

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 8 9 1 5 9
Company name in full	Nova Group Holdings Limited

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

2	Administrator's name
Full forename(s)	Andrew
Surname	McTear

3	Administrator's address
Building name/number	Prospect House
Street	Rouen Road
Post town	Norwich
County/Region	
Postcode	N R 1 1 R E
Country	

4	Administrator's name ①
Full forename(s)	Jo
Surname	Watts

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

5	Administrator's address ②
Building name/number	Prospect House
Street	Rouen Road
Post town	Norwich
County/Region	
Postcode	N R 1 1 R E
Country	

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

AM03 Notice of Administrator's Proposals

6 Statement of proposals

☒ I attach a copy of the statement of proposals

7 Qualifying report and administrator's statement ^①

☐ I attach a copy of the qualifying report

☐ I attach a statement of disposal

① As required by regulation 9(5) of The Administration (Restrictions on Disposal etc. to Connected Persons) Regulations 2021)

8 Sign and date

Administrator's
Signature

Signature

X

X

Signature date

^d 1 ^d 4 ^m 0 ^m 3 ^y 2 ^y 0 ^y 2 ^y 4

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	Saskia Peck
Company name	McTear Williams & Wood Limited
Address	Prospect House Rouen Road
Post town	Norwich
County/Region	
Postcode	N R 1 1 R E
Country	
DX	
Telephone	01603 877540



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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

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. Attach this to the relevant form. ①
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) Gary

Surname Ruppig

3 Insolvency practitioner's address

Building name/number Prospect House

Street Rouen Road

Post town Norwich

County/Region

Postcode N R 1 1 R E

Country

Contact Saskia Peck
Direct dial 01603 877852
Email saskiapeck@mw-w.com

Your ref
My ref nova2920/514

**Prospect House
Rouen Road
Norwich
NR1 1RE
Office 01603 877540
Fax 01603 877549**



To all known members and creditors

14 March 2024

Dear Sirs

**Nova Group Holdings Limited (in administration) ("the Company")
In the High Court of Justice No CR-2024-000355**

I refer to the appointment of Andrew McTear, Gary Ruppington and myself as joint administrators of the Company on 19 January 2024.

I am seeking decisions by correspondence from creditors to approve the joint administrators' proposals, approve the joint administrators' pre appointment remuneration and costs, fix the basis of post appointment remuneration for the administration and any subsequent liquidation and approve category 2 expenses. If you wish to vote on the decisions you must complete and return the enclosed voting form to me by no later than 23.59 on 28 March 2024, the decision date. If you have not already submitted proof of your debt please complete the enclosed form and return it to me together with relevant supporting documentation by then.

You are also invited to determine whether to form a creditors' committee and notice of invitation to form a creditors' committee and further instructions are enclosed.

The following documents are attached:

Part A Statement to creditors pursuant to Rule 3.35


- | | | |
|------------|-----|--|
| Appendices | (1) | Administrators' proposals pursuant to paragraph 49 of Schedule B1 |
| | (2) | Directors' statement of affairs as at the date of the administration |
| | (3) | Statutory information |
| | (4) | Administrators' receipts and payments account |
| | (5) | Pre-appointment time cost analysis |
| | (6) | Fee proposal and expenses estimate for administration |
| | (7) | Fee proposal and expenses estimate for liquidation |
| | (8) | Post-appointment time cost analysis |
| | (9) | Statement of accrued expenses |

Part B Notice of decision procedure by correspondence
 Notice of invitation to form a creditors' committee
 Proof of debt and voting form

Please note that the directors' statement of affairs enclosed with the proposals includes personal data of individual creditors as required by the Insolvency Act 1986 and Rules and as such this is a valid use of the personal data and its disclosure is not a breach of the General Data Protection Regulations.

If you have any queries regarding the proposals please contact Saskia Peck at the above address.

Yours faithfully



Jo Watts
Joint Administrator

The joint administrators contract without personal liability. Pursuant to paragraph 45 of Schedule B1 of the Insolvency Act 1986 the Joint Administrators Andrew McTear, Jo Watts and Gary Ruppington are managing the affairs, business and property of the above company.

Enclosures

**Nova Group Holdings Limited (in administration) ("the Company")
In the High Court of Justice No CR-2024-000355**

**Statement to creditors pursuant to rule 3.35 of the Insolvency (England and Wales)
Rules 2016 incorporating the joint administrators' proposals under Paragraph 49 of
Schedule B1 to the Insolvency Act 1986**

1 Introduction

A notice of appointment was filed in Court on 19 January 2024 by the qualifying floating charge holders ("QFCH") under paragraph 14 of Schedule B1 of the Insolvency Act 1986 to appoint Andrew McTear, Jo Watts and Gary Ruppington as joint administrators. Our appointment became effective at 14.58 that day.

2 Brief history

The Company was incorporated on 19 May 2016 under the name Livewire 09 Limited. This was one of a number of 'shell' companies incorporated within a start-up portfolio which were set aside for future allocation under a collective company start-up portfolio umbrella.

The Company became an operating company on 11 May 2017 and was renamed as Galactic HQ Limited which provided various services to the other companies in the start-up portfolio. The Company continued to trade under this name until 15 May 2020 when it assumed an identity as the Holding Company and was renamed Nova Group Holdings Limited. The Company managed the equity assets for a number of portfolio companies in a multi start-up portfolio which included, but was not limited to, high potential start-up organisations.

From 2017 to 2020 the Company operated by providing business and technology services to various start-up companies within the start-up portfolio. These services were also provided through two of the Company's other operating companies, Stellar Central Services Limited ("SCSL") and Nova Cofoundry Limited ("NCL").

The value of the Company's equity holdings increased from £3.8m in 2018 to £6.83m in 2019 and then to £8m in 2020. This showed potential for a large return to shareholders.

To accelerate this growth and help meet shareholder objectives, on 4 February 2021 the Company entered into an agreement with the Future Fund ("FF"), this being a Government scheme to help high potential technology start-ups survive and grow through the Covid-19 pandemic. This was provided by way of a convertible loan note ("CLN") for £2m of which £1m came from the FF and £1m came from matched funding from private investors. The CLN had a three-year term which culminated on 4 February 2024.

From April 2021 the Company changed its business model to concentrate on managing the equity in its portfolio companies. During this period the Company's equity holdings were valued at £9.53m in 2021 and £10.94m in 2022.

In late 2021 SCSL and NCL became involved in a dispute with HM Revenue & Customs ("HMRC") regarding VAT transactions between the various companies within the portfolio totalling approximately £3.54m. SCSL and NCL applied to HMRC for a time to pay agreement in order to reduce the cash flow pressure on the portfolio companies

which were also still dealing with issues which arose as a result of the Covid-19 pandemic. However HMRC declined the time to pay agreement and so the Company attempted to restructure these entities through a company voluntary arrangement ("CVA"). Unfortunately HMRC rejected the proposals of the CVA in their capacity as majority creditor and instead decided to petition for the winding up of both NCL and SCSL. These companies were subsequently placed into compulsory liquidation on 18 October 2023 and 7 February 2024 respectively.

