

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	1	0	1	2	5	0	2	3
Company name in full	Pure Business Group Limited							

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s)	Robert
Surname	Armstrong

3 Administrator's address

Building name/number	The Shard
Street	32 London Bridge Street
Post town	London
County/Region	
Postcode	S E 1 9 S G
Country	

4 Administrator's name ①

Full forename(s)	Michael
Surname	Lennon

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②


Building name/number	The Chancery
Street	58 Spring Gardens
Post town	Manchester
County/Region	
Postcode	M 2 1 E W
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		Sign and date			
Administrator’s Signature		Signature X  X			
Signature date		<div><div><div>d</div><div>1</div></div><div><div>d</div><div>5</div></div></div> <div><div>m</div><div>1</div></div> <div><div>m</div><div>1</div></div>			

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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

Jemma Playle

Company name

Kroll Advisory Ltd.

Address

The Shard

32 London Bridge Street

Post town

London SE1 9SG

County/Region

Postcode

Country

DX

Telephone

+44 (0) 20 7089 4700



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

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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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. ①
Attach this to the relevant form.
Use extra copies to tell us of additional insolvency practitioners.

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

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

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

① You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

James

Surname

Saunders

3 Insolvency practitioner's address

Building name/number

The Chancery

Street

58 Spring Gardens

Post town

Manchester

County/Region

Postcode

M 2 1 E W

Country

Statement of Proposals

15 November 2021

Pure Business Group Limited
(In Administration)

*Joint Administrators' Statement of Proposals for the period from 2
November 2021 to 15 November 2021*

Kroll Advisory Ltd.
The Shard
32 London Bridge Street
London SE1 9SG

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2021

1 Introduction

The Joint Administrators were appointed on 2 November 2021 by an order of the High Court of Justice Business & Property Courts in Leeds Insolvency & Companies List (ChD). The court number is 512 of 2021.

This report is the Joint Administrators' statutory Statement of Proposals. It sets out the circumstances leading up to their appointment and their strategy for achieving the purpose of the Administration.

You will find other important information in this report such as the proposed basis of the Joint Administrators' remuneration.

If you require further explanation of the Group's wider financial position it is recommended that you review the Joint Administrators report and Statement of Proposals for PLL. If you require a copy of this document please write to my office to request a copy.

A glossary of the abbreviations and definitions used throughout this document is attached at Appendix 10.

Please also note that an important legal notice about this statement of Proposals is attached at Appendix 11.

These Proposals have been uploaded to the Creditors' Portal on 15 November 2021 and are deemed delivered on the same day.

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2 Creditor Summary

Background

- The Company is part of the Group, where the main trading entity is PLL, an SRA regulated legal firm. The Group operated as an end-to-end claims management business in the civil litigation sector.
- The Company's main purpose was to act as the holding company for the Group; the Company's only income was from management charges recharged to other entities. The Company also acted as a treasury function, with most intercompany balances being consolidated through this entity.

Events Leading up to Administration

- The Secured Creditors made an application to the High Court seeking an Administration of the Companies following formal demand for the repayment of outstanding liabilities of c.£6.4m which remain unpaid.
- On 2 November 2021, the Company was placed into Administration by order of the High Court of Justice Business & Property Courts in Leeds Insolvency & Companies List (ChD), under reference 512 of 2021.
- In the same order, Robert Armstrong, Michael Lennon and James Saunders were appointed as Joint Administrators of the Company.

Trading

- Due to the SRA regulations governing PLL's operations, the associated practical obstacles and lack of funding, it was not possible to trade the Company in administration. Accordingly, the Company ceased to trade on the Appointment Date.

Funding Agreement

- The ongoing costs of the Administration are currently being funded by Novitas pursuant to a funding agreement entered by the Company, PBGL, PCSS and the Joint Administrators.

Asset Realisations

- The Company's main assets are the intercompany balance, investments and fixed assets. The Joint Administrators are currently formulating their strategy for realising these assets for the benefit of the insolvent estate.

Fees and Expenses

- The Joint Administrators propose that their remuneration is based upon their time costs. The basis of their remuneration and Fee Estimate are subject to the approval of the Secured Creditors and the preferential creditors.

Dividends

- The outcome for all classes of creditor is dependent on the level of future realisations from the Company's assets, including any recovery of intercompany balances.
- Based on Management's estimates of realisations in PLL, the Joint Administrators anticipate that the Secured Creditors should be repaid in full by PLL and therefore part of any surplus in PLL will flow to certain Group companies via the intercompany balances. The Joint Administrators are in

the process of reconciling intercompany balances to understand the ultimate flow of funds through the Group.

- The Company has preferential creditors in the form of employee claims and secondary preferential creditors in the form of claims from HMRC. Based on current information, it is unclear if there will be sufficient realisations to pay a dividend to the preferential creditors.
- Similarly, it is unclear whether there will be funds available for unsecured creditors.

Anticipated exit from Administration

- The most likely exit route from the Administration is via Compulsory Liquidation.

Approval of Proposals

- The Joint Administrators are seeking approval to their Proposals via deemed approval.

This document in its entirety is the Joint Administrators' Statement of Proposals. A summary list of the Proposals is included in Section 9, together with the relevant statutory information by way of appendices. Unless otherwise stated, all amounts in these Proposals are stated net of VAT.

3 Background

Statutory information on the Company is included at Appendix 1.

PBGL is the parent company of the Group and also a cost centre for central services such as marketing, IT expenses and the senior management / executive board costs. These costs are recharged to the Group via management charges and are the Company's only source of income. The Company also acted as a treasury function, with most intercompany balances being consolidated through this entity.

The Company was incorporated on 14 April 2016 and is part of the Group, primarily based in Liverpool with a second office in Prescott. Historically, the Group operated a third office in York, but this was closed prior to the Appointment Date. As at the Appointment Date, the Company employed 59 members of staff.

3.1 The Group

The Group principally traded through ten separate legal entities, eight of which were subject to the Court applications, but effectively operated as one business. Each individual company provided separate services, in some instances to external clients but largely to other Group companies. The Group commenced trading in 2015 with PLCC and has widened its offering to become an end-to-end claims management offering. The group structure is detailed further below.

Together, the Group provided an end-to-end legal service offering within the civil litigation sector, including marketing, the vetting of potential claims, claims handling, technical and expert report facilitation, funding, insurance, litigation, technology, and costs recovery. The Group traded from two sites in Liverpool and Prescott, employing over 360 staff (of which 288 were employed by the Companies). There are two SRA registered entities within the Group: PLL, the law firm which is contracted with all clients, and PALL, which provides advocacy services.

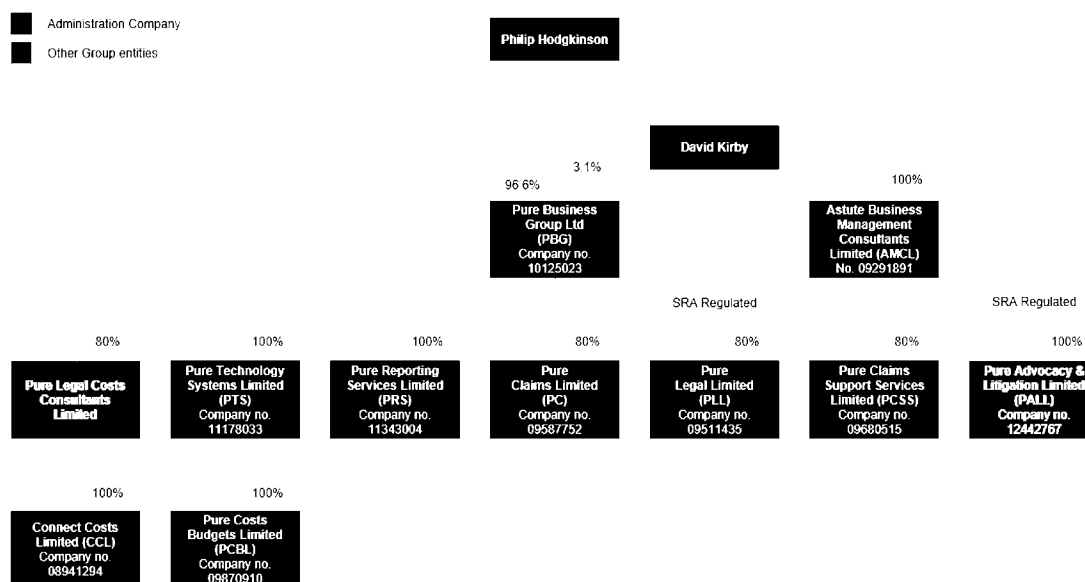
Eight of the ten Group companies are subject to an Administration order. Astute, which is also subject to an Administration order, is an associated company separate to the Group but Astute has the same majority shareholder, Philip Hodgkinson (Philip Hodgkinson owns 97% of PBGL and 100% of Astute) and has also granted certain security interests to the Secured Creditors.

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PLCC and PALL, the two other members of the Group, were not subject to an Administration order and continue to trade under the supervision of their respective management teams.

The Group is funded by the Secured Creditors, Novitas and CIFL. Novitas historically provided revolving credit facilities to PCB and PLL. During the COVID-19 pandemic and in order to provide ongoing liquidity, CIFL provided a CBILS loan of c.£4.6m to the Company on 16 October 2020. The relevant indebtedness of the borrowers was supported in each case by cross-company guarantees granted in favour of each of the Secured Creditors (to which the Company was a party and guarantor). The Joint Administrators understand that the value formally demanded by the Secured Creditors stands in aggregate at c.£6.4m before interest, charges and any other liabilities captured by their security.

The Group structure below shows, in purple, the Companies which were subject to an Administration application which was approved at Court hearing on 2 November 2021 and in blue, those companies which are not part of the Administration.



