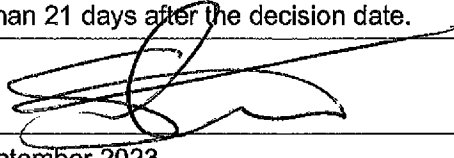
**IF YOU AGREE WITH THE PROPOSED DECISIONS YOU DO NOT NEED TO
TAKE ANY ACTION**

Registered name	Bourne Asset Management Ltd
Registered number	08623817
Registered office	1580 Parkway Solent Business Park Whiteley, Fareham Hampshire PO15 7AG
Trading address	Bourne House 23 Hinton Road Bournemouth BH1 2EF
Any other trading addresses in the last six months	None
Type of proceedings	Administration
Administrators details	Michael Robert Fortune and Stewart Goldsmith of Leonard Curtis, 1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG. E-mail creditors.south@leonardcurtis.co.uk
Convenor	The administrators of the company
Decision to be made	That the Joint Administrators proposals Pursuant to Paragraph 49 of Section B1 of the Insolvency Act 1986 (as amended) dated 5 th September 2023 be approved.
Details of decision procedure including venue and date.	The decision is to be made by deemed consent, with a decision date of 20 th September 2023 at 23:59.
Submitting a proof	A creditor must submit a proof of their claim by 23:59 on the decision date. If a creditor objects to the deemed consent but has failed to submit a claim by this date this will result in the creditor's objection being disregarded.
Small debts	Pursuant to rule 14.31(1) Insolvency (England and Wales) Rules 2016 (from here on in referred by rule number only) a creditor whose estimated claim is less than £1,000 need not submit a claim in order to receive a dividend, however, if that creditor wishes to object to the deemed consent they must submit a claim for that purpose.
Opted out creditor	A creditor who has opted out of receiving correspondence may still object provided that they submit a proof of their claim, as set out above.
Objecting to the deemed consent	If 10% in value of the relevant creditors (ie those that would be able to vote at a meeting to consider the same decisions) object to the proposed decisions the decisions will not be passed and a decision procedure will be convened to consider the decisions.

	If less than 10% in value of the relevant creditors object to the proposed decisions the creditors are to be treated as having made the proposed decision.
Submitting an objection	Any objection must be delivered by the decision date. This must be in writing and can be delivered by post to the registered office above, to creditors.south@leonardcurtis.co.uk or by fax to 01489 550499.
Aggregation of objections	<p>It is the convenor's responsibility to aggregate any objections to see if the threshold has been met for the decisions to be taken as not having been made and,</p> <p>If the threshold is met the deemed consent procedure will terminate and a decision by another decision making procedure will be necessary.</p>
Request for a physical meeting	<p>Creditors may request a physical meeting within five business days from the date of the delivery of this notice if a request is made in writing by the minimum number of creditors, being –</p> <ol style="list-style-type: none"> 1. 10% in value of the creditors or 2. 10% in number of the creditors or 3. 10 creditors <p>If there are sufficient requests for a physical meeting the decision procedure will be terminated and a physical meeting convened.</p>
Appeal	A creditor may appeal a decision in accordance with rule 15.35 not later than 21 days after the decision date.
Authenticated	
Date	5 th September 2023

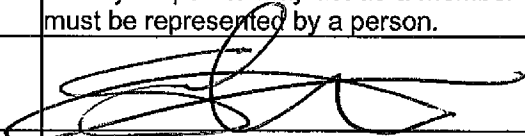
Rule 18.18**Notice to creditors of decision procedure**

Registered name	Bourne Asset Management Ltd
Registered number	08623817
Registered office	1580 Parkway Solent Business Park Whiteley, Fareham Hampshire PO15 7AG
Trading address	Bourne House 23 Hinton Road Bournemouth BH1 2EF
Any other trading addresses in the last six months	None
Type of proceedings	Administration
Administrators details	Michael Robert Fortune and Stewart Goldsmith of Leonard Curtis, 1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG. E-mail creditors.south@leonardcurtis.co.uk
Convenor	The administrators of the company
Decision to be made	<ul style="list-style-type: none">• The remuneration of the administrators and if appointed as such, subsequent liquidators, will be fixed as follows:<ul style="list-style-type: none">○ The services provided in the period up to the date of despatch of the final report to the creditors notifying of the dissolution of the company, shall be fixed on the basis set out in rule 18.16(2)(b) Insolvency (England and Wales) Rules 2016, (by reference to the time properly given by the office holders and their staff in attending to matters arising in the administration and any subsequent liquidation) estimated to be £99,708 together with any expenses.○ For services in the period from the following day for the remainder of the insolvency, a set amount of £3,000 on the basis allowed by rule 18.16(2)(c) Insolvency (England and Wales) Rules 2016.○ Amounts can be drawn on account of remuneration at the office holders' discretion.• That the basis of the administrators' pre-appointment costs of £14,481.50 plus expenses and disbursements as set out in the proposals be approved.• That the Joint Administrators be discharged from liability in respect of any action(s) of theirs as Administrators pursuant to the provisions of paragraph 98(2)(b) of Schedule B1 to the Insolvency Act 1986, immediately upon their appointment ceasing to have effect.
Remuneration: agreement of basis	The proposed basis of the remuneration is set out in the attached document together with the estimate of the fees and expenses to be charged.

	<p>If a committee has been established it is for the committee to approve the basis of the fees and any subsequent changes.</p> <p>Where there is no committee, approval for payment must be sought from the creditors or the court.</p> <p>There are specific processes in place to ensure that any fees incurred in excess of the estimates provided require additional approval.</p> <p>The proposed bases and estimates are set out in the attached document.</p>
Details of decision procedure including venue and date.	The decision is to be made by voting correspondence, with a decision date of 20 th September 2023 at 23:59. The voting paper is enclosed with this notice. The completed correspondence may be returned by post to the registered office on this notice, by e-mail to creditors.south@leonardcurtis.co.uk or fax to 01489 550499.
Submitting a proof	<p>A creditor must submit a proof of their claim by 23:59 on the decision date.</p> <p>Failure to submit a claim by this date will result in any vote being disregarded.</p>
Small debts	Pursuant to rule 14.31(1) Insolvency (England and Wales) Rules 2016 (from here on in referred by rule number only) a creditor whose estimated claim is less than £1,000 need not submit a claim in order to receive a dividend, however, if that creditor wishes to vote they must submit a claim for that purpose.
Opted out creditor	A creditor who has opted out of receiving correspondence may still vote provided that they submit a proof of their claim, as set out above.
Request for a physical meeting	<p>Creditors may request a physical meeting within five business days from the date of the delivery of this notice if a request is made in writing by the minimum number of relevant creditors, being –</p> <ol style="list-style-type: none"> 1. 10% in value of the creditors or 2. 10% in number of the creditors or 3. 10 creditors <p>If there are sufficient requests for a physical meeting the decision procedure will be terminated and a physical meeting convened.</p>
Appeal	A creditor may appeal a decision in accordance with rule 15.35 not later than 21 days after the decision date.
Authenticated	
Date	5 th September 2023

NOTICE OF AN INVITATION TO CREDITORS TO FORM A COMMITTEE

Creditors are invited to decide whether a committee should be established if sufficient creditors are willing to be members of that committee. The joint administrators of the company as Convener of the Decision Procedure invites creditors to put forward their nominations for membership of the committee. Such nominations must be received by the Convenor, in writing, by the date specified in this notice. The Convener can only accept nominations if they are satisfied as to the creditors' eligibility under R17.4 of the Insolvency (England and Wales) Rules 2016 (a copy of which is enclosed).

Registered name	Bourne Asset Management Ltd
Registered number	08623817
Office holders details	Michael Robert Fortune and Stewart Goldsmith of Leonard Curtis, 1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG. E-mail creditors.south@leonardcurtis.co.uk
Nominations MUST be received by:	20 th September 2023
Nominations for the membership of the committee	A nomination can only be accepted if the creditor has proved for a debt, the debt is not fully secured and the proof has not been wholly disallowed for voting purposes or the proof has not been wholly rejected for the purposes of dividend. A body corporate may act as a member of the creditors' committee but must be represented by a person.
Authenticated	
Date	5 th September 2023

Extract from the Insolvency (England and Wales) Rules 2016

Rule 17.4

Eligibility for membership of creditors' or liquidation committee

- (1) This rule applies to a creditors' committee in an administration, an administrative receivership, and a bankruptcy and to a liquidation committee in a creditors' voluntary winding up and a winding up by the court.
- (2) A creditor is eligible to be a member of such a committee if:
 - (a) the person has proved for a debt;
 - (b) the debt is not fully secured; and
 - (c) neither of the following apply;
 - (i) the proof has been wholly disallowed for voting purposes, or
 - (ii) the proof has been wholly rejected for the purpose of distribution or dividend.
- (3) No person can be a member as both a creditor and a contributory.
- (4) A body corporate may be a member of a creditors' committee, but it cannot act otherwise than by a representative appointed under rule 17.17.

