



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 1 0 0 1 2 4 3 9

Company name in full Shepherdswell Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Simon James

Surname Bonney

### 3 Administrator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode WC 1 V 6 R L

Country

### 4 Administrator's name ①

Full forename(s) Michael

Surname Sanders

#### ① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number 6th Floor

Street

Post town 2 London Wall Place

County/Region London

Postcode EC 2 Y 5 A 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	0	d	2	m	0	m	8	y	2	y	0	y	2	y	2
To date	d	0	d	1	m	0	m	2	y	2	y	0	y	2	y	3

### 7 Progress report

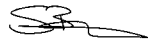
☐ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date

d	2	d	7	m	0	m	2	y	2	y	0	y	2	y	3
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**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 **Keith Wilson**

Company name **Quantuma Advisory Limited**

Address **14 Derby Road**

**Stapleford**

Post town **Nottingham**

County/Region

Postcode

**N G 9 7 A A**

Country

DX

Telephone

**0115 939 2454**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

**Important information**

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

**Where to send**

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

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

**Further information**

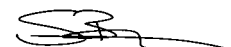
For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Shepherdswell Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £	From 02/08/2022 To 01/02/2023 £	From 02/02/2022 To 01/02/2023 £
REPRESENTED BY	<u>NIL</u>	<u>NIL</u>
		<u>NIL</u>

Note:



Simon James Bonney  
Joint Administrator

# Shepherdswell Limited

(In ADMINISTRATION)

**(“the Company”)**

In the Business and Property Courts in England & Wales 277 of 2022

## THE JOINT **ADMINISTRATORS’ PROGRESS REPORT**

27 February 2023

Simon James Bonney of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London WC1V 6RL and Michael Sanders of MHA Macintyre Hudson LLP, 6<sup>th</sup> Floor, 2 London Wall Place, London EC2Y 5AU, were appointed Joint Administrators of Shepherdswell Limited on 26 January 2023.

Simon James Bonney is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Michael Sanders is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

This report has been prepared for circulation solely to comply with the Joint Administrator’s statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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## APPENDICES

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## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Simon James Bonney of Quantuma Advisory Limited and Michael Sanders of MHA Macintyre Hudson LLP
"the Company"	Shepherdswell Limited (in Administration)
"the Court"	Business and Property Courts in England & Wales 277 of 2022
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 2 August 2022 to 1 February 2023
"Whole Period"	Period covered by the report from 2 February 2022 to 1 February 2023
"the Former Administrator"	Michael Chamberlain of Quantuma Advisory (Yorkshire) Limited (formerly Michael Chamberlain & Co.)

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the last report dated 22 August 2022.

Please be aware that on 11 October 2022, Michael Chamberlain & Co was acquired by K3 Capital Group Plc and subsequently underwent a change of name to Quantuma Advisory (Yorkshire) Limited.

Also during the Review Period, as part of a block transfer from Michael Chamberlain of Quantuma Advisory (Yorkshire) Limited, Simon Bonney of Quantuma Advisory Limited and Michael Sanders of MHA Macintyre Hudson were appointed Joint Administrators of the Company on 26 January 2023.

Given the information previously provided to Members and Creditors in the earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Administration subsequent to that report.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 12 April 2022.

An extension to the period of Administration of 12 months was granted by the relevant creditors on 20 January 2023. The Administration is now scheduled to end on 1 February 2024.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### Details of the appointment of the Joint Administrators

Michael Chamberlain of Quantuma Advisory (Yorkshire) Limited was appointed Administrator on 2 February 2022 and was replaced on 26 January 2023 by Simon Bonney of Quantuma Advisory Limited and Michael Sanders of MHA Macintyre Hudson LLP as Joint Administrators.

## 2. THE PROGRESS OF THE ADMINISTRATION

### The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the previous Review Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

Details of the tasks carried out during the Review Period are included in Appendix 4.

### Realisation of assets

There have been no realisations achieved during the Review Period.

## Estimated Future Realisations

### Property

As previously reported, an offer had formerly been accepted on the property owned by the Company at 18 Farm Lane, Tonbridge TN10 3DG. During the Review Period, this offer had been withdrawn and the property remains on the market. We will advise creditors of any progress in this regard in future reports.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

### Secured Creditors

The Company had granted the following security:

Type of charge	Date created	Beneficiary	Amount outstanding at 2 February 2022
Mortgage Deed	30 November 2018	Charter Court Financial Services Limited	£406,025.00

It is currently uncertain as to whether the secured creditor will be paid in full, this being wholly dependent on future asset realisations.

### Preferential Creditors

The Joint Administrators are not aware of any preferential creditors in this case.

### Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student Loans deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full. The Joint Administrators are not currently aware of any secondary preferential creditor claims in this case.

### Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of that company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently there will be no prescribed part in this Administration.

### Unsecured Creditors

I have received four claims have been received totalling £191,897. A proof of debt form is included at Appendix 6.



It is not currently anticipated that a dividend will be paid to the unsecured creditors.

#### 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

##### Investigations

The Former Administrator carried out an initial review of the Company's affairs. The information collected from this process enabled the Former Administrator to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

Investigative duties will be continued by the Joint Administrators with a view to maximising the return to creditors.

Owing to the recent appointment of the Joint Administrators, we are unable to provide a detailed analysis of the any matters which cause concerns and will require further investigation. Further information will be provided in future progress reports.

##### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information relating to MHA Macintyre Hudson's complaint policy and Professional Indemnity Insurance can be found at <https://www.macintyreHUDSON.co.uk/legal-disclaimer>

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

##### General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at these links:

<http://www.quantuma.com/legal-notice>

<https://www.macintyreHUDSON.co.uk/privacy-policy>

#### 5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

##### General Ethical Considerations

The following fundamental principles of the Codes of Ethics were considered in detail:

- Integrity
- Objectivity
- Confidentiality

This is due to the fact that Quantuma Advisory (Yorkshire) Limited ("QAYL") and Quantuma Advisory Limited ("QAL") are connected companies due to both having the common parent K3 Capital Group Plc.

Simon Bonney and Michael Sanders also act as Joint Administrators / Liquidators of a number of “JVIP group” companies, which are detailed in Appendix 5.

Furthermore other Insolvency Practitioners within QAL are acting on various matters which are connected to the Company and its Director, Peter Dabner.

The following potential threats to the fundamental principles outlined above, whether actual or perceived, were identified:

- Self-interest threat
- Self-review threat
- Familiarity threat

The safeguards put in place to mitigate these ethical threats include:

- The appointment of Michael Sanders of MHA Macintyre Hudson LLP as Joint Administrator. Michael Sanders and his team have no prior involvement in these cases and there is no connection with QAL or QAYL. The formal split of duties between the Joint Administrators has yet to be finalised but the appointment of Michael Sanders is considered an effective safeguard to ensure that any matters which Simon Bonney is unable to deal with due to conflict issues, can be managed.
- A new team at QAL is involved in this case and other JVIP group companies listed in Appendix 5. This team will deal with asset realisations and had has no prior relationship with QAYL. Safeguards have been implemented such as imposing strict information barriers by restricting access to case files, case management systems and communication with Michael Chamberlain and his team. There are also confidentiality clauses in staff contracts.
- Where appropriate the Joint Administrators have obtained the support of certain investors in the JVIP Group prior to being appointed as officeholders.
- The Joint Administrators also sought legal advice prior to their appointment.

The safeguards have been reviewed and the Joint Administrators are satisfied that they are effectively managing the threats identified however this will be kept under review. No other threats to compliance with the Code of Ethics have arisen in the Review Period.

#### Specialist Advice and Services

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 undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

Edwin Coe LLP (“Edwin Coe”) were instructed by the Former Administrator to provide assistance with his pre-appointment formalities. Edwin Coe is a full-service law firm and were instructed based on their comprehensive experience in dealing with such matters.

Pantera Property (“Pantera”) have been instructed by the Former Administrator in relation to the marketing and disposal of the Company’s property. Pantera specialises in property and asset valuations with experience and knowledge of the insolvency field.

## 6. PRE-ADMINISTRATION COSTS

Included within the Former Administrators' Proposals dated 28 March 2022 was a Statement of Pre-Administration Costs. The creditors agreed that the unpaid Pre-Administration costs be approved via a decision by correspondence held on 30 September 2022. The following Pre-Administration costs have been approved but remain unpaid:

Party instructed	Amount (£)
Chamberlain & Co	627.50
Edwin Coe LLP	1,200.00
<b>TOTAL APPROVED</b>	<b>1,827.50</b>

## 7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>. Please note that London office rates apply.

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Details of MHA Macintyre Hudson LLP's Schedule of Current Charge Out Rates and Chargeable Expenses can be accessed here <https://www.macintyreHUDSON.co.uk/?/guides-to-fees>.

### Former Administrators' Fees

The Former Administrator arranged for a decision by correspondence to be held on 30 September 2022, when creditors agreed that the basis of the Administrator's remuneration be fixed in accordance with the Administrator's fees estimate as time costs as detailed in the Administrator's Report dated 22 August 2022.

The Joint Administrators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

### Comparison of Estimates

The Former Administrator's time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Administrators during the Review Period and the Whole Period, see Appendix 4.

A detailed narrative list of the work undertaken during the Review Period is also provided at Appendix 4.