In December 2023 the Company secured in principle support from shareholders for equity funding rounds to convert the FF's CLNs to equity. This was due to complete on 25 January 2024 however on 17 January 2024 the FF issued default loan notices to the Company and its subsidiary portfolio companies under the terms of the CLNs which prevented the proposed conversions. The alleged breaches were disputed by the Company and its portfolio companies. The default notices also triggered the Company's obligation to repay over £4m to the FF and various other shareholders, including a 100% redemption amount which the Company had insufficient funds to repay. As a consequence of the above the QFCHs placed the Company into administration.

Prior to the commencement of the administration my firm did not act as advisors to the Company and no advice was given to the individual directors regarding the impact of the insolvency of the Company on their personal financial affairs.

Neither I or my firm has had any connection with the Company, its directors or shareholders prior to initially being consulted on 11 January 2024 and appointed by the QFCHs on 19 January 2024.

3 Events leading to appointment

On 11 January 2024 I was contacted by the QFCHs' solicitor to discuss the background of the Company and its current financial position. A virtual meeting was subsequently held on 15 January 2024 with the same parties to discuss the options available to them and the Company where it was agreed that an administration would be the most appropriate insolvency process for the Company. A notice of appointment was filed in the High Court on 19 January 2024 and Andrew McTear, Gary Ruppington and I were appointed as joint administrators to manage the affairs, business and property of the Company. The appointment permits Andrew McTear, Gary Ruppington and I to take any actions required either jointly or alone.

4 Actions of the administrators following appointment

The Company holds shares in its portfolio companies so didn't trade as such and had no employees.

Immediately following my appointment I arranged to meet with one of the directors of the Company in London to establish the overall position with the portfolio companies, the involvement of the FF, the default notices received and the likely impact of these, the likely future investment which would be required to enable successful exits for shareholders, the ongoing disputes with HMRC regarding various VAT transactions for a number of the portfolio companies and the position with proposed CVAs and the winding up orders relating SCSL and NCL.

I then held various meetings with the FF, HMRC and the directors/founders of 9 of the 13 portfolio companies which have involvement with the FF to establish the current

position with each company. Possible extensions of the CLNs were explored but ultimately were not possible.

I have also met with the directors/founders of 14 of the portfolio companies not associated with the FF in order to establish their current financial positions and am in the process of arranging meetings with the directors of a further 10 portfolio companies. It is likely that some of these companies may have ceased trading or entered insolvency processes. I have also held various meetings with the QFCHs to provide updates on the progress with the administration and have attended board meetings of one of the FF portfolio companies which achieved a successful conversion of its CLN in 2023.

5 Statement of affairs and other statutory information

5.1 Summary

A statement of affairs as at the date of the administration has been prepared by the directors and submitted to me. I attach as Appendix 2 a copy of that document. I would comment on this as follows:

- The summary of assets provided has not been allocated between the fixed and floating charge held by the QFCHs. It is considered that the investments in the various portfolio companies would be subject to the fixed charge element of the security dated 8 June 2017 with all other assets being subject to the floating charge.
- The investments in the various portfolios are currently uncertain and no estimated to realise value has been provided by the directors.
- The cash at bank has been given an estimated to realise value of nil however we have realised a small amount in respect of this as detailed in section 5.4.
- The unsecured creditor figures provided are considered to include secured amounts owed to the QFCHs which should have been detailed separately. In addition there are potential creditor amounts that have not been included in these figures.
- No amount has been provided for the share capital of the Company however we are aware that this totals approximately £2,537.
- The schedule of creditors provided to accompany the statement of affairs again does not separate out the secured and unsecured amounts owed to the QFCHs, the amounts subject to the security or the date of the security held. However, details of the security can be found in section 5.10.

A summary of statutory information is attached as Appendix 3.

5.2 Shareholdings in portfolio companies – relating to FF

The Company holds shareholdings of various percentages in 13 investee companies which sought funding from the FF. The combined value of the investments made by FF in these portfolio companies totalled just over £8m with a further £8m in private investor match funding.

On 8 February 2024 I held a virtual meeting with the FF at which it confirmed that none of the investee companies would be eligible to extend the CLNs. As a result these companies insolvent as they were all unable to repay their CLNs and the FF advised it would be issuing further default notices once the loans had matured. This is with the

exception of one investee company which successfully converted its FF loan in 2023 and so this company is continuing to trade as normal.

Subsequently the directors of the investee companies have taken steps to place their companies into creditors' voluntary liquidation. I have been unable to contact the director of one of the investee companies but it is unlikely this company has the ability to repay the FF loan monies and so, once the loan has matured and the further default notice has been issued the FF have confirmed that they will take steps to petition for its compulsory winding up.

In addition to the above two of the 13 portfolio companies were wound up prior to my appointment following petitions filed by the FF in October and November 2023. We were appointed joint liquidators in respect of these companies on 7 March 2024.

It is considered extremely unlikely that the Company's shareholdings in the portfolio companies will be of any value apart from its shareholding in the company that converted its CLN in 2023.

5.3 Shareholdings in portfolio companies – not relating to FF

The Company also holds various shareholdings in approximately 50 other portfolio and group companies which did not receive any investment from the FF.

I am currently in the process of arranging meetings with the directors/founders of these companies to establish the position with current trading, the financial positions and level of future funding required, if any, to achieve a successful return to shareholders. To date I have attended meetings with the directors/founders of 11 of these companies. Once initial meetings have been held with all of these investee companies I will have a better understanding of the potential value of these shareholdings.

5.4 Cash at bank

The Company held a bank account with Barclays Bank Plc ("Barclays") which had a credit balance of £4,790 as at the date of our appointment. However, four standing order payments totalling £2,410 were paid out of the Company's account on 22 January 2024 which reduced the balance in the account to £2,380. We wrote to Barclays on 24 January 2024 to advise of the administration, request that the account be frozen and for all credit balances to be transferred to the administration account. Funds of £2,380 were subsequently received on 5 February 2024.

5.5 Accounts receivable

The Company's accounts show accounts receivable of £15,529 which relate to various debts owed by approximately 4 different companies. Of these companies, two are either already in or about to go into liquidation meaning the amounts owed of £3,662 and £4,800 will form unsecured claims in the respective liquidations. I will take steps to lodge proof of debt forms in respect of these claims however any realisations will be dependant on the dividend prospects for unsecured creditors.

With respect to the two remaining debtors I will be writing to each of these companies requesting payment of the outstanding amounts owed being £4,578 and £2,489.