4 Events Leading Up to the Administration

4.1 Summary of Key Events

On 27 May 2021, the Secured Creditors each issued reservation of rights letters to the relevant borrower Companies in respect of the breaches of their facilities. On 10 September 2021, additional reservation of rights letters were sent by the Secured Creditors to the relevant borrowers.

On 14 and 15 October 2021, the Secured Creditors issued formal demands on the Companies for the repayment of their outstanding liabilities.

On 20 October 2021, following a failure by the Companies to satisfy the demands, the Secured Creditors made an application to the High Court in their capacity as holders of a qualifying floating charge seeking an order for the Administration of the Companies.

An initial hearing of the applications took place on 25 October 2021. The hearing was adjourned to 2 November 2021, to enable the Companies to submit further evidence and to secure third party funding in order to discharge the indebtedness of the Companies to the Secured Creditors and to satisfy the demands made.

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4.2 Pre-Administration Work

The advisory team of Kroll (then known as Duff & Phelps Ltd.) was first instructed by Close Brothers Limited in January 2020 in respect of Novitas' exposure to the Group to report on certain aspects of the Group's financial and operational performance.

4.3 Actions Prior to Appointment

Following the adjourned first hearing of the applications on 25 October 2021, the Joint Administrators (in their capacities as the proposed Joint Administrators of the Companies) wrote to the Companies and asked them to confirm whether they wished to promote any alternative strategy for the Administration of the Companies. No other insolvency strategy was put forward.

4.4 Appointment of Joint Administrators

Management confirmed to the Joint Administrators that the third-party funding required to support the Companies and discharge the indebtedness to the Secured Creditors was withdrawn, therefore on 2 November 2021, the High Court of Justice, Business and Property Courts in Leeds made an uncontested Administration order in relation to the Companies.

In the same order, Robert Armstrong, Michael Lennon and James Saunders were appointed Joint Administrators.

5 Strategy and Progress of the Administration to Date

5.1 Purpose of the Administration

In accordance with Schedule B1, Paragraph 3(1) of the Act, the purpose of an Administration is to achieve one of the following hierarchical objectives:

- rescuing the company as a going concern
- achieving a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in Administration)
- realising property in order to make a distribution to one or more secured or preferential creditors.

The first objective will not be achieved as, in the absence of a buyer for the Company as a whole, there are insufficient funds and assets available to enable the Company to be rescued as a going concern.

The Joint Administrators consider that the second objective will be achieved, as a better result for creditors as a whole is expected to be achieved than if the Company was wound up without first being in Administration, for the reasons explained below.

The Administration Order was sought as part of the wider Administration strategy for the Companies. The primary asset in the Group is its WIP for legal claims which were being managed by PLL and therefore Administration Orders were sought for all Group companies which were understood to provide a supporting role to PLL in order to ensure that both resources and information were available in order to maximise recovery for PLL. This will in turn benefit the Company by reducing its liability under the cross guarantees it has provided to the Secured Creditors.

Having the same Joint Administrators across the Companies also makes the identification of assets and information more effective given the Group's interlinked activities and it is common practice where it has not been definitively established where all of the assets, liabilities and operations are situated. Common control of the Companies will also be more cost efficient, reducing the overall costs to the Company's estate.

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The Joint Administrators' Proposals for achieving the purpose of the Administration are set out in the remainder of this report.

5.2 Progress of the Administration

The manner in which the affairs and business of the Company have been managed since the appointment of Joint Administrators, and will continue to be managed and financed, are set out below.

5.2.1 Initial Actions

As mentioned above, PLL was the principal trading entity within the Group. Due to the practical restrictions in respect of its regulation by the SRA and additional restrictions on funding, PLL ceased to trade on the Appointment Date. Consequently, there was no requirement for the Company to continue to trade in the Administration and, in any event, there was no funding available to allow the Company to trade in Administration.

On the Appointment Date, 47 of the Company's 59 employees were made redundant. The remaining 12 staff were retained to assist the Joint Administrators.

5.2.2 Funding Agreement

The Group and the Company have experienced significant cashflow constraints. Few of the Company's assets are capable of being realised quickly to fund the ongoing costs of the Administration process. As such, the Joint Administrators have entered into a funding agreement with Novitas to allow the drawdown of funds to pay these ongoing costs. The Company is party to the funding agreement, together with PBG and PCSS. The purpose of the funding is to allow payments in respect of critical supplies and services, such as payroll for any staff retained to assist the Joint Administrators, occupation costs deemed to be an expense of the Administrations and IT services. The funding agreement also includes a provision for the Joint Administrators' remuneration, disbursements, legal costs, counsel costs, the taking of IT backups, together with a contingency for unforeseen future costs. The funding is a non-recourse loan which ranks as an expense of the Administration, to the extent that funds are available.

5.2.3 Intercompany Services

As set out above, the Company traded as part of an interconnected group and provided and received vital services to other entities within the Group.

To the extent possible, the Company is assisting PLL (and other entities as required) with the preservation and collection of data in order to facilitate the file transfers. It may also instruct other Group entities to provide services to it. In doing so, the Company and those companies it instructs will incur costs, such as payroll for company staff and critical IT services, etc.) which should be properly invoiced to the Company, PLL or PCSS as appropriate. These invoices will be paid as an expense (or recovered from) the relevant company's Administration, as appropriate. Where there are insufficient funds in any of those estates, the cost is covered by the Funding Agreement. The costs of the services provided by the Companies will be recharged at the prevailing rates which were charged prior to the Appointment Date.

5.3 Asset realisations

As per the attached Receipts and Payments Account at Appendix 2, there have been no asset realisations to date.

The Joint Administrators have been provided with the Company's Management Accounts for the period ending 30 September 2021.

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5.3.1 Tangible Assets and Investments

The Company's books and records detail book values for tangible assets and investments of £391,330 and £250,770 respectively, as at the Appointment Date. The tangible assets are made up of improvements to property, office equipment, fixtures and IT expenditure.

As at the date of this report, these assets have not been realised, however the Joint Administrators will look to realise the value of these assets for the benefit of the Company and an update will be provided in their first progress report.

5.3.3 Cash at Bank

The Joint Administrators understand that the bank balance at the Appointment Date was £6,116. The Joint Administrators have contacted the Company's bank and frozen the accounts for payments and are currently arranging for the credit balance to be remitted to an account under their control.

5.3.4 Intercompany

The Company operated as part of the Group, which gives rise to a complex intercompany position. According to the Group's books and records, the amount owed to the Company from members of the Group totals £6,857,476, however this remains under investigation and a further update will be provided in the Joint Administrators' first progress report.

5.3.5 Prepayments

The Company's books and records detail prepayments with a book value of £31,641. The Joint Administrators are currently investigating the details and breakdown of the prepayments.

A further update will be provided in the Joint Administrators' first progress report.

5.4 Investigations

The Joint Administrators have a statutory obligation to file a report with the Insolvency Service regarding the conduct of all Directors that held office in the three years prior to the Administration. This report must be filed within three months of the date of appointment and the content of this report is confidential.

We are reviewing the affairs of the Company to identify any action which can be taken against third parties in respect of antecedent transactions or other litigation that would increase recoveries for Creditors.

Investigations into the Company's affairs are currently ongoing. The Joint Administrators also have a duty to investigate antecedent transactions which include transactions to defraud Creditors, preference payments and transactions at an undervalue.

Given the commercially sensitive nature of these investigations, it is not appropriate to elaborate on any potential claims at this time.

An update will be provided in the next progress report.

If any Creditor has any information concerning the Company's affairs that they would like to bring to the Joint Administrators' attention, please do so by writing to PureLegal@kroll.com or Kroll Advisory Ltd. The Shard, 32 London Bridge Street, London SE1 9SG.

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5.5 Cost of realisations

There have been no payments made to date, per the Receipts and Payments account provided at Appendix 2 which is self-explanatory.

6 Joint Administrators' Fees and Expenses and Pre-Administration Costs

6.1 Estimated Fees and Expenses

6.1.1 Fees

It is proposed that the Joint Administrators' fee basis is based on the actual time costs incurred. Time is charged in six minute units.

The time costs incurred by the Joint Administrators to 6 November 2021 are detailed at Appendix 4. £21,555 has been incurred, representing 66 hours at an average hourly rate of £325.

The Joint Administrators propose to seek approval to their remuneration from Secured and preferential creditors. This is based upon Management's assumptions around realisation of WIP in PLL and is subject to change.

The estimated amount proposed to be drawn in fees over the life of the Administration is shown in the Fee Estimate at Appendix 5. The total amount indicated effectively acts as a cap on the level of fees to be drawn by the Joint Administrators. If circumstances change and the Joint Administrators propose to draw further fees in the future above the level of the Fee Estimate, they will seek the appropriate approval from the relevant creditors at a later date.

Also attached at Appendix 6 is the Fees Narrative, a summary of key issues, to assist creditors in understanding the strategy of the Administrators, the associated costs and expenses of the related activities and the financial benefit to creditors. Further details of assets and liabilities and the estimated return to creditors, if any, are in the body of this report.

6.1.2 Expenses Estimate

The Joint Administrators' estimate the expenses of the Administration to total approximately £809,563 as detailed in the Expenses Estimate at Appendix 7. This illustrates the estimated expenses for the whole of the Administration and is for information purposes only. No approval is required by creditors. This estimate may change over the course of the Administration, but creditors will be informed of any variations with associated reasons in future progress reports.

6.1.3 Expenses

Expenses are any payments from the Administration which are neither an Administrator's remuneration nor a distribution to a creditor or member. Expenses also include disbursements. Disbursements are payments which are first met by the Administrator and then reimbursed to the Administrator from the Administration.

Expenses are divided into those that do not need approval before they are charged to the Administration (Category 1) and those that do (Category 2).