GUIDANCE NOTE FOR CREDITORS EXPLAINING THE PROCEDURE FOR ESTABLISHING A COMMITTEE

Functions of the committee

In addition to any functions conferred on a committee by any provisions of the Insolvency Act 1986, the committee is to –

- a) assist the office-holder in discharging the office-holder's functions; and
- b) act in relation to the office-holder in such manner as may from time to time be agreed.

Purpose of the committee

The purpose of the committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. The principal function of the committee is to fix the office holders remuneration. In addition, the committee may also serve to assist the office holders generally and act as a sounding board for them to obtain views on matters.

The office holders are required to report to the committee on matters relating to the matter and to submit copies of their accounts when required. Meetings are generally held when determined by the office holders, and voting is by majority in number. Votes may also be taken by post.

Committee members are not entitled to remuneration, but they may be reimbursed for reasonable travelling expenses incurred on committee business.

Although the office holders should normally have regard to the views of the creditors' committee, they may always refer matters of contention to a general body of creditors or to the court. It has been held, that the court has a residual discretion not to follow the wishes of a committee where the special circumstances of the case warrant it.

Establishment of committee – Insolvency (England & Wales) Rules 2016

Where the office holders seek any decision from the creditors, the office holders must, at the same time, deliver to the creditors a notice inviting them to decide whether a creditors' committee should be established if sufficient creditors are willing to be members of the committee.

Where the creditors decide that a creditors' committee should be established, notice should be given to the convener or chair of the decision procedure.

Before a creditor may act as a member of the committee that person must agree to do so.

Where a creditor has duly appointed a proxy-holder or representative, that proxy-holder or representative who is attending a meeting to establish the committee, may give the appointing creditor's agreement to act as a member of the committee (unless the proxy or instrument conferring authority contains a statement to the contrary). Where a decision has been made to establish a committee but not as to its membership, the office holders must seek a decision from the creditors about creditor members of the committee.

The committee is not established and cannot act until the office holders have sent a notice of its members to the Registrar of Companies.

The notice which must be sent by the office holders to the Registrar of Companies must contain the following:

- A statement that the committee has been duly constituted;
- Identification details for any company that is a member of the committee;
- The full name and address of each member that is not a company.

The notice must also be signed and dated by the office holders.

This notice must be delivered as soon as reasonably practicable after the minimum number of persons, being at least 3 but not more than five members, have agreed to act as members and been elected.

PRIVACY NOTICE FOR CREDITORS

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: Leonard Curtis

Bourne Asset Management Ltd (in administration)

Creditors' decision by correspondence

- The remuneration of the administrators and if appointed as such, subsequent liquidators, will be fixed as follows:
 - The services provided in the period up to the date of despatch of the final report to the creditors notifying of the dissolution of the company, shall be fixed on the basis set out in rule 18.16(2)(b) Insolvency (England and Wales) Rules 2016, (by reference to the time properly given by the office holders and their staff in attending to matters arising in the administration and any subsequent liquidation) estimated to be £99,708 together with any expenses.
 - For services in the period from the following day for the remainder of the insolvency, a set amount of £3,000 on the basis allowed by rule 18.16(2)(c) Insolvency (England and Wales) Rules 2016.
 - Amounts can be drawn on account of remuneration at the office holders' discretion.

Approval OR Rejection

(select one)

- That the basis of the administrators' pre-appointment costs of £14,481.50 plus expenses and disbursements as set out in the proposals be approved.

Approval OR Rejection

(select one)

- That the Joint Administrators be discharged from liability in respect of any action(s) of theirs as Administrators pursuant to the provisions of paragraph 98(2)(b) of Schedule B1 to the Insolvency Act 1986, immediately upon their appointment ceasing to have effect.

Approval OR Rejection

(select one)

Creditor name _____

Authenticated/signed _____

Name and position of person signing if creditor has not signed in person

Please ensure this box is completed as your vote will be invalid if not completed.

Office use only

Claim	Yes/No
Signed	Yes/No
Position	Yes/No
Valid	Yes/No
Invalid e-mail sent	Yes/No/N.A
Voting amount	_____

PROOF OF DEBT - GENERAL FORM

Bourne Asset Management Ltd	
08623817	
This proof must be made out by, or under the direction of, the creditor and authorised by the creditor or a person with relevant authorisation as at the date of administration order.	
Date of Administration Order 14 July 2023	
1.	Name of Creditor (If a company please also give company name and registration number)
2.	Address of Creditor for correspondence (principal place of business)
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration £
4.	If amount in 3 above includes outstanding uncapitalised 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.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the office holder may call for any document or evidence to substantiate the claim at his discretion as may the chair or convenor of any meeting]
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above)
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Administrator	Administrator