5.6 *Other debtors*

I have been advised that the amount shown in the Company's records relating to 'other debtors' represents the balance of advanced payments made to Ideal Corporate Solutions ("ICS") in relation to the former company voluntary arrangement ("CVA") for SCSL.

These have been used to pay the Nominee's fees and various legal fees and there will be no funds to be returned to the Company.

5.7 *Inter-company loans*

The Company's records show a number of inter-company loans with connected companies totalling approximately £2.75m. The position with these debts and whether we will be able to achieve any recoveries is yet to be established however I am aware that at least £1.8m of the total inter-company loan balance relates to a connected company which is now in compulsory liquidation.

5.8 *VAT repayment from HMRC*

The VAT returns submitted by the Company up to the date of my appointment show a repayment due of £39,772. However, I am aware of an ongoing inspection by HMRC into the Company's VAT affairs so any recovery is uncertain.

5.9 *Preferential creditors*

The Company had no employees meaning there are no preferential creditor claims to account for.

HM Revenue & Customs is a secondary preferential creditor for taxes deducted on behalf of third parties such as VAT, PAYE, employee national insurance contributions, student loan deductions and construction industry scheme deductions. Secondary preferential debts are payable after all ordinary preferential debts have been paid in full and before non-preferential unsecured debts. According to the directors' statement of affairs there are no secondary preferential claims which will need to be dealt with however, as detailed in section 5.8 above, this may change depending on the outcome of HMRC's VAT inspection.

5.10 *Prescribed part*

There are provisions of the insolvency legislation that require an administrator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "floating charge" over its assets. This is known as the "prescribed part of the net property" ("prescribed part"). If the charge is dated on or after 15 September 2003 the prescribed part is calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000 unless dated on or after 6 April 2020 in which case it is subject to a maximum of £800,000.

The Company granted a fixed and floating charge to William Currie and Sir Terence Leahy on 8 June 2017. A second fixed and floating charge was subsequently granted to the same parties on 19 December 2018. Both charges remain outstanding and as they were provided after 15 September 2003 the prescribed part provisions should apply.

It is believed that successful exits will be achievable in respect of at least one of the portfolio companies which should enable the secured creditors to be repaid in full. If this can be achieved then the prescribed part provisions would not apply.

6 Administrator's receipts and payments and expense accruals

I attach a summary of my receipts, payments and expense accruals covering the period from when the company entered administration on 19 January 2024 to the date of these proposals at Appendix 4.

7 Proposed future action

In order to achieve the objective of the administration of the Company I will continue to liaise with the directors/founders of the various portfolio companies to ascertain the viability and future prospects of the individual businesses to determine whether the shareholdings that the Company holds in these companies will be of any realisable value. I will also review the various inter-company loan positions to establish whether any of these funds are likely to be repaid and write to the debtors to request payment of the balances owed.

8 Statutory objectives

As administrators of the company Andrew McTear, Gary Ruppington and I are officers of the Court and must perform our duties in the interests of the creditors as a whole in order to achieve the purpose of the administration. I am therefore required to assess under the first objective in Paragraph 3(1)(a) of schedule B1 of the Insolvency Act 1986 whether it is reasonably practical to rescue the Company as a going concern. I have concluded that this is highly unlikely given the level of secured and unsecured creditors' claims and the future trading prospects of the Company.

I then have to consider whether the second objective in Paragraph 3(1)(b) could be achieved, namely 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 put into administration). We have determined that it is possible that at least one of these portfolio companies could achieve a successful return to shareholders and that the amounts achievable would be sufficient to repay the secured creditor in full and enable a dividend to be paid to unsecured creditors. Therefore I consider that this objective is likely to be achieved.

The insolvency legislation sets a 12 month maximum duration for Administrations, unless the duration is extended by the Court or the creditors. I hope to be able to complete the administration within this time frame and for the Company to move into creditors' voluntary liquidation.

9 Other matters

Pursuant to Paragraph 100(2) of Schedule B1 the joint administrators are entitled to carry out all of the functions of the administrators jointly and or severally and any act required or authorised to be done by them as joint administrators of Nova Group Holdings Limited may be done by either one of them for the time being holding office.

I consider that these are "COMI proceedings" since the Company's registered office and its trading address are in the United Kingdom, such that its centre of main interest is in the United Kingdom.

10 Remuneration and expenses

10.1 Pre appointment

The Company's QFCHs instructed me to advise on the Company's financial position and the options available. The pre-appointment remuneration and expenses for this work are set out below:

Figure 1: Summary of pre appointment remuneration and expenses

Description	Paid pre-appointment £	To be paid £
MWV pre appointment remuneration	nil	10,496
Legal fees and disbursements	4,180	nil
Total	4,180	10,496

Source: Joint administrators' records

I attach at Appendix 5 details showing my pre-appointment time costs incurred by category and staff grade at my firm and would comment on this as follows:

- Attending meetings with the QFCHs and their solicitor to discuss the options available to the Company and details of the administration process.
- Assessing the Company's financial position from the information available and providing advice on this to the QFCHs.
- Reviewing the draft notice of appointment and related documents, discussing these with solicitors and arranging for amendments where required, getting these signed by the QFCH, arranging for documents to be filed in Court and served on necessary parties.

I also assisted the QFCHs to take the appropriate steps to place the Company into administration. This task, together with some of the other tasks mentioned above are required by statute or regulatory guidance, and whilst they do not produce any direct benefit for creditors they still have to be carried out. Appendix 6 also provides details of the work completed pre appointment.

In addition to my own time costs, the below expenses were incurred:

- Ellisons solicitors ("Ellisons") were instructed by the QFCHs to prepare the appointment documents to place the Company into administration. Their costs for this work were £4,000 plus VAT and disbursements of £180 plus VAT (where applicable). These costs have been settled in full by the QFCHs directly meaning there are no residual costs to account for.

For the reasons given above I am satisfied that all of this work has helped towards achieving the statutory objectives and has not unnecessarily harmed the interests of creditors as a whole. Overall this work enabled me to determine that it was reasonably likely that the purpose of administration would be achieved and enabled me to consent to act as joint administrator.

Whilst an element of our pre appointment work and all or most of the legal expenses relate to the making of the appointment and do not require creditor approval it can be difficult to distinguish between that and other pre appointment work that does and so we have adopted a cautious approach and seek approval for all pre appointment remuneration. However, this does not form part of our formal proposals so is dealt with by seeking approval to a separate resolution.

If a creditors' committee is appointed it will be for the committee to approve payment of the pre-appointment fees that have not yet been paid. If a committee is not appointed then the pre appointment remuneration and costs that have not yet been paid will need to be approved by a separate decision from creditors at the same time they decide whether or not to accept these proposals.

I am currently unable to advise on the amount of pre-appointment fees I will draw as this remains dependent on the level of realisations achieved.

10.2 Post appointment

Since I was appointed joint administrator I have carried out the work set out above. I have also held various update meetings with the QFCs as to the progress with the administration. I had to undertake this work either as part of my routine administrative functions or in order to protect and realise the assets of the Company. In addition I have undertaken routine statutory and compliance work such as filing documents relating to my appointment at Companies House, carrying out statutory advertising, sending initial notifications to HM Revenue & Customs, the Company's accountants, solicitors, insurers etc. These are tasks that are required either by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings and whilst they do not provide any direct benefit for creditors they still have to be carried out.

Our post appointment time costs and expenses are summarised below:

Figure 2: Summary of time costs, remuneration charged and category 2 expenses

Period 19 January 2024 to 14 March 2024	Hours	Time costs and expenses recorded £	Accrued	Amount charged £
Remuneration	650	262,653	n/a	262,653
Category 2 expenses				
- photocopying	n/a	nil	8	8
- mileage	n/a	nil	nil	nil
	<u>650</u>	<u>262,653</u>	<u>8</u>	<u>262,661</u>
Average rate per hour	£404			
<i>Source: Joint administrators' records</i>				

I propose that my remuneration for the administration and any subsequent liquidation be approved on a time costs basis for different categories of work as set out in the fee and expenses estimates attached as Appendix 6 and Appendix 7 respectively.

The fee proposal for the administration estimates time costs of £371,417 at a blended rate of £368 per hour and the fee proposal for the proposed liquidation estimates time costs of £281,873 at a blended rate of £390 per hour. These estimates have been provided to creditors at an early stage in the administration, before the commencement of any liquidation and before I have full knowledge of the case. Whilst all reasonable steps have been taken to make these estimates as accurate as possible they are based on my current knowledge of the case and my knowledge of acting as office holder in respect of cases of similar size and apparent complexity. As a result the estimates do not take into account any unknown complexities or difficulties that may arise during the administration of the case.

If time costs incurred on the case exceed the estimates or are likely to exceed the estimates I will provide an explanation as to why that is the case and where appropriate seek a further resolution to an increase in the fee estimates. This may be necessary if our work leads to further areas of investigation, potential further asset recoveries and any associated legal action.

I am currently unable to advise on the amount of post-appointment fees I will draw as this remains dependent on the level of realisations achieved.

A detailed analysis of time costs and expenses for the period 19 January 2024 to 14 March 2024 is attached as Appendix 8. Our time costs include the following areas of work:

- Arranging and attending an initial in person meeting and subsequent virtual meetings with one of the directors of the Company to try and establish its financial position as at the date of appointment and to gather further information as to the assets and liabilities to be dealt with.
- Arranging and attending various meetings with the FF regarding the administration, the terms of the CLNs provided in respect of their investments in a number of the portfolio companies, the default notices previously issued and the FF's proposed course of action following the impending maturity of the CLNs.
- Corresponding and arranging/attending meetings with the directors/founders of the various portfolio companies regarding the effect of the administration on their respective companies, assessing the viability of each individual business along with the future trading prospects and establishing the level of further funding required in order to determine whether there is any likelihood of a successful exit for the benefit of the Company as a shareholder.
- Corresponding with Barclays regarding the Company's account and realising the cash at bank balances held.
- Arranging and attending various update meetings with the QFCs and their solicitor as to the progress with the administration and the outcomes of the initial meetings with the directors, the FF and the directors/founders of the various portfolio companies.
- Liaising with the directors and their delegates to request various information relating to the Company as well as the various portfolio companies to assist with our investigations into the current trading/financial positions of these. This includes raising numerous queries as to the information provided and reviewing the explanations/responses to these.

If a creditors' committee is appointed it will be for the committee to approve our remuneration as joint administrators and category 2 expenses detailed in section 10.4 below. If a committee is not appointed then our remuneration and category 2 expenses will need to be approved by a separate decision from creditors at the same time they decide whether or not to accept these proposals.

10.3 Administration expenses

Attached at Appendix 9 is a statement of the expenses incurred in the administration during the period covered by this report. The major areas of expenditure and the reasons why these were incurred were:

- Ellisons were instructed to provide advice and assistance in respect of various matters which includes but is not limited to dealing with the various portfolio companies which do not have any FF investment, advising on the Company's position as a corporate director of approximately 90 companies which includes the majority of the portfolio companies and writing to the private investors/shareholders of the Company to advise of the administration. They have incurred time costs of £35,608 plus VAT and disbursements of £133 plus VAT (where applicable) in relation to this work.

Our choice of advisors was based on our perception of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

I propose that category 2 expenses, as detailed in the firm's charging and expenses recovery policy may be paid from asset realisations.

10.4 Further information

The relevant creditors' guide to administrators' fees in an administration which came into force in April 2021 and a copy of our trade body R3s 'Insolvency fees and the costs of regulation' guide together with this firm's charging and expenses recovery policy can be found on our website www.mw-w.com by clicking on information hub and then fees and costs or copies can be requested from this office. Our current charge out rates are director £540, associate director/licensed insolvency practitioner £520, associate £490, senior manager/manager £410-£440, assistant manager/senior professional £310-£390, administrator £250, assistant £190, assistant administrator £180 and trainee £90. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

I am required to inform you that I am bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services information and other statutory regulatory information can also be found on our website by clicking on information hub and then key information for creditors.

11 Proposed exit route from administration

It is anticipated that there may be sufficient realisations from the assets to pay a dividend to unsecured creditors, although the likely quantum cannot be determined at this stage.

While the company is in administration other than a dividend from the prescribed part it is only possible to pay a dividend to unsecured creditors with permission of the Court. As there are no unusual circumstances why a dividend from the administration would be more beneficial to creditors than a dividend in liquidation the joint administrators propose that once realisations have been completed the Company be placed into creditors' voluntary liquidation in order to pay a dividend to unsecured creditors and that Andrew McTear, Jo Watts and Gary Ruppington be appointed joint liquidators and be authorised to act either jointly or severally in undertaking their duties as joint liquidators.

However, if there are insufficient realisations from assets to pay a dividend to unsecured creditors, or the funds available to unsecured creditors are only available from the prescribed part the administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.

12 Approval of proposals

I am seeking decisions by correspondence from the creditors to approve my proposals, approve pre administration costs, fix the basis of my remuneration and approve payment of category 2 expenses. If you wish to vote on the decisions please complete and return the enclosed voting form to me by no later than 23.59 on 28 March 2024, the decision date. If you have not already submitted a proof of debt please complete the enclosed form and return it to me together with the relevant supporting documentation no later than 23.59 on 28 March 2024.

Creditors are also invited to decide whether to form a creditors' committee and a notice of invitation to form a creditors' committee and further instructions are enclosed. To enable creditors to make an informed decision as to whether they wish to either seek to form a committee or to nominate themselves to serve on a committee further information can be found on our website by clicking on information hub and then insolvency guides or a copy can be requested from this office.