Category 1 Expenses are payments to persons providing the service to which the expense relates who are not an associate of the Administrator.

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Category 2 Expenses are payments to associates or which have an element of shared costs and require approval from creditors in the same manner as the Administrator's remuneration, whether paid directly from the estate or as a disbursement.

The Joint Administrators' expenses are detailed at Appendix 7.

6.1.4 Additional Information

Also attached at Appendix 6 is the "Fees Narrative", a summary of key issues, to assist Creditors in understanding the strategy of the Joint Administrators, the associated costs and expenses of the related activities and the financial benefit to Creditors. Further details of assets and liabilities and the estimated return to Creditors, if any, are in the body of this report.

Details of how to obtain further information relating to the fees and expenses of the Joint Administrators is set out in Appendix 8.

6.2 Statement of Pre-Administration Costs

Pre-Administration costs are fees, charges and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the Company entered Administration but with a view to it doing so.

6.2.1 Fees

The agreement under which the pre-Administration costs were incurred was with Novitas and CIFL in their capacity as Secured Creditors.

The pre-Administration time costs incurred by the Joint Administrators for the period leading up to the Appointment Date total £19,919, representing 42 hours at an average charge out rate of £478 per hour.

A detailed breakdown of Kroll's time costs incurred pre-Administration is detailed at Appendix 4.

6.2.2 Expenses

The Joint Administrators pre-Administration expenses comprised legal fees incurred by DLA Piper totalling £2,500.

The Joint Administrators confirm that payment of the unpaid pre-Administration costs, as an expense of the Administration, is also subject to the approval of the Secured Creditors and the preferential creditors and does not form part of these Proposals.

7 Dividend Prospects

Please be advised that the outcome for all classes of creditor is dependent on the level of realisations from its assets.

However, the Joint Administrators comment as follows:

7.1 Secured Creditors

Novitas

Novitas provided revolving credit facilities to the Group (namely PLL and PCB), three of which remain outstanding and are overdue for payment.

The logo for KROLL, featuring the word "KROLL" in a bold, black, sans-serif font. The letter "O" is stylized with a circular graphic element inside it.

2021

These loans, each of which expired in March/April, are summarised in the table below:

Facility	Borrower	Facility Limit	Drawn Balances as at 13 October 2021	Expiry Date
9 December 2015	PCB	£500,000	£173,144	2 April 2021
28 June 2016	PLL	£1,225,000	£1,186,955	2 April 2021
19 March 2019	PLL	£500,000	£487,500	19 March 2021
Total Drawn Balance:			£1,847,599	

In consideration for the monies advanced under these practice facilities, the Company granted Novitas debentures, which confer fixed and floating charges over all the assets of the Company on 7 July 2016 and 20 April 2018. Each of the Companies also entered into a cross-company guarantee in favour of Novitas dated 16 October 2020.

As at 13 October 2021, the total indebtedness under these loans was £1,847,599.

At the present time, based on Management's estimates of realisations in PLL, the Joint Administrators anticipate that as first ranking secured creditor, Novitas should be repaid in full, from realisations of the WIP in PLL and therefore based upon this Novitas will not need to claim in the Company's estate.

CIFL

A Coronavirus Business Interruption Loan Scheme ("CBILS") loan of £4.6 million was made available by CIFL to the Company on 16 October 2020. At the same time, and in support of the Company's obligations under the CBILS agreement, each of the Companies entered into a cross-guarantee dated 16 October 2020. Therefore, each of the Companies including PLL, is indebted to CIFL as a director borrower or as a guarantor.

In consideration of the funds advanced under the CBILS loan to PBG, the Company granted CIFL a debenture, which confers fixed and floating charges over all of the assets of the Company on 16 October 2020.

At the present time, based on Management's estimates of realisations in PLL, CIFL will be repaid in full and therefore will not need to claim in the Company's estate.

7.2 Preferential Creditors

As detailed in the Estimated Statement of Financial Position at Appendix 3, the estimated preferential claims are £3,152,314.

The preferential creditor claims consist of employee claims for arrears of pay and holiday pay, the majority of which are likely to be subrogated to the BEIS following payment to the employees by the RPS and secondary preferential claims from HMRC which include claims for VAT, PAYE income tax and employee NIC. Secondary preferential claims are paid after the other preferential claims are settled in full.

Based on current information, it is unlikely that there will be sufficient realisations to pay a dividend to the preferential creditors.

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7.3 Unsecured Creditors

According to the Estimated Statement of Financial Position at Appendix 3, unsecured creditors total £934,775 as at the Appointment Date and can be summarised as follows:

Creditor	£
HMRC – Corporation Tax	33,277
Trade and expense creditors	708,699
Employees (unsecured element)	TBC
Finance Lease	23,953
Accruals	146,818
Other Loans	22,029
Total	934,775

Based on the current information available to the Joint Administrators, it is anticipated that there will be insufficient realisations to enable a distribution to the unsecured creditors. This assumes that there is a shortfall to preferential creditors.

7.3.1 Prescribed Part

The Prescribed Part is calculated as a percentage of net property, as follows:

Net property less than £10,000:	50% unless the Joint Administrator considers that the costs of making a distribution to the Unsecured Creditors would be disproportionate to the benefits.
Net property greater than £10,000:	50% up to £10,000 plus 20% thereafter to a maximum of £800,000.

The Company granted floating charges to Novitas and CIFL on various dates and the Prescribed Part provisions will therefore apply. Based on Management's estimates that Novitas and CIFL will be repaid in full from PLL, the Prescribed Part may not apply

Please note that the estimated creditor figures detailed in the Estimated Statement of Financial Position are taken from Company records and **do not affect creditors' rights to submit a claim.**

If not already done so, creditors of the Company should complete the proof of debt form at Appendix 9 and return this to the Joint Administrators with evidence to support their claim at PureLegal@kroll.com or Kroll, The Shard, 32 London Bridge Street, London SE1 9SG. Creditors should submit their claims against the specific company which incurred the debt.

An update will be provided in the Joint Administrators' next progress report.

8 End of Administration

8.1 Exit from Administration

You will note from the Proposals section 9 below that the Joint Administrators have left the choice of exit route from Administration open so that an alternative strategy can be adopted, should this prove more appropriate at the time.

However, at this stage the Joint Administrators anticipate that the most likely exit route will be Compulsory Liquidation as it may be necessary to enable recovery of intercompany debtor balances from the insolvent estates of other Group companies which is likely to take several years as it is ultimately contingent upon realisation of WIP in PLL associated with ongoing customer claims.

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8.2 Discharge of Liability

In due course, the Joint Administrators propose to seek approval from the Court that they will be discharged from liability in respect of any actions as Joint Administrators upon filing their final Receipts and Payments Account with the Registrar of Companies or their appointment otherwise ceasing.

9 Joint Administrators' Proposals

9.1 Approval of Proposals

The Joint Administrators' Proposals will be deemed approved and a creditors decision on the approval of these Proposals will not be sought, as the Joint Administrators believe the Company will have insufficient property to enable a distribution to be made to unsecured creditors, other than by virtue of the Prescribed Part, as detailed in section 7.3.1.

On the expiry of eight business days from the date that the Proposals are delivered to the creditors, the Joint Administrators' Proposals will be deemed to have been approved by the creditors unless creditors whose debts amount to at least 10% of the total debts of the Company request that a decision procedure is convened.

Further information of the steps required to convene a procedure are detailed at Appendix 8.

9.2 Creditors' Committee

A Creditors' Committee will not be established unless requested by the creditors and sufficient creditors are willing to act as members of the Committee.

The minimum number of committee members is three and the maximum is five.

The Creditors' Committee represents the interest of the creditors as a whole rather than the interests of individuals.

The statutory function of the Creditors' Committee is to assist the Joint Administrators with discharging their responsibilities, including the approval of:

- The basis of remuneration;
- The payment of Category 2 Expenses;
- The payment of unpaid pre-Administration costs; and
- The discharge from liability of any actions taken as Joint Administrators.

Please note that members of the Creditors' Committee are not paid for their time. In order to enable Creditors to make an informed decision, a guidance note on the rights, duties and the functions of Committees can be found at the following link: <https://www.kroll.com/-/media/assets/pdfs-international/uk/creditors-guide/a-guide-for-creditors-march-2017.ashx?la=en-gb&hash=33FCAF379D2B3977216E2D41DB2FFC2F762522E1>

If you would prefer to be sent a paper copy, please contact Josh Guest of this office.

9.3 Creditors' Rights

The Joint Administrators will use a decision-making procedure to seek approval of their Proposals if requested by creditors whose debts amount to at least 10% of the total debts of the Company and the relevant procedures are followed.

Further information on Creditors' rights to request a decision and the relevant procedures required is provided in Appendix 8, Statement of Creditors' Rights.

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In addition, the statement also sets out information on the remuneration and expenses of the Joint Administrators.

9.4 Summary of Proposals

In addition to the specific itemised proposals detailed below, this document in its entirety constitutes the Joint Administrators' Proposals.

The Joint Administrators propose the following:

9.4.1 General

- To continue to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time as the Administration ceases to have effect;
- To do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion, consider desirable or expedient in order to achieve the purpose of the Administration;
- To investigate and, if appropriate, pursue any claims the Company may have for the benefit of the Company's Creditors; and
- Seek an extension to the Administration period if considered necessary.

9.4.2 Distributions

- To make distributions to the secured and preferential creditors where funds allow;
- To make distributions to the unsecured creditor from the Prescribed Part, where applicable.
- To make further distributions to the unsecured creditors over and above the Prescribed Part, if funds become available and apply to court for authority to do so, where applicable.