The Joint Administrators were appointed by way of a Court order on 26 January 2023. Between 26 January 2023 and 1 February 2023, the Joint Administrators spent time dealing with handover of the entire block of cases included in the transfer order but were unable to allocate time to specific cases. Time recording for each matter has since been implemented and future progress reports will provide a complete analysis of the time spent by the Joint Administrators.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate	Total fees	No. of hours	Average hourly rate	Total time costs	No. of hours	Average hourly rate	Total time costs
		£	£		£	£		£	£
Administration & Planning	36.00	387.08	13,935.00	7.70	217.79	1,677.00	21.00	248.21	5,212.50
Creditors	21.00	410.24	8,615.00	7.00	312.86	2,190.00	16.40	332.56	5,454.00
Investigations	13.00	388.85	5,055.00	0.60	296.67	178.00	4.20	320.60	1,346.50
Realisation of Assets	12.00	428.33	5,140.00	10.70	304.86	3,262.00	15.50	318.55	4,937.50
Trading	7.00	423.57	2,965.00	-	-	-	0.90	352.22	317.00
TOTAL	89.00	401.23	35,710.00	26.00	281.04	7,307.00	58.00	297.72	17,267.50

### Joint Administrators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate	Actual expenses incurred in the Review Period	Actual expenses incurred for the Whole Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
	£	£	£	
Category 1 expenses				
Agents fees and expenses	2% plus VAT of property value	-	-	Await outcome of sale of property
Statutory & other Advertising	36.86	-	36.86	
Insurance of assets	560.00	-	560.00	
Indemnity Bond	720.00	-	720.00	
Legal fees and expenses	1,500.00	-	-	
TOTAL	2,816.86	-	1,316.86	

### Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that the original fees estimate is unlikely to be exceeded.

### Other Professional Costs

#### Agents & Valuers

As mentioned above, Pantera were previously instructed as agents and valuers in relation to the marketing and sale of the Company's property. Their costs were agreed based on their standard sales commission rate of 2% of realisations, plus expenses and VAT.

#### Solicitors

Ison Harrison have been instructed by the Former Administrator to advise on appropriate legal matters in relation to the sale of the Company's. Their costs have been agreed on the basis of their standard hourly charge out rates, plus expenses and VAT.

**Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

**Creditors' right to challenge remuneration and/or expenses**

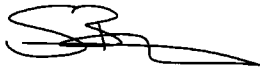
Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within eight weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

**Future of the Administration**

Should you have any queries in regard to any of the above please do not hesitate to contact Keith Wilson on 0115 939 2454 or by e-mail at [Keith.Wilson@quantuma.com](mailto:Keith.Wilson@quantuma.com).



Simon James Bonney  
Joint Administrator

Shepherdswell Limited  
(IN ADMINISTRATION)

STATUTORY INFORMATION

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Company Name:	Shepherdswell Limited
Trading Address:	St Ledger House, 112 London Road, Southborough Tunbridge Wells TN4 0PN

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Proceedings:	In Administration
Date of Appointment:	26 January 2023
Joint Administrators:	Simon James Bonney Quantuma Advisory Limited 14 Derby Road, Stapleford, Nottingham NG9 7AA And Michael Sanders MHA Macintyre Hudson LLP 6 <sup>th</sup> Floor, 2 London Wall Place, London EC2Y 5AU
Changes in Office Holder:	Simon James Bonney and Michael Sanders replaced Michael Chamberlain (who was originally appointed as Administrator of the Company on 2 February 2022) as Administrators of the Company as a result of a Court Order dated 26 January 2023 (CR-2022-004774)
Registered Office Address:	c/o MHA Macintyre Hudson LLP 6th Floor, 2 London Wall Place, London EC2Y 5AU
Company Number:	10012439
Incorporation Date:	18 February 2016

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Shepherdswell Limited  
(IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 31 JANUARY 2023

**Shepherdswell Limited**  
**(In Administration)**

**ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	From 02/08/2022 To 01/02/2023 £	From 02/02/2022 To 01/02/2023 £
<b>RECEIPTS</b>		
	<u>0.00</u>	<u>0.00</u>
<b>PAYMENTS</b>		
	<u>0.00</u>	<u>0.00</u>
<b>BALANCE - 01 February 2023</b>		<u><u>0.00</u></u>

...

Notes

The Joint Administrators have been granted access to the former Administrators receipts and payments account but, at the time of writing, do not have their own active bank account to enable them to carry out a reconciliation. Any amendments made will be disclosed to creditors in future progress reports.