Should any creditor or group of creditors wish to request a physical meeting of creditors they must do so within five business days of the delivery of the notice that accompanies these proposals. Such requests must be supported by proof of their debt, if not already lodged. I will convene a meeting if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors".

In accordance with Paragraph 83(7) of Schedule B1 of the Insolvency Act 1986 and Rule 3.60(6)(b) of the Insolvency (England and Wales) Rules 2016 creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of the attached proposals and before the proposals are approved by creditors.

13 Investigation

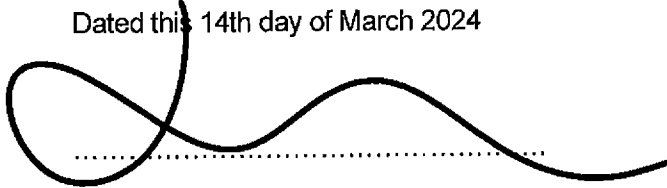
The joint administrators have a duty to investigate the company's affairs and report on the conduct of the directors or any shadow directors and consider any areas of investigation for asset recoveries. I would be pleased to receive any information which may assist in this investigation.

14 Further information

In accordance with Rule 3.35(1)(e) of the Insolvency (England and Wales) Rules 2016 I can advise that these proposals are deemed delivered to creditors on 14 March 2024.

Should you require any further information relating to these proposals or the administration of the company please do not hesitate to contact Saskia Peck on the telephone number shown in the covering letter enclosing these proposals.

Dated this 14th day of March 2024

A large, stylized handwritten signature in black ink, starting with a large loop and ending with a long horizontal stroke.

Jo Watts
Joint Administrator

McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE

Telephone: 01603 877540

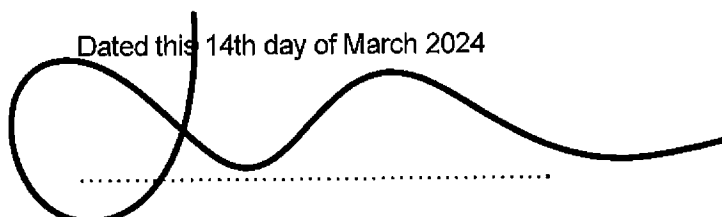
Nova Group Holdings Limited

Joint administrators' proposals

The joint administrators propose that they:

- 1 Do all such things and generally exercise all their powers in order to achieve the purpose of the administration, preserve and where possible enhance the value of the assets in order to maximise realisations for the benefit of creditors generally.
- 2 To continue to realise and deal with the Company's assets as necessary.
- 3 Once the secured and preferential creditors (if any) have been paid in full, and it is clear that there is likely to be a dividend to unsecured creditors, then steps be taken to place the company into creditors' voluntary liquidation pursuant to paragraph 83 of Schedule B1 of the Insolvency Act 1986 and I propose that Andrew McTear, Jo Watts and Gary Ruppington be appointed joint liquidators. The joint liquidators shall be able to act jointly and/or severally.
- 4 In the event that there are insufficient realisations to pay a dividend to unsecured creditors then it is proposed that the company be dissolved pursuant to paragraph 84 of Schedule B1 of the Insolvency Act 1986.
- 5 If no creditors' committee is appointed the joint administrators' remuneration be agreed on a time costs basis for different categories of work as set out in the fee proposal and expenses estimate for administration.
- 6 If no creditors' committee is appointed the proposed joint liquidators' remuneration be agreed on a time costs basis for different categories of work as set out in the fee proposal and expenses estimate for liquidation.
- 7 That category 2 expenses, which are payments to associates or which have an element of shared costs, may be paid from asset realisations in the administration and subsequent liquidation in accordance with the firms charging and expenses recovery policy.

Dated this 14th day of March 2024

A large, stylized handwritten signature in black ink, consisting of a large loop followed by a series of connected curves.

Jo Watts
Joint Administrator

Nova Group Holdings Limited

Statement of Affairs as at 19 Jan 2024

	Book Value		Estimated to Realise	
	£	£	£	£
Summary of Assets				
Investments in JVs at fair value	12,946,888		?	
Cash at bank	4,956		0	
Accounts Receivable	15,529			AJMV? See AR tab
Other Debtors	4,063		0	
Cofoundery Loans	34,212		0	
Nova Cofoundery Ltd - intercompany loan	1,769,117		0	
Nova Founder Payroll - intercompany loan	40,879		0	
AVS Supplies Ltd - intercompany loan	483,277		0	
Nova Growth Capital - intercompany loan	297,166		0	
The Venture Studio loan account	129,004		0	
VAT	39,772		0	
		15,764,862		0
Total Assets Available for Preferential Creditors				0
Less: Preferential Creditors				0
Less: Secondary Preferential Creditors (HMRC)				
Total Assets Available for Unsecured Creditors				0
Trade Creditors	6,052			
HMRC - unsecured	0			
Future Fund	2,593,397			
Box Studio Enterprises loan	152,273			
Stellar Central Services Ltd	40,961			
Ben Zhao Loan	100,000			
Shareholder Loan - Andrew Davidson	789,477			
Shareholder Loan - Paul Morrissey	288,905			
Shareholder Loan - Bill Currie	1,156,429			
Shareholder Loan - Terry Leahy	1,156,364			
		6,283,858		0
Total Deficiency as regards to Creditors				0
Share Capital				0
Total deficiency as regards to Shareholders				0

NGH Schedule of Creditors 19 Jan 24

		Contact Address
Trade		
Baltic Creative	2,591.00	49 Jamaica Street, Baltic Creative Campus, Liverpool, L1 0AH
Everflow	57.27	Everflow Limited, Traynor Hub (T2), Traynor Way, Peterlee, SR8 2RU
Bromley Cleaning	79.20	Unit 23 c/o Big Padlock, Huyton, Liverpool, L36 6BJ
Leaseplan	3,324.56	165 Bath Road, Slough, Berkshire, SL1 4AA
	6,052.03	
Shareholder Loans		
Andrew Davidson	789,476.52	9 Beach Lawn, Waterloo, Liverpool, L22 8QA
Paul Morrissey	288,904.70	20 The Serpentine South, Blundellsands, Merseyside, L23 6UQ
Terry Leahy	1,156,364.09	2 Cannon Place, London, NW3 1EJ
Bill Currie	1,156,429.12	Winakilly Oakfield Avenue, Liverpool, Merseyside, L25 3QJ
	3,391,174.43	
Intercompany Loans		
Stellar Central Services Limited	40,961.27	57 Jordan Street, Liverpool, L1 0BW
Other Loans		
Future Fund	2,593,397.07	10th Floor, 5 Churchill Place, London, E14 5HU
Box Studio Enterprises	152,272.87	
	100,000.00	72 Ramliffes Road, Allerton, Liverpool, L18 1EF
Ben Zhao Loan		
Accruals	54,750.00	
	6,338,607.67	
Potential Creditors - Chinese Loans (NGH is guarantor)		
Tong Xu Loan	208,000.00	4 Mansfield Road, Bootle, UK
Lisha Ma Loan	208,000.00	Flat A1001 9 Owen Street, Manchester, M15 4TN
Ben Zhao Loan	207,500.00	72 Ramliffes Road, Allerton, Liverpool, L18 1EF
Zijun Liu Loan	208,000.00	35 Conway Street, Liverpool, Merseyside, L5 3BA
	831,500.00	

Nova Group Holdings Limited (in administration)**Company information**

- 1 Company number** 10189159
- 2 Date of incorporation** 19 May 2016
- 3 Trading name(s)** None

4 Directors

Name	Appointed	Resigned	Shares held
Andrew John Davidson	19 May 2016	Still in office	12,635,840 ordinary £0.0001 shares
Paul Joseph Morrissey	18 September 2017	Still in office	1,400,000 ordinary £0.0001 shares
Akshay Bhatnagar	18 September 2017	3 March 2020	None
Noel Dennis Guilford	7 June 2019	6 September 2019	None
Zijun Liu	18 September 2017 11 October 2021	4 April 2019 4 October 2022	None
Lisha Ma	30 November 2018 29 October 2021	4 April 2019 4 October 2022	None
Jeremy James Westhead	31 December 2020	30 August 2021	None
Tong Xu	19 March 2018 11 October 2021	4 April 2019 11 October 2021	None
Xinghua Zhao	11 October 2021 4 October 2022	4 October 2022 1 August 2023	None

5 Company secretary(s)

Name	Appointed	Resigned	Shares held
None			

5 Shareholders**Shares held**

Andrew John Davidson	12,635,840 shares	ordinary	£0.0001
Terence Patrick Leahy	5,263,720 shares	ordinary	£0.0001

Catherine Emma Currie	2,631,360 shares	ordinary	£0.0001
Paul Joseph Morrissey	1,400,000 shares	ordinary	£0.0001
William Christopher Currie	2,632,360 shares	ordinary	£0.0001
Crowdcube Nominees Limited	204,809	ordinary	£0.0001 shares
Edward Fletcher	179,180	ordinary	£0.0001 shares
Robert Arnold Fletcher	179,180	ordinary	£0.0001 shares
Janet Olive	119,450	ordinary	£0.0001 shares
The Eastwood Business Trust	59,727	ordinary	£0.0001 shares
Stephen Olive	59,720	ordinary	£0.0001 shares

7 Capital **Authorised:** 25,365,346 ordinary
£0.0001 shares

Issued and fully paid: 25,365,346 ordinary
£0.0001 shares

**8 Business
Addresses**

Trading address: 57 Jordan Street
Liverpool
L1 0BW

Registered office: Prospect House, Rouen
Road, Norwich, NR1 1RE
(changed on 26 January
2024 from 57 Jordan
Street, Liverpool, L1 0BW)

9 Accounts

Period ended	Turnover	Gross profit/ (loss)	Directors' remuneration	Net profit (loss) after tax	Dividends	Balance on profit and loss a/c
	£000	£000	£000	£000	£000	£000
*05/01/2024	(1,413)	(1,413)	unknown	(2,170)	unknown	(2,170)
*05/01/2023	(1,410)	(1,360)	unknown	317	unknown	317

*Indicates figures taken from draft management accounts

10 Reasons for failure

- The inability to repay CLNs issued by the FF
- Increasing scrutiny following articles published in The Times newspaper relating to allegations of misuse and misappropriation of government funding.

Nova Group Holdings Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 14/03/2024

S of A £		£	£
	SECURED ASSETS		
Uncertain	Investments in JVs at fair value	NIL	NIL
	SECURED CREDITORS		
(1,347,273.08)	William Currie and Terence Leahy	NIL	NIL
	ASSET REALISATIONS		
NIL	Accounts Receivable	NIL	
2,379.88	Cash at Bank	2,379.88	
NIL	Other debtors	NIL	
NIL	VAT	NIL	
NIL	Cofoundery Loans	NIL	
NIL	Nova Cofoundery Ltd - intercompany l	NIL	
NIL	Nova Founder Payroll - intercompany l	NIL	
NIL	AVS Supplies Ltd - intercompany loan	NIL	
NIL	Nova Growth Capital - intercompany lo	NIL	
NIL	The Venture Studio loan account	NIL	2,379.88
	COST OF REALISATIONS		
	Statutory Advertising	110.80	(110.80)
	UNSECURED CREDITORS		
(6,052.00)	Unsecured cred - Trade and expense	NIL	
(2,593,397.00)	Future Fund	NIL	
(152,273.00)	Box Studio Enterprise Loan	NIL	
(40,961.00)	Stella Central Services Ltd	NIL	
(100,000.00)	Ben Zhao loan	NIL	
(789,477.00)	Shareholder loan - Andrew Davidson	NIL	
(1,365,520.13)	William Currie and Terence Leahy	NIL	
(288,905.00)	Shareholder loan - Paul Morrissey	NIL	NIL
	DISTRIBUTIONS		
(2,536.53)	Ordinary Shareholders	NIL	NIL
(6,684,014.86)			2,269.08
	REPRESENTED BY		
	Vat Receivable		22.16
	Estate bank a/c - non interest bearing		2,246.92
			2,269.08

Time Entry - Detailed SIP9 Time & Cost Summary

NOVA2920 - Nova Group Holdings Limited
From: 01/01/2024 To: 19/01/2024
Project Code: PRE

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
109 : Standard pre appointment work	2.10	18.80	0.00	4.90	0.00	25.80	10,496.00	406.82
Admin & Planning	2.10	18.80	0.00	4.90	0.00	25.80	10,496.00	406.82
Total Hours	2.10	18.80	0.00	4.90	0.00	25.80	10,496.00	406.82
Total Fees Claimed							0.00	

Fee proposal and expenses estimate for administration

1 Introduction

Insolvency legislation allows us to draw our remuneration as a fixed fee, a percentage of realisations or based on time costs. In this case we propose that our remuneration be fixed by reference to time costs as set out at section 2.

2 Time cost basis fee

I am required to provide a fee estimate for my remuneration to be based on time costs for the whole appointment from beginning to end which I have done at Figure 1 below. However, no two jobs are identical and issues are often encountered that cannot reasonably be foreseen so this may need to be updated as the case progresses.

Figure 1: Fee estimate

Insolvency practitioner fee estimate	Hours	Average rate £	Cost £
Admin and planning			
Post appointment bank account	10	309	3,087
Appointment formalities	79	326	25,728
Checklists & IPS diary	24	325	8,359
Case strategy & reviews	35	422	14,780
Case progression meetings	40	468	18,083
Fees & billing	8	284	2,274
Closing formalities	11	313	3,440
Bonding & pre-appointment insurance	4	304	1,216
	<hr/> 211	<hr/> 367	<hr/> 76,967
Creditors			
Shareholders	4	330	1,320
Secured	17	460	7,795
Preferential – Adjudicate, declare & pay	-	-	-
Unsecured – general correspondence	25	353	8,827
Committee	-	-	-
Employees & RPS	1	250	250
Landlords	-	-	-
Unsecured – adjudicate, declare & pay	-	-	-
Pension	10	165	1,650
Reporting to creditors	57	317	18,070
VAT/Tax	-	-	-
	<hr/> 114	<hr/> 333	<hr/> 37,912
Investigations			
SIP 2/CDDA	39	328	12,774
Books & records	31	372	11,525
Investigating potential claims	180	303	54,611

	250	315	78,910
Realisation of assets			
Debtors	20	385	7,960
Business sale	-	-	-
Insurance	-	-	-
Chattel	14	370	5,180
Property	14	373	5,219
ROT claims	-	-	-
Pre appointment bank account	9	367	3,305
Directors' loan account	-	-	-
Income & expenditure	-	-	-
PPI & similar claims	-	-	-
Pension/life policies	-	-	-
VAT/Tax	13	343	4,462
Civil recovery action & litigation	-	-	-
	70	369	26,126
Case specific			
Dealing with portfolio companies	365	415	151,502
Total insolvency practitioner fee	1,010	368	371,417
Note: Our actual time costs may be more or less than shown in the individual categories shown above and are provided for illustrative purposes only. It is the total costs that we seek approval for.			

Our fee estimate is based on past experience of time costs incurred in similar cases. It may be higher than the estimated asset realisations shown on the directors' statement of affairs but the total acts as a cap on the fees that can be taken on a time costs basis without further approval we have tried to be realistic and to avoid having to seek further approval later on.

The routine work we have/will carry out are the entries ticked at Figure 3. This work is required either by statute, best practice or to practically administer the case in order to discharge our statutory obligations, maximise asset realisations and if there are sufficient funds pay a dividend to creditors.

3 Explanation of work to be undertaken and why it is necessary

Whilst I have provided a comprehensive list of the work that we may undertake I am also required to explain why it needs to be done, whether it is anticipated that the work will provide a financial benefit to creditors and if so what. If the work provides no financial benefit I am required to state that it is required by statute as follows.

Administration and planning: This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with

the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors but has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice which set out required practice that office holders must follow.

Investigations: I am required by legislation to report to the Department for Business, Energy & Industrial Strategy on the conduct of the directors and the work to enable me to comply with this statutory obligation is of no direct benefit to creditors, although it may identify potential recovery actions.

Insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holders are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holders anticipate that the assets will realise the estimated to realise amounts provided to creditors.

Claims of creditors: the office holders needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory functions.

We consider the estimated time costs we will incur in undertaking these tasks in this case will be £371,417 at a "blended" rate of £368 per hour which is a fair and reasonable reflection of the work necessarily undertaken when compared to charges made by other insolvency practitioner firms and the Official Receiver in similar cases.

4 Expenses

We are required to provide an estimate of the likely expenses that we will incur. Expenses are any payments from the estate that are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements which are payments first met by the office holder and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (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 office holder. These expenses are recoverable in full from the estate and can be paid without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on

behalf of the estate, by a recharge of the amount invoiced. Category 2 expenses are payments to associates or which have an element of shared costs. These expenses are recoverable in full from the estate but require creditors approval.

Figure 2: Expenses estimate

Expenses estimate	Cost £
Category 1 and expenses charged to the case	
Statutory advertising	111
Bordereau	30
Searches and Court fees	15
Stationery and postage	40
Storage and archiving costs	65
Travel expenditure	300
Legal fees and disbursements	80,000
	<hr/>
	80,561
	<hr/>
Category 2	
Photocopying	25
	<hr/>
	80,586
	<hr/>

- The legal fees and disbursements relate to the estimated costs of Ellisons and Harrison Clark Rickerbys Limited (who have not yet been formally instructed) in respect of providing advice and assistance in dealing with the various portfolio companies and an allowance for any other future legal matters which may arise.

5 Fee resolution

We intend to put the following decision to creditors "that the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expenses estimate for the administration". Details of our charge out rates and further helpful information about the work we do can be found on our website at www.mw-w.com by clicking on information hub.

Figure 3: Routine work

Admin and planning

Statutory and compliance		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Submitting initial notifications to HM Revenue & Customs.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Arranging for the redirection of the Company's mail.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Completing closing formalities.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post appointment bank account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Setting up estate bank account.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Preparing and processing vouchers for the payment of post appointment invoices.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Creating remittances and sending payments to settle post appointment invoices.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Reconciling post appointment bank accounts.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checklists & IPS diary		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Use of multiple checklists and standard and modified diaries on our case management software.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Case progression meetings		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same. Briefing staff on the case strategy and matters in relation to various work streams. Regular reviews of progress and case management including team update meetings and calls. Reviews, routine correspondence and other work. Allocating and managing staff/case resourcing and reviews. Documenting strategy decisions. 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees & billing		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Preparation of our fee and expenses estimate. Seeking a decision from creditors to fix the basis of remuneration. Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9. 		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonding		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis. <p>Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Creditors

Shareholders

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Secured

- Issuing our initial letter to secured creditors to obtain information and copy charges.
- Considering background to charge and which assets are covered.
- Calculation of the prescribed part and estimated outcomes.
- Agreeing secured creditors claims including checking the validity of security
- Reporting on progress of administration.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment
- Accounting to HM Revenue & Customs for tax.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Creating and updating the list of unsecured creditors.
- Responding to enquiries from creditors regarding submission of their claims.
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.

Committee

Employees & RPS

<ul style="list-style-type: none"> ▪ Agreeing employees claims to claims paid by Redundancy Payments Service. ▪ Managing claims from employees if applicable. ▪ Processing and agreeing Redundancy Payments Service claims. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landlords	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsecured – adjudicate & pay	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Agreeing secured/preferential/client/unsecured claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Corresponding with rejected claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with disputed claims which would materially affect the dividend to other creditors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Issuing a notice of intended dividend and placing an appropriate gazette notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Calculating, declaring and paying a dividend to creditors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Requesting information from pension company and establishing if any claims.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Collating information and reviewing the Company's pension schemes where applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring compliance with our duties to issue statutory notices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Communicating with employees' representatives concerning the effect of the insolvency on pensions.

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Reporting to creditors

Work carried out pre appointment

Work carried out post appointment

Work still to be carried out

- Preparing statutory receipts and payment accounts.
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate.

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Investigations

SIP 2/ CDDA

Work carried out pre appointment

Work carried out post appointment

Work still to be carried out

- Reviewing pre appointment transactions.
- Reporting on the director's conduct to the Insolvency Service.
- Reviewing the questionnaires submitted by the directors of the Company.

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Books & records

Work carried out pre appointment

Work carried out post appointment

Work still to be carried out

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage.
- Collating information from the Company's records regarding assets and /or investigations.

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Investigating potential claims

Work carried out pre appointment

Work carried out post appointment

Work still to be carried out

- Identifying possible causes of action which could lead to a return to creditors.

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▪ Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Considering and discussing merits of potential claims with solicitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Identifying heads of claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Interrogating the books and records to provide evidence, meetings with the directors over a number of months to negotiate a settlement of the claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Instructing solicitors to advise on the merits of the claim and if appropriate to commence action on the claim.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Preparing documents of solicitors and editing draft witness statements and reviewing other documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Realisation of assets

Debtors	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Reviewing outstanding debtors and agreeing debt collection strategy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Liaising with Company credit control staff and communicating with debtors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Reconciling the sales ledger control account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Locating and copying invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Researching queries identified by debtors and agreeing to credit notes and/or disputing the queries.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Seeking legal advice in relation to book debt collections if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Considering merits of taking legal action and pursuing as appropriate, considering or providing further evidence as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Reviewing the inter-company debtor position between the Company and other group companies if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
Business sale				
▪	Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers.	┐	┐	┐
▪	Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable.	┐	┐	┐
▪	Identifying interested parties by reference to information provided by the directors, our own contacts and research of interested buyers.	┐	┐	┐
▪	Sending out memorandums to interested parties and collating return of confidentiality letters.	┐	┐	┐
▪	Chasing up interest and sending additional information.	┐	┐	┐
▪	Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable.	┐	┐	┐
▪	Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable.	┐	┐	┐
▪	Consideration of offers.	┐	┐	┐
▪	Carrying out sale negotiations with interested parties if applicable.	┐	┐	┐
▪	Instructing solicitors to draft sale and purchase agreement.	┐	┐	┐
▪	Issuing press releases and posting information on our website/P-bid as appropriate.	┐	┐	┐
▪	Addressing potential ROT claims arising and other contract specific matters in the sale and purchase agreement.	┐	┐	┐
▪	Agreeing and signing documents, monitoring the terms of sale and collecting the consideration.	┐	┐	┐
Insurance		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪	Arranging ongoing insurance for the Company's business and assets.	┐	┐	┐
▪	Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place.	┐	┐	┐
▪	Reviewing whether any insurance premiums due.	┐	┐	┐

- **Assessing the level of insurance premiums.**

		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Assessing the level of insurance premiums.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chattel				
▪ Liaising with agents regarding any chattel assets and if any residual value.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with any third party claims.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property				
▪ Reviewing the Company's leasehold properties including review of leases if applicable.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Communicating with landlords regarding rent, property occupation and other issues if applicable.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Performing land registry searches if applicable.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Securing, insuring and making ready for sale.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Instructing agents to market, reviewing marketing materials and considering the most appropriate method of sale.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Instructing solicitors.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Liaising with secured creditors.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with tenants and utility companies.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Considering offers and negotiating heads of terms for sale.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Consider, review and amend sale contracts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with rating authorities, planning issues and environmental issues.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Reviewing completion statement, paying fees and costs of solicitors and agents and secured creditors' claims.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROT claims		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	<ul style="list-style-type: none"> Receiving and responding to claims from creditors that claim to have retained title to goods supplied. Establishing terms of business and assets on site. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pre appointment bank account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	<ul style="list-style-type: none"> Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts. Dealing with the Company's pre appointment account. 	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Directors' loan account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	<ul style="list-style-type: none"> Quantifying, agreeing and collecting monies owed by directors, if shown on the statement of affairs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank miss-selling claims & similar		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	<ul style="list-style-type: none"> Reviewing potential claims and instructing agents as necessary. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assets not on statement of affairs		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	<ul style="list-style-type: none"> Dealing with assets identified following appointment which were not detailed on the statement of affairs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out

VAT & tax

▪ Gathering initial information from the Company's records in relation to taxation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Corresponding with the Company's former accountants, HM Revenue & Customs and directors to understand and obtain copies of the previous tax returns and accounts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Calculating and claiming VAT bad debt relief.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Calculating and claiming corporation tax terminal loss relief.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Reviewing the Company's pre-appointment corporation tax and VAT position.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Analysing VAT related transactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Dealing with post appointment tax returns and compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Prepare or instruct accountants to prepare tax returns to reclaim tax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trading

Strategy and management	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Monitoring and controlling the day to day trading of the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Preparing cash flow statements to monitor the cash position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Securing petty cash on site and monitoring spend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with issues in relation to stock and other assets required for trading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Monitoring ongoing trading including attending site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Attending to supplier and customer queries and correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with hauliers to ensure ongoing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Ensuring ongoing provision of emergency and other essential services to site. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ongoing health and safety compliance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Dealing with landlord and property issues. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> General management and supervision of trading carried out by our staff based on site. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with legal and licensing obligations and ongoing monitoring. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> To do all such other things as may be necessary or expedient for the management of the affairs, business and property of the company. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Liaising with staff and trade unions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/purchases	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Attending to supplier and customer queries and correspondence. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Raising, approving and monitoring purchase orders and setting up control systems for trading. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales/contracts	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fee proposal and expenses estimate for liquidation

1 Introduction

Insolvency legislation allows us to draw our remuneration as a fixed fee, a percentage of realisations or based on time costs. In this case we propose that our remuneration be fixed by reference to time costs as set out at section 2.

2 Time cost basis fee

I am required to provide a fee estimate for my remuneration to be based on time costs for the whole appointment from beginning to end which I have done at Figure 1 below. However, no two jobs are identical and issues are often encountered that cannot reasonably be foreseen so this may need to be updated as the case progresses.

Figure 1: Fee estimate

Insolvency practitioner fee estimate	Hours	Average rate £	Cost £
Admin and planning			
Post appointment bank account	14	344	4,820
Appointment formalities	5	369	1,843
Checklists & IPS diary	28	340	9,510
Case strategy & reviews	26	334	8,690
Case progression meetings	38	336	12,760
Fees & billing	7	349	2,440
Closing formalities	18	331	5,960
Bonding & pre-appointment insurance	1	340	340
	<u>137</u>	<u>338</u>	<u>46,633</u>
Creditors			
Shareholders	6	326	1,960
Secured	34	307	10,440
Preferential – adjudicate, declare & pay	-	-	-
Unsecured – general correspondence	25	314	7,840
Committee