9.4.3 End of Administration

That the Joint Administrators might use any or a combination of the following exit route strategies in order to bring the Administration to an end:

- Apply to Court for the Administration order to cease to have effect from a specified time and for the return of control to the Directors;
- Place the Company into Creditors' Voluntary Liquidation if deemed appropriate. It is proposed that the Joint Administrators, currently Robert John Armstrong, Michael Vincent Lennon and James Andrew Saunders of Kroll would act as Joint Liquidators should the Company be placed into Creditors' Voluntary Liquidation. The creditors may nominate a different person as the proposed liquidator, provided the nomination is received at this office prior to the approval of these Proposals. Any action required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them;
- Petition the Court for a winding-up order placing the Company into Compulsory Liquidation if deemed appropriate. It is proposed that the Joint Administrators, currently Robert John Armstrong, Michael Vincent Lennon and James Andrew Saunders of Kroll would act as Joint Liquidators should the Company be placed into Compulsory Liquidation without further recourse to creditors. Any action required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them;

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- Take the necessary steps to give notice of move from Administration to dissolution with the Registrar of Companies because (1) the Company has no remaining property which might permit a distribution to its Creditors, and (2) all outstanding matters have been satisfactorily completed.

Alternatively, the Joint Administrators may allow the Administration to end automatically.

The Joint Administrators will be seeking specific agreement to the following resolutions from the Secured Creditors and Preferential Creditors which do not form part of these Proposals.

9.4.4 Remuneration and Pre-Administration Costs

- That the Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration.
- That the Joint Administrators' Fee Estimate provided in Appendix 5 in the total sum of £110,246, is approved;
- That the Joint Administrators be authorised to pay the following expenses to associates in dealing with the Administration ("Category 2 Expenses"):
 - Mileage allowance payments to staff at the rate of 45p per mile
- That the unpaid pre-Administration costs totalling £22,419, as detailed in the Joint Administrators' statement of pre-Administration costs, are approved for payment as an expense of the Administration.
- Where a Creditors' Committee is formed, the Joint Administrator's will seek to obtain approval from the Creditors' Committee.

9.4.5 Discharge of Liability

- That, having obtained Court approval, the Joint Administrators be discharged from all liability in respect of any actions as Joint Administrators upon filing their final Receipts and Payments account with the Registrar of Companies or their appointment otherwise ceasing.
- Where a Creditors' Committee is formed, the Joint Administrator's will seek to obtain approval from the Creditors' Committee.

If you require further information or assistance, please do not hesitate to contact Josh Guest.



Robert Armstrong
Joint Administrator

The affairs, business and property of the Company are being managed by the Joint Administrators, Robert Armstrong, Michael Lennon and James Saunders, who act as agents for the Company and without personal liability. All are licensed by the Insolvency Practitioners Association.

Appendix 1 – Statutory Information

Company information

Company and trading name	Pure Business Group Limited	
Date of incorporation	14 April 2016	
Registered Number	10125023	
Company Director(s)	Amanda Grimes Philip Hodgkinson David Kirby Robert Mares Andrew Scott Jennifer Shaw	
Company Secretary	Not applicable	
Shareholders	Philip Hodgkinson	
Trading address	Fourth Floor Building 8 Princes Parade Liverpool Merseyside	
Registered office	Current: The Shard 32 London Bridge Street London SE1 9SG	Former: Fourth Floor Building 8 Princes Parade Liverpool Merseyside
Any Other trading names	Not applicable	

Administration information

Administration Appointment	The Administration appointment granted in High Court of Justice, Business & Property Courts in Leeds Insolvency & Companies List (ChD), 512 of 2021	
Appointor	Secured Creditor	
Appointment Date	2 November 2021	
Joint Administrators	Robert Armstrong, Michael Lennon and James Saunders	
Original purpose	Achieving a better result for the Company's Creditors as a whole than would be likely if the company were wound up (without first being in Administration)	
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2) of Schedule B1	
Current Administration expiry date	1 November 2022	

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Prescribed Part

The prescribed part is applicable in this case. It has been taken into account when determining the dividend prospects for Unsecured Creditors (Section 7).

Application of EC Regulations

EC Regulations apply and these proceedings will be the Main Proceedings as defined in Article 3 of the EC Regulations.

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Appendix 2 – Receipts and Payments Account

Pure Business Group Limited (In Administration)

Joint Administrators' Receipts and Payment Account for the Reporting Period

Estimated Statement of Financial Position		Reporting Period From 2 November 2021 To 15 November 2021 (£)
Estimated to Realise (£)		
	Floating Charge Asset Realisation	
-	Improvements to Property	-
660	Motor Vehicles	
451	Office Equipment	
4,857	Furniture and Fixtures	
uncertain	IT Expenditure	
uncertain	Investments	-
uncertain	Intercompany	-
uncertain	Prepayments	-
6,116	Cash at bank and in hand	-
40,970	Trade debtors	-
<u>53,054.15</u>		<u>-</u>
	Floating Charge Costs of Realisation	
		<u>-</u>
	Total	<u>-</u>
	Represented By	
	Floating/Main Current Account	-
	Total	<u>-</u>

Appendix 3 – Estimated Statement of Financial Position and Schedule of Creditors

The Joint Administrators have requested that the Directors provide a SoA. To date this has not been received, due to the short time between the Appointment Date and the issuance of this report.

Once received, the SoA will be filed with the Registrar of Companies. Please note that disclosure of the content of the SoA may be restricted with the Court's permission if it is considered that disclosure would be adverse to the interest of creditors.

In the absence of a SoA, the Joint Administrators attach a schedule of creditors' names and addresses and an Estimated Statement of Financial Position

The information has been extracted from the Company's books and records. The Joint Administrators have not carried out any audit or detailed verification work on the information provided and the figures do not include the costs of the Administration.

Employee claims are summarised. Full details are available on request.

The actual level of asset recoveries and claims against the Company might differ materially from the amounts included in the financial information in this statement.

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Pure Business Group Limited (In Administration)

Estimated Statement of Financial Position as at the Appointment Date

	Notes	Book Value	Estimated to Realise
ASSETS	1	£	£
Assets Subject to Fixed Charge		-	-
Assets Subject to Floating Charge		-	-
Improvements to Property	2	265,087	-
Motor Vehicles	3	6,598	660
Office Equipment	4	4,506	451
Furniture and Fixtures	4	48,570	4,857
IT Expenditure	4	66,570	uncertain
Investments	5	250,770	uncertain
Intercompany	6	6,857,476	uncertain
Prepayments	7	31,641	uncertain
Cash at bank and in hand		-	6,116
Trade debtors		68,284	40,970
		7,599,501	53,054
LIABILITIES			
Preferential Creditors			
Less: Preferential Creditors 1 - Employees	8		(47,200)
Less: Preferential Creditors 2 - HMRC			
VAT			(657,765)
PAYE/NIC			(2,447,349)
Estimated Surplus / (Shortfall) to Preferential Creditors			(3,099,260)
Estimated Prescribed Part of Net Property	9		-
Estimated Funds available to Floating Charge Holders			(3,099,260)
Less amounts owed to Secured Creditors			
Novitas - first ranking			(1,847,599)
CIFL (CBILS) - second ranking			(4,600,000)
			(6,447,599)
Surplus / (Shortfall) on floating charge			(9,546,859)
Plus Prescribed Part b/d			-
Total Available to Unsecured Creditors			(9,546,859)
Less:			
Trade Creditors		(708,699)	
Other Loans		(22,029)	
Finance Lease		(23,953)	
HMRC - Corporation Tax		(33,277)	
Accruals		(146,818)	
Employees		TBC	
Total Non-Preferential Unsecured Claims			(934,775)
Estimated Surplus / (Deficiency) as regards to Non-Preferential Unsecured Creditors			(10,481,634)
Share Capital		970	970
Estimated Surplus / (Deficiency) as regards to Members			(10,480,664)

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Notes

1. THE BOOK VALUE FIGURES ARE BASED ON THE COMPANY'S BALANCE SHEET AS AT THE END OF SEPTEMBER 2021, BEING THE LATEST AVAILABLE ACCOUNTS AT THE TIME OF WRITING. THE JOINT ADMINISTRATORS HAVE NOT DONE ANY WORK TO VERIFY THE ACCURACY OF THESE FIGURES. ANY ESTIMATED FUNDS REALISED ARE SUBJECT TO THE COSTS OF THE ADMINISTRATION, SUCH AS AGENTS' FEES, JOINT ADMINISTRATORS' REMUNERATION AND PROPERTY HOLDING COSTS.

2. The Group leases the offices it used; as such, the Joint Administrators do not consider the leasehold improvements to have any realisable value.

3. For physical assets, the Joint Administrators have assumed a 10% recovery rate for illustration purposes only. Actual realisations may differ.

4. Capitalised expenditure may not be capable of realisation. The Joint Administrators will investigate the nature of these assets, to determine if any recoveries will be possible.

5. The Company's investments are all companies within the Group, most of which are now in Administration. As such, it is uncertain that these will have any realisable value.

6. Management accounts show that as at 30 September 2021, the Company's bank account was overdrawn. The estimated to realised figure is based upon the reported bank balances at the Appointment Date.

8. Assumed £800 for each of the 59 staff

9. As there is no net property, there will be no Prescribed Part.

Pure Business Group Limited (In Administration)
Schedule of Creditors

Key	Name	Address	£
	SECURED CREDITORS		
CS00	Close Invoice Finance Limited	10 Crown Place, London EC2A 4FT	4,600,000.00
CS01	Novitas Loans Limited	Wimbledon Bridge House, Hartfield Road, Wimbledon SW19 3RU	1,847,599.00
			6,447,599.00
	PRIMARY PREFERENTIAL CREDITORS		
	Employees		60,000.00
			60,000.00
	SECONDARY PREFERENTIAL CREDITORS		
CH02	HM Revenue & Customs - PAYE	Enforcement & Insolvency Service (EIS), Durrington Bridge House, Worthing, West Sussex, BN12 4SE	2,447,348.51
CH02	HM Revenue & Customs - VAT	Enforcement & Insolvency Service (EIS), Durrington Bridge House, Worthing, West Sussex, BN12 4SE	657,765.46
			3,105,113.97
	UNSECURED CREDITORS		
CA00	ABS UK Ltd	Newcombe Mill, Rosemount Estate, Huddersfield Road, Newcombe Mill, Elland, HX5 0EE	4,113.45
CA01	Agora Business Publications	Nesfield House, Broughton, SKIPTON, North Yorkshire, BD23 3AN	197.56
CB00	Bollington Insurance Brokers Ltd	Clipper House, Chester Road, Stretford, MANCHESTER, Lancashire, M32 8AL	3,595.00
CB01	Brook Street (UK) Ltd	34 George Street, Luton, Bedfordshire, LU1 2AZ	2,268.00
CB02	Anthony Berry	Lime Close, Prestbury, Cheltenham, GL52 3EF	481.70
CC00	Cascade HR Ltd	1 City West, The Boulevard, LEEDS, West Yorkshire, LS12 6NJ	0.01
CC01	Chubb Fire & Security Ltd	United Technologies House, Shadsworth Road, BLACKBURN, Lancashire, BB1 2PR	744.00
CE00	Envy Cleaning Services	Seymour Chambers, 92 London Road, LIVERPOOL, Merseyside, L3 5NW	4,380.00
CE01	Extreme Networks	22 Friars Street, Sudbury, Suffolk, CO10 2AA	7,493.20
CF00	FCS Lasermail Ltd	Wood Lane, Erdington, BIRMINGHAM, West Midlands, B24 9QL	12,382.27
CF01	Forrest Recruitment	296 Manchester Road, Warrington, WA1 3RB	7,499.08
CF02	Friday Ad Ltd	Friday Media Group Ltd, 80 East Street, Brighton, BN1 1NF	394.80
CH03	Health Assured Ltd	The Peninsula, Victoria Place, Manchester, M4 4FB	369.60
CH04	Health Shield	Electra Way, CREWE, Cheshire, CW1 6HS	119.24

Key	Name	Address	£
CH05	Huddersfield Town AFC	The John Smith's Stadium, Stadium Way, HUDDERSFIELD, West Yorkshire, HD1 6PX	490,666.68
CI00	IT Developers	Ryeground House, Ryeground Lane, Formby, LIVERPOOL, Merseyside, L37 7EQ	0.02
CJ00	JobWise	Jobwise, 18-20 Bridge Street, BOLTON, Lancashire, BL1 2EA	4,734.00
CJ01	JRL Occupational Health Solutions Ltd	41 Station Road, Little Sutton, ELLESMERE PORT, Merseyside, CH66 1NU	192.00
CK00	David Kirby	4th Floor, Building 8, Princess Parade, Liverpool, Merseyside, L3 1DL	72.58
CL00	Lexis Nexis	Global Reach, Dunleavy Drive, Cardiff, CF11 0SN	12,594.78
CL01	Liver Elec Services	3 April Rise, BOOTLE, Merseyside, L30 3RY	380.00
CL02	Lyreco UK Ltd	Unit 5, Deer Park Court, TELFORD, Shropshire, TF2 7NB	1,028.81
CN00	NETprotocol	Warth Business Centre, Warth Road, BURY, Lancashire, BL9 9NB	58,257.99
CO00	Oasis UK Ltd	Quadrant 1, Homefield Road, HAVERHILL, Suffolk, CB9 8QB	556.27
CO01	Office Watercoolers Ltd	112-116 Anglesey Court, Wheelhouse Road, Brereton, RUGELEY, Staffordshire, WS15 TUL	77.55
CP00	Pure Legal Costs Consultants	Unit 8, Kings Business Park, Kings Drive, PRESCOT, L34 1PJ	4,200.00
CP01	Peel (Property) Ltd	Peel Dome, The Trafford Centre, MANCHESTER, Lancashire, M17 8PL	1.00
CP02	Penkeths	Bassendale Road, Croft Business Park, WIRRAL, Merseyside, CH62 3QL	1,981.89
CP03	Pinewise Ltd t/a Southport Football Club	The Merseyrail Community Stadium, Haig Avenue, SOUTHPORT, Merseyside, PR8 6JZ	75,700.00
CR02	Royal Mail	185 Farringdon Road, London, EC1A 1AA	10.61
CS00	Sedulo Liverpool Ltd	Regency Court, Deansgate, MANCHESTER, Lancashire, M3 2EN	1,547.16
CS01	Seton	Brady Corporation Ltd, 14 Wildmere Road, BANBURY, Oxfordshire, OX16 3JU	555.53
CS02	Signs Express	The Old Church, St Matthews Road, Norwich, NR1 1SP	497.04
CS03	Softcat PLC	Thames Industrial Estate, Fieldhouse Lane, MARLOW, Buckinghamshire, SL7 1LW	8,038.54
CT00	Talentspa Ltd	Suite 517, Cotton Exchange, Bixteth Street, LIVERPOOL, Merseyside, L3 9LQ	1,050.00
CT01	The Ferguson Family Medical Practice	Berrymead Health Centre, 140 Berrys Lane, SAINT HELENS, Lancashire, WA9 3RP	100.00
CT02	TotalJobs Group	Blue Fin, 110 Southwark Street, London, SE1 0TA	2,358.72
CV00	Vision Express	Mere Way Ruddington Fields Business Park, Ruddington, Nottingham, NG11 6NZ	60.00
CH02	HM Revenue & Customs - Corporation Tax	Enforcement & Insolvency Service (EIS), Durrington Bridge House, Worthing, West Sussex, BN12 4SE	33,276.82
	Other loans		22,028.61
	Finance lease		23,953.00
	Accruals		146,817.75
	Employees		TBC
			934,775.26
			<u>10,547,488.23</u>

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Appendix 4 – Analysis of Time Charged and Expenses Incurred

Analysis of the Joint Administrators' Pre-Administration Time Costs

Pure Business Group Limited (In Administration)							
Analysis of the Joint Administrators' Time Costs for the Pre-Appointment Period							
Classification of Work Function	Managing Director	Manager	Senior	Assistant	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
Administration and Planning							
Cashiering and Accounting	0.00	0.00	0.00	0.10	0.10	20.00	200.00
Dealings with Notice of Intention to Appoint	0.00	4.20	0.00	2.00	6.20	2,850.00	459.68
IPS Set Up and Maintenance	0.00	0.10	0.50	3.10	3.70	861.00	232.70
Strategy, Planning and Control	5.90	14.50	5.30	4.80	30.50	15,612.00	511.87
					40.50	19,343.00	477.60
Creditors							
Dealings with Creditors and Employees	0.00	0.30	0.00	0.00	0.30	178.50	595.00
Non Pref Creditors / Employee claims handling	0.00	0.00	0.00	0.20	0.20	32.00	160.00
Secured Creditors	0.00	0.70	0.00	0.00	0.70	365.50	522.14
					1.20	576.00	480.00
Total Hours:	5.90	19.80	5.80	10.20	41.70		477.67
Total Fees Claimed (£):	4,425.00	11,288.00	2,204.00	2,002.00		19,919.00	

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Joint Administrators' Time Costs to 6 November 2021

Pure Business Group (In Administration)							
Analysis of the Joint Administrators' Time Costs for the Post Appointment Period							
Classification of Work Function	Managing Director	Manager	Senior	Assistant	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
Administration and Planning							
Cashiering and Accounting	0.00	0.00	0.10	1.20	1.30	278.00	213.85
Dealing with Directors and Management (inc	0.50	0.00	0.00	0.00	0.50	375.00	750.00
Statement of Affairs	0.00	0.00	0.20	0.40	0.60	140.00	233.33
Statutory Matters (Meetings, Reports & Notices)	0.00	0.00	2.40	10.70	13.10	2,917.00	222.67
Strategy, Planning and Control	4.40	4.80	1.90	11.80	22.90	7,740.00	337.99
Tax Compliance/ Planning	0.00	0.70	0.00	0.00	0.70	416.50	595.00
					39.10	11,866.50	303.49
Creditors							
Dealing with Creditors/Employees	1.20	0.90	0.30	13.90	16.30	4,131.00	253.44
Non Preferential Creditors/Employee Claims	0.00	0.00	0.00	1.85	1.85	351.50	190.00
					18.15	4,482.50	246.97
Investigations							
Financial Review and Investigations	0.00	0.00	1.30	0.00	1.30	494.00	380.00
					1.30	494.00	380.00
Realisation of Assets							
Freehold and Leasehold Property	0.00	0.80	0.00	0.55	1.35	537.50	398.15
Other Intangible Assets	6.25	0.00	0.00	0.00	6.25	4,062.50	650.00
Sale of Business	0.00	0.20	0.00	0.00	0.20	112.00	560.00
					7.80	4,712.00	604.10
Total Hours:	12.35	7.40	6.20	40.40	66.35		324.87
Total Fees Claimed (£):	8,077.50	3,250.50	2,356.00	7,871.00		21,555.00	

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Narrative of Work Carried Out for the Period to 6 November 2021

The key areas of work have been:

SIP 9 Narrative	
Administration and planning	<ul style="list-style-type: none"> • Monitoring and reviewing the Administration strategy; • Briefing staff on the Administration strategy and matters in relation to workstreams; • Regular case management and reviewing of process including regular team update meetings and calls; • Meeting with management to review and update strategy and monitor progress; • Reviewing and authorising junior staff correspondence and other work; • Dealing with queries arising during the appointment; • Reviewing matters affecting the outcome of the Administration; • Allocating and managing staff/ case resourcing and budgeting exercises and reviews; • Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters; and • Complying with internal filing and information recording practices, including documenting strategy decisions.
Creditors	<ul style="list-style-type: none"> • Updating the list of unsecured creditors; • Responding to enquiries from creditors regarding the Administration and submission of their claims; • Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; and • Providing written and oral updates to the Secured Creditors regarding the progress of the Administration and case strategy.
Statutory and compliance	<ul style="list-style-type: none"> • Ensuring compliance with all statutory obligations within the relevant timescales; • Uploading information to the Creditors' Portal; • Drafting this Statement of Proposals • Running decision procedures; • Preparing and monitoring the fees estimate; and • Preparing and monitoring the expenses estimate.
Cashiering	<ul style="list-style-type: none"> • Opening bank accounts.

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Appendix 5 – Fee Estimate

Pure Business Group Limited (In Administration) The Joint Administrators' Fee Estimate

Classification of Work Function	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
Administration and Planning			
Case Review and Case Diary Management	11.50	5,127.50	445.87
Cashiering and Accounting	16.00	4,740.00	296.25
Dealings with Directors and Management	11.00	6,995.00	635.91
IPS Set up & Maintenance	11.00	2,220.00	201.82
Insurance	3.00	1,205.00	401.67
Statutory Matters (Meetings, Reports and Notices)	31.00	12,545.00	404.68
Strategy Planning	16.00	8,925.00	557.81
Tax Compliance/Planning	6.00	2,595.00	432.50
Total	105.50	44,352.50	420.40
Creditors			
Communications with Creditors / Employees	6.00	1,880.00	313.33
Non Pref Creditors / Employee Claims Handling	4.50	2,252.50	500.56
Non Pref Creditors / Employee Claims Adjudication and	4.50	2,252.50	500.56
Unsecured Creditors	12.00	4,770.00	397.50
Secured Creditors	9.00	4,770.00	530.00
Total	36.00	15,925.00	442.36
Investigations			
Secure Books & Records	4.00	1,615.00	403.75
CDDA, Reports & Communication	21.00	9,735.00	463.57
Financial Review and Investigations	59.00	30,540.00	517.63
Total	84.00	41,890.00	498.69
Realisation of Assets			
Leasehold Property / Utilities	1.50	712.50	475.00
Hire Purchase and Lease Assets	2.00	660.00	330.00
Other Tangible Assets	3.80	1,590.50	418.55
Plant & Machinery & Fixtures & Motor Vehicles	3.50	1,437.50	410.71
Pre-Appointment Tax Reclaims	3.50	1,437.50	410.71
Transfer of Assets / Sale of Business	4.00	2,240.00	560.00
Total	18.30	8,078.00	441.42
Total Hours:	243.80		452.20
Total Fees Claimed (£):		110,245.50	

Appendix 6 – Fee Narrative

Robert Armstrong, Michael Lennon and James Saunders were appointed Joint Administrators of the Company on 2 November 2021.

Introduction

The following information is provided to creditors to enable them to consider the Joint Administrators' remuneration. It is a summary of key issues to assist creditors in understanding the strategy of the Joint Administrators, the associated costs and expenses of the related activities and the financial benefit to creditors.

This document should be read in conjunction with the Joint Administrators' Report to Creditors and Statement of Proposals which provides further details of the assets, liabilities and estimated return to creditors, if any.

Estimated Fee and Expenses

The Joint Administrators propose that their fees be based on Kroll' time costs.

The ability for the Joint Administrators to draw fees is dependent on asset realisations and the authority of creditors. The secured creditor will be asked to approve the basis of the fees and the fee estimate, which will effectively acts as a cap on the fees that can be drawn (subject to the Joint Administrators' ability to seek an increase in the approved amount from creditors if appropriate).

The amount expected to be incurred in time costs by the Joint Administrators over the life of the Administration, assuming the Administration will close by the automatic end date on 1 November 2022 is detailed at Appendix 5 – Fee Estimate.

Appendix 7 illustrates the estimated expenses for the whole of the Administration and is for information purposes (and does not require approval by any class of creditor). This estimate may change over the course of the Administration, but creditors will be informed of any variations with associated reasons in the Joint Administrators' Progress Reports.

Strategy

Administration and Planning

The role of an Administrator is highly regulated, being required to conform to insolvency legislation, industry best practice policies (Statements of Insolvency Practice) and relevant case law. Consequently, the Joint Administrators are obliged to undertake many activities that do not provide a financial benefit to creditors.

The Joint Administrators estimate that they will incur time costs of £44,533 in respect of administration and planning, representing 106 hours at an average charge out rate of £420.

The Joint Administrators expect to undertake the following tasks in incurring these costs:

- Dealing with queries arising during the appointment;
- Reviewing matters affecting the outcome of the Administration;
- Allocating and managing staff / case resourcing and budgeting exercises and reviews;
- Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters;
- Complying with internal filing and information recording practices, including documenting strategy decisions.
- Internal strategic discussions and meetings and completing case reviews at regular intervals;

- General case oversight by senior team members over key issues, including statutory matters;
- Internal strategic discussions and meetings and completing case reviews at regular intervals;
- Filing notices with Companies House at relevant intervals;
- Dealing with tax compliance and returns;
- Preparing and issuing the Joint Administrators' six-month progress report and final report to creditors;
- Regularly reconciling the Administration bank accounts;
- Dealing with queries arising during the appointment;
- Preparing the Proposals and progress reports to creditors;
- Reviewing matters affecting the outcome of the Administration; and
- Complying with internal filing and information recording practices, including documenting strategy decisions.

It is expected that all grades will be involved in these tasks and therefore the average charge out rate is expected to be in line with the average expected charge out rate for the Administration.

Creditors

The Joint Administrators have estimated that they will incur time costs of £15,925 in respect of creditors, representing 36 hours at an average hourly rate of £442.

The Joint Administrators expect to undertake the following tasks in incurring these costs:

- Review completed forms submitted by creditors, recording claim amounts and maintaining claim records;
- Correspondence with all classes of creditors;
- Liaising with the Redundancy Payments Service regarding employee claims;
- Preparing and sending notifications to the Company's clients regarding the arrangements which have been made in respect of their claims;
- Liaising with the Company's pension provider in relation to the Administration; and
- Paying distributions to the Secured Creditors and the preferential creditors.

Time costs in this category do not have a direct benefit for creditors except where they relate to dealing with distributions, however these time costs are necessary to keep creditors informed about the Administration and deal with their queries.

It is expected that these tasks will be undertaken by lower level grades of staff and therefore the average charge out rate is less than the average expected charge out rate for the Administration.

Investigations

It is a statutory requirement that the Joint Administrators provide a report to the DBEIS on the conduct of the Directors in their management of the Company to determine their fitness to act in such a role.

This will entail a broad level of investigation to ensure that best practice standards are met, and the Fee Estimate reflects this standard. In addition the Joint Administrators' have included time costs in their Fee Estimate for Kroll's Cyber Risk team. The Cyber Risk team is responsible for securing the Company's electronic records.

These investigations may or may not lead to further asset recovery so creditors should not assume that this activity will provide a monetary benefit to the Administration estate.

Time costs are expected to total £41,890, representing 84 hours at an average hourly rate of £499 and are likely to include the following tasks:

-
- Managing and reviewing the Company's books and records;
 - Obtaining a backup of the Company's financial and IT records;
 - Analysis of the Company's bank statements for the three-year period leading up to the appointment;
 - Investigating the affairs of the Company to identify any actions available to the company against third parties in respect of antecedent transactions or other litigation;
 - Obtaining records from third parties;
 - Conducting interviews with counterparties and officeholders;
 - Enquiring with counterparties who has raised disputes against the Company;
 - Reviewing pre-appointment transactions; and
 - Submission of the Joint Administrators' statutory report on the directors' conduct to the DBEIS.

It is expected that these tasks will be undertaken by lower level grades and therefore the average charge out rate is less than the average expected charge out rate for the Administration.

Realisation of Assets

The fundamental duty of an Administrator is that of the recovery and realisation of the assets, the Joint Administrators' powers are designed to ensure the effective discharge of this duty. The Joint Administrators must recover the assets of the Company for the benefit of the creditors and must realise the same to affect the best possible distribution. These time costs result in a direct benefit for creditors, as they achieve a sale of assets resulting in realisations for the Administration estate.

Time costs are expected to total £8,078, representing 18 hours at an average hourly rate of £441 and are likely to include the following:

- Liaising with SIA in relation to the Company's tangible assets and the realisation strategy for the same;
- Investigating the Company's Software to determine if it has any realisable value;
- Liaising with the Company's bank to ensure receipt of the credit balances held;
- Reviewing outstanding Trade Debtors and formulating a strategy for their realisation.
- Investigating the Prepayments to ascertain whether any balances are recoverable for the benefit of the insolvent estate;
- Investigating the Intercompany position; and
- Arranging payments to agents and solicitors in a timely manner.

It is expected that these tasks will be undertaken by higher level grades and therefore the average charge out rate is higher than the average expected charge out rate for the Administration. This is required to ensure that the best result is achieved for the benefit of creditors.

Appendix 7 – Expenses Estimate

Pure Business Group Limited (In Administration) ("the Company")
Joint Administrators' Expenses estimate for the entire Administration Period

Notes	Company	Activity	Fee Basis	Reporting Period		Anticipated Future Cost (£)	Estimated Total Cost (£)
				Amount Paid (£)	Amount Incurred (£)		
1	Category 1 Expenses						
2	Professional Advisors						
3	DLA Piper UK LLP	Legal fees and disbursements	Time costs and disbursement cost	0.00	0.00	20,000.00	20,000.00
4	SIA Group Asset Ingenuity Ltd	Work in relation to valuation/sale of tangible assets, property lease review and disbursements incurred.	% of realisation, time cost and fixed fee	0.00	0.00	2,500.00	2,500.00
5	EvolveIS	Dealing with employee matters such as assisting with claims and pension matters.	Time costs	0.00	0.00	3,750.00	3,750.00
				0.00	0.00	26,250.00	26,250.00
6	Estimated Critical Payments						
7	Intercompany Recharges	Critical services provided by the other Companies	As Incurred	0.00	0.00	TBC	TBC
	Staff wages	Key staff to be retained to assist the Administrators	As Incurred	0.00	0.00	37,500.00	37,500.00
	Sprout Brand Partners Limited	Web hosting	As Incurred	0.00	0.00	2,000.00	2,000.00
	Net Protocol	12-month support from the Company's main IT	Per Invoice	0.00	0.00	722,040.00	722,040.00
	Henry Wilson	Henry Wilson to assist in payroll process	As Incurred	0.00	0.00	1,250.00	1,250.00
	Staff pensions	Contribution to staff pension plan	As Incurred	0.00	0.00	12,500.00	12,500.00
				0.00	0.00	775,290.00	775,290.00
	Other						
8	Courts Advertising Limited	Statutory Advertising	Fixed Fee Per Advert	0.00	99.45	198.90	298.35
9	Total Data Management Limited	Storage Costs	Fixed Fee Per Unit	0.00	0.00	500.00	500.00
10	Insolvency Risk Services	Insurance of assets	Fixed Fee Per Unit	0.00	0.00	7,000.00	7,000.00
11	AON UK Limited	Joint Administrators' bond premium	Per Invoice	0.00	0.00	225.00	225.00
				0.00	99.45	7,923.90	8,023.35
	Total Category 1 Expenses (£)			0.00	99.45	809,463.90	809,563.35
	Total Estimated Expenses			0.00	99.45	809,463.90	809,563.35

Notes to Estimated Expenses Schedule

- 1 Category 1 Expenses are payments to independent third parties where there is specific expenditure directly referable to the Administration.
- 2 The Joint Administrators' choice of professional advisors is based on their perception of the experience and ability of the respective firms / individuals to perform their work, the complexity and nature of the assignment and the basis of their fee. Please note that for all professional advisers, costs have been incurred during the post-appointment period but at the time of writing, the figures are not available. These will be updated in the Joint Administrators' next progress report.
- 3 Solicitors to assist the Joint Administrators with ad hoc legal advice.
- 4 Engaged to value and dispose of the Company's fixed assets. Instructed to also complete a lease review.
- 5 EvolveIS instructed to deal with employee matters such as assisting with employee claims and pension matters.
- 6 Critical payments to key suppliers and staff to assist Joint Administrators in effecting the orderly transfer of clients' cases to the Purchasers.
- 7 As noted in this report, the Company will instruct some or all of the other Companies in the Group to provide services to enable the orderly transfer of clients' cases to the Purchasers. The costs of providing these services will be recharged as appropriate, at the prevailing rates used prior to the Administration. It is not possible to forecast these costs at this juncture.
- 8 Net Protocol is the Group's external IT provider which contracts with PBG but the associated costs are properly recharged to PLL.
- 9 Statutory advertising of the Joint Administrators' appointment in the London Gazette is required under insolvency legislation.
- 10 Books and records of the Company will be stored off site with an external provider for at least the duration of the Joint Administration plus one year. In addition, it is a statutory requirement that books and records of the Joint Administrators must be kept for six years after the conclusion of the Administration.
- 11 It is a statutory requirement for insolvency practitioners to have a bond on each case to which they are appointed. The cost is based on the value of the assets.
- 12 Insurance cost for the assets of the Company.

Kroll, being the employer of the Joint Administrators and the staff working on the Administration, is considered an associate of the Joint Administrators.

It is considered that these expenses are fair and reasonable and proportionate to the Administration

The Joint Administrators have the authority to pay Category 1 Expenses without the need for any prior approval from the creditors of the Company.
Category 2 Expenses are to be approved in the same manner as the Joint Administrators' remuneration

The above costs exclude VAT.

Appendix 8 – Statement of Creditors' Rights

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact PureLegal@kroll.com.

Information for Creditors on remuneration and expenses of Administrators

Information regarding the fees and expenses of Administrators, including details of the expense policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "Administration: A Guide for Creditors on Insolvency Practitioner Fees". This can be viewed and downloaded from the Joint Administrators' website at:

<https://www.kroll.com/en-gb/services/restructuring-advisory/creditor-guides-and-employee-fact-sheets>

Should you require a copy, please contact this office.

Creditors may requisition a decision to be made by all of the Creditors for approval of the Joint **Administrator' Proposals under para 52(2) Schedule B1** Insolvency Act 1986

The Joint Administrators shall seek a decision from the Company's creditors as to whether they approve the Proposals if requested by creditors of the Company, whose debts amount to at least 10% of the total debts of the Company. Such a request must be received by the Joint Administrators within eight business days of the date on which the Joint Administrator's Statement of Proposals is delivered.

The request for a requisitioned decision must include a statement of the purpose of the proposed decision and either—

(a) a statement of the requesting creditor's claim together with—

- a list of the creditors or contributories concurring with the request and of the amounts of their respective claims or values, and
- confirmation of concurrence from each creditor; or

(b) a statement of the requesting creditor's debt and that that alone is sufficient without the concurrence of other creditors

Creditor/s may be requested to meet the costs of a requisitioned decision and a deposit will be required for this purpose. These costs may be ordered to be paid as an expense of the Administration if the creditors so resolve.

A requisitioned decision must be made within 28 days of receiving the deposit or the expiry of 14 days without the Administrator informing the requesting creditor of the deposit sum.

2021

Appendix 9 – Proof of Debt Form

2021

Rule 14.4
IR 2016

PROOF OF DEBT - GENERAL FORM

Pure Business Group Limited - In Administration Company Registration Number 10125023	
Date of Administration: 2 November 2021	
1.	Name of Creditor (If a company please also give company registration number and if non-UK, country of registration)
2.	Address of Creditor for correspondence
	Contact telephone number of creditor
	Email address of creditor
3.	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
4.	Details of any documents by reference to which the debt can be substantiated (please attach)
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS DATE
	Are you the sole member of the creditor? YES / NO
	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 Robert John Armstrong	
Administrator Michael Vincent Lennon	

2021

Appendix 10 – Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Appointment Date	2 November 2021 being the date of appointment of the Joint Administrators
Astute	Astute Business Management Consultants Limited (in administration)
ATE Insurance	After the Event insurance
BEIS	Department for Business, Energy & Industrial Strategy
Category 1 Expenses	The Joint Administrators' expenses, in dealing with the Administration, to persons providing the service to which the expense relates and who are not an associate of the Administrator. These expenses can be paid without prior approval
Category 2 Expenses	The Joint Administrators' expenses, in dealing with the Administration, to associates or where there is an element of shared costs. Such expenses require approval by creditors before payment
the Company	Pure Business Group Limited (In Administration) (Company Number: 10125023)
The Companies	The Company, Astute, CCL, PCB, PCL, PCSS, PLL, PRS and PTS, all of which are subject to an Administration order on the Appointment Date
CBILS	Coronavirus Business Interruption Loan Scheme
CCA	Consumer Credit Act
CCL	Connect Costs Limited (in administration)
CIFL	Close Invoice Finance Limited
COVID-19	Coronavirus Pandemic
Creditors' Portal	The Joint Administrators will be uploading the majority of the documents they issue in the Administration to a website, https://www.ips-docs.com/
the Directors	Amanda Grimes, Philip Hodgkinson, David Kirby, Robert Mares, Andrew Scott and Jennifer Shaw, the directors of the Company as at the Appointment Date
DLA	DLA Piper UK LLP

2021

Word or Phrase	Definition
EC Regulation	EC Regulation on Insolvency Proceedings 2000
the Group	Pure Business Group Limited and its subsidiaries
HMRC	HM Revenue and Customs
the Joint Administrators	Robert John Armstrong, Michael Vincent Lennon and James Andrew Saunders of Kroll
Kroll	Kroll Advisory Ltd., The Shard, 32 London Bridge Street, London, SE1 9SG
Management	The management team of the Group
Novitas	Novitas Loans Limited
PALL	Pure Advocacy and Litigation Limited
Perspective	Perspective Investment Fund Vehicle Limited (formerly TVT)
PAYE	Pay As You Earn
PCB	Pure Costs Budgets Limited (in administration)
PCL	Pure Claims Limited (in administration)
PCSS	Pure Claims Support Services (in administration)
PLCC	Pure Legal Costs Consultants Limited
PLL	Pure Legal Limited (in administration)
PRS	Pure Reporting Services Limited (in administration)
PTS	Pure Technology Systems Limited (in administration)
Preferential Creditor	A creditor with a claim that ranks in priority to other unsecured creditors, to floating charge holders and the prescribed part. Preferential debts are either 'ordinary', such as certain employee claims, or 'secondary', such as HMRC's claims for VAT and PAYE income tax, which will rank for payment after the ordinary preferential claims are paid in full.
the Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to Unsecured Creditors
Recovery First / RF	Recovery First Limited (Company Number: SC396353), the purchaser of the business and/or assets of PLL

KROLL

2021

Word or Phrase	Definition
RPS	Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
the Secured Creditors	together Novitas and CIFL
SIA	SIA Group Asset Ingenuity Ltd, independent asset agents and valuers
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SoA	Statement of Affairs, documentation to be supplied by the Director outlining the Company's financial position as at the Appointment Date
SRA	Solicitors Regulation Authority
VAT	Value Added Tax
WIP	Work in Progress

Appendix 11 – Notice about this Statement of Proposals

This Statement of Proposals has been prepared by Robert Armstrong, Michael Lennon and James Saunders, the Joint Administrators of the Company, solely to comply with their statutory duty under Paragraph 49, Schedule B1 of the Insolvency Act 1986 to lay before creditors a statement of their Proposals for achieving the purpose of the Administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purposes, or in any other context.

These Proposals have not been prepared in contemplation of them being used, and are not suitable to be used, to inform any investment decision in relation to the debt of any financial interest in the Company or any other company in the same group.

Any estimated outcomes for creditors included in these Proposals are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Any person that chooses to rely on these Proposals for any purpose or in any context other than under Paragraph 49, Schedule B1 of the Insolvency Act 1986 does so at their own risk. To the fullest extent permitted by law, the Joint administrators do not assume any responsibility and will not accept any liability in respect of these Proposals.

Robert Armstrong, Michael Lennon and James Saunders are authorised to act as insolvency practitioners by the Insolvency Practitioners Association.

The Joint Administrators are bound by the Insolvency Code of Ethics.

The Joint Administrators act as agent for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, Kroll Advisory Ltd. does not assume any responsibility and will not accept any liability to any person in respect of these Proposals or the conduct of the Administration.

2021

Appendix 12 – Notice of Decision Procedure

Section 246ZE
Rule 15.8

The Insolvency Act 1986

Notice of seeking a decision of creditors by correspondence

Name of Company Pure Business Group Limited	Company Number 10125023
In the High Court of Justice, Business & Property Courts in Leeds [full name of court]	Court case number CR-2021-LDS-000512

(a) Insert full
name(s) and
address(es) of
the administrators

We

Robert Armstrong	Michael Lennon	Jimmy Saunders
of:	of:	of:
Kroll Advisory Ltd	Kroll Advisory Ltd	Kroll Advisory Ltd
The Shard	The Chancery	The Shard
32 London Bridge St	58 Spring Gardens	32 London Bridge Street
London SE1 9SG	Manchester M2 1EW	London SE1 9SG

IP number 21332 IP number 24650 IP number 17550

(b) insert full name
and address of
registered office
of the company

hereby give notice to the Creditors of (b) Pure Legal Limited,

The Shard, 32 London Bridge Street, London SE1 9SG

(c) insert number of
decisions enclosed

that, enclosed are (c) six proposed decisions for your consideration. Please indicate below whether you are in favour or against each proposed decision.

Repeat as
necessary for
the number of
decisions required

Proposed Decision 1

That a creditors' committee will not be established unless requested by the creditors and sufficient creditors are willing to act as members of the committee

*delete as
applicable

I am *in Favour/Against

Proposed Decision 2

That the Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration

2021

I am *in Favour/Against

Proposed Decision 3

That the Joint Administrators' fee estimate in the total sum of £110,246 be approved

I am *in Favour/Against

Proposed Decision 4

That the unpaid Joint Administrators' Pre-Administration Costs totalling £22,419 as detailed in the Joint Administrators' statement of pre-Administration costs, be approved for payment as an expense of the Administration.

I am *in Favour/Against

Proposed Decision 5

That the Joint Administrators be authorised to pay the following expenses to associates in dealing with the Administration ("Category 2 Expenses"):

- Mileage allowance payments to staff at the rate of 45p per mile

I am *in Favour/Against

Proposed Decision 6

The Joint Administrators be discharged from all liability in respect of any actions as Joint Administrators upon filing their final Receipts and Payments account with the Registrar of Companies or their appointment otherwise ceasing

I am *in Favour/Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM

Name of Creditor: _____

Signature: _____

Dated: _____

Only to be
completed if the
Creditor has not
signed in person

Name in CAPITAL LETTERS and position with creditor or relationship to creditor or other authority for signature

Decision Date

(d) insert
closing/decision
date

The decision date is (d) 1 December 2021.

(e) insert address to
which form is to be
delivered

This form must be received at (e) Kroll Advisory Ltd., The Shard, 32 London Bridge Street, London SE1 9SG by 23:59 hours on 1 December 2021 in order to be counted.

Further Information and Guidance

Copies of the following documents are available on the website.

- Notice Seeking Deemed Consent;
- Committee Nomination form; and

KROLL

- Proof of Debt form

Creditors can access the Portal at www.ips-docs.com, using the Unique ID provided in the letter to creditors.

Alternatively, paper copies of these documents can be requested free of charge. Requests can be made in writing to Josh Guest at The Shard, 32 London Bridge Street, London SE1 9SG or by email to PureLegal@kroll.com or on 08081 963 791.

Creditors Committee

Should you wish for a creditors' committee be established, you must also submit your nomination(s) for membership. Nominations can be submitted using a paper form which is available on the website.

Any nominations for membership can only be accepted if they are received by 23:59 on the decision date and the Joint Administrators are satisfied as to the Creditors' eligibility under Rule 17.4.

Please note that where a creditors' committee is formed as part of this decision procedure, any votes cast by creditors in relation to proposed decision(s) will be disregarded and requisite approval(s) will be sought from the committee.

Voting

In order to be entitled to vote we must receive from you by 23:59 hours on the decision date, a proof in respect of your claim in accordance with the Insolvency (England and Wales) Rules 2016, failing which your vote will be disregarded. A proof of debt form is available on the website.

Small debts

Any creditor whose debt is treated as a small debt (i.e. £1,000 or less) must still deliver a proof of debt by 23:59 hours on the decision date if they wish to vote.

Opted out Creditors

Any creditor who has opted out from receiving notices may still vote if they submit their vote and provide a proof of debt by 23:59 hours on the decision date.

Delivery of documents

Please allow sufficient time for documents to be delivered by the stated deadlines.

Unless there are exceptional circumstances, a creditor will not be entitled to vote unless a proof of debt, clearly setting out the name and address of the creditor and the amount claimed, has been lodged and admitted for voting purposes.

Unless the contrary is shown, an email is treated as delivered by 9am on the next business day after it was sent.

Request for a Physical Meeting

Creditors who meet one of the thresholds set out in the Insolvency Act 1986 may, within five business days from the date of delivery of this notice, require a physical meeting to be held to consider the proposed decision(s).

In order to do so a creditor must complete and return the physical meeting requisition form, available on the website. The statutory thresholds for requesting a meeting are 10% in value of creditors, 10% in number of creditors, or 10 creditors.

Termination of Correspondence Procedure

If sufficient creditors request a physical meeting, the decision by correspondence procedure will be terminated without a decision being made. The Joint Administrators will then take the necessary steps to convene a physical meeting.

Appeals

A creditor may appeal a decision in accordance with Rule 15.35 by applying to court not later than 21 days after the decision date.

If you require any further details or clarification prior to returning your votes, please contact my office at the details shown.

Authentication

Signed



Robert Armstrong
Joint Administrator

Dated

15 November 2021

Address and
contact details for
correspondence

Administrators' postal address: Kroll Advisory Ltd., The Shard, 32 London Bridge Street,
London SE1 9SG

Alternative contact name and details:

Josh Guest
PureLegal@kroll.com
020 7089 4700

References in this notice to rules and sections are, unless expressly provided otherwise, respectively references to rules of the Insolvency Rules (England and Wales) 2016 and to sections of the Insolvency Act 1986

2021

Appendix 13 – Notice of Invitation to Form a Committee and Nomination and Consent to Act Forms

Pure Business Group Limited (In Administration)

Company number: 10125023

The High Court of Justice, Business & Property Courts in Leeds No. CR-LDS-000512 of 2021

NOTICE OF INVITATION TO FORM A COMMITTEE

The primary purpose of a Committee is to assist the Administrators in fulfilling their duties.

Further detail on the rights, duties and the functions of the Committee can be found here:

<https://www.kroll.com/en-gb/services/restructuring-advisory/creditor-guides-and-employee-fact-sheets>

This is a link to the R3 (Association of Business Recovery Professionals) booklet '**Liquidation / Creditors' Committees and Commissioners: A Guide for Creditors**' issued in conjunction with the Recognised Professional Bodies.

This notice is an invitation to creditors to decide whether a Committee should be established if sufficient creditors are willing to be members of the Committee.

Nominations are therefore invited for membership of the Committee: if you wish to be considered please complete the attached Nomination for Membership of the Committee form.

Nominations (plus a completed Proof of Debt if not already provided) must be delivered to:

Robert Armstrong
Joint Administrator
Kroll Advisory Ltd.
The Shard, 32 London Bridge Street, London SE1 9SG
Email: PureLegal@kroll.com

By 1 December 2021 at 23:59

Nominations will only be accepted if the Joint Administrator is satisfied as to the creditor's eligibility.

Therefore the creditor must have submitted a Proof of 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 purpose of distribution or dividend.



Signed:
Robert Armstrong
Joint Administrator

Dated...15 November 2021.....

2021

Nomination for Membership of the Committee* and Consent to Act

Pure Business Group Limited (In Administration)

Company number: 10125023

A creditor can act in person as a Committee member or appoint a representative to act on their behalf on the Committee.

PART A: Creditor details

..... (Name of creditor),

consent to act as a member of the Committee in respect of Pure Legal Limited – In Administration

Address of Creditor:

.....

.....

.....

Reference:

I consent further to Committee business being conducted by electronic communication as and when appropriate and for this purpose my/our representative's designated email address is:-

.....
(leave blank if consent is not given)

Part B: Creditor's Representative

The following person is duly authorised by proxy to act as the creditor's representative on the Committee:

Name of Representative:

Address of Representative:

.....

.....

.....

Signature of Representative:

Representative's Tel:

Signature of Creditor or authorised person.....

Name in block letters..... Date.....

Position or relationship with creditor/other authority for signature

.....