Shepherdswell Limited  
(IN ADMINISTRATION)

SCHEDULE OF THE JOINT ADMINISTRATORS' TIME COSTS DURING THE REVIEW PERIOD AND THE WHOLE PERIOD

Time Entry - SIP9 Time & Cost Summary

10756 - Shepherdswell Limited  
All Post Appointment Project Codes  
From: 02/08/2022 To: 01/02/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.30	2.30	1.00	4.10	7.70	1,677.00	217.79
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	5.60	0.00	1.30	7.00	2,190.00	312.86
Investigations	0.00	0.50	0.00	0.10	0.60	178.00	296.67
Realisation of Assets	0.00	5.50	5.10	0.10	10.70	3,262.00	304.86
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.40	13.90	6.10	5.60	26.00	7,307.00	281.04
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	



Time Entry - SIP9 Time & Cost Summary

10756 - Shepherdswell Limited  
All Post Appointment Project Codes  
From: 02/02/2022 To: 01/02/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.50	6.20	3.00	8.30	21.00	5,212.50	248.21
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	3.70	10.30	0.50	1.90	16.40	5,454.00	332.56
Investigations	0.70	3.10	0.10	0.30	4.20	1,346.50	320.60
Realisation of Assets	1.80	8.00	5.50	0.20	15.50	4,937.50	318.55
Trading	0.40	0.00	0.50	0.00	0.90	317.00	352.22
Total Hours	10.10	27.60	9.60	10.70	58.00	17,267.50	297.72
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Shepherdswell Limited  
(IN ADMINISTRATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING  
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; PLANNING</u>	
General Administration - Dealing with all routine correspondence and emails relating to the case	
Case strategy & completing file reviews at 6 months	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
General Administration - Dealing with all routine correspondence and emails relating to the case	
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Progress Reports	Preparing, circulating and filing progress reports.
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Review of specific transactions and liaising with Directors regarding certain transactions
<u>REALISATION OF ASSETS</u>	
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received
Arranging & Monitoring Insurance	Correspondence with insurer regarding ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
<u>CASHIERING</u>	
maintaining and managing the Office Holders' bank account.	Maintenance of the estate cash book including bank reconciliation
Bank Reconciliations	

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Quantuma Advisory Limited charge out rates

Grade of Staff	Rate from 23 June 2022	
	Regional Offices	London Offices
Managing Director	£495.00	£665.00
Appointment Taking Director	£450.00	£560.00
Senior Manager	£345.00	£460.00
Senior Administrator	£250.00	£310.00
Support Staff/Executive Assistant	£110.00	£140.00

MHA Macintyre Hudson LLP charge out rates

Grade of Staff	Rate from 1 April 2022 to 31 March 2023
Partner	£565.00
Director	£475 to £565
Manager	£350-450
Senior Administrator	£235-£330
Administrator	£190-£195
Cashier	£205

Shepherdswell Limited  
(IN ADMINISTRATION)

#### SCHEDULE OF JVIP COMPANIES

I refer to Section 5 – Ethics, both the firm and MHA Macintyre Hudson also acts as Joint Administrators / Liquidators on the following “JVIP group” companies who are associates:

1 CHIL (F1) Limited  
146 TR Limited  
152A LR Limited  
152S LR Limited  
154A LR Limited  
154B LR Limited  
154S LR Limited  
157 US Limited  
16 CTR Limited  
17 CTR Limited  
20 - 24 (20-22) Limited  
20 - 24 (FB) Limited  
20 - 24 LR (CH) Limited  
20 - 24 LR (CH) Limited  
20-24 LR Limited  
28 FL Limited ADM  
28FSM Limited  
35 QR Limited  
36 PS Limited  
38 JS Limited  
50 UGR Limited  
50 UGR Limited  
52 MP Limited  
55-57 CR Limited  
56 TR Limited  
67 AS Limited  
95 NS Limited  
96 QHR Limited  
98 LR Limited  
98 QHR Limited  
Charterage Limited  
Forte Bailey (Southborough 2) Limited  
HBR (TW) MF Limited  
JCL 1 Limited  
JCL 2 Limited  
JCL 3 Limited  
JCL 4 Limited  
JCL 5 Limited  
JPM2 Ltd  
JTC Projects Limited  
JVIP Developments Ltd  
JVIP Group Limited  
JVIP PB Limited  
JVIP R2R Limited  
NFR TW Limited  
SJH Sevenoaks Limited  
St Johns TW Limited

St Ledger Limited  
Stonewall (TW) Limited  
Tilewood Properties Limited  
VCPR Limited  
Wall Street Property Investment Ltd  
Wall Street Property Investment Ltd  
WSPI Woodward Limited

Shepherdswell Limited  
(IN ADMINISTRATION)

PROOF OF DEBT FORM

Date of Administration: 2 February 2022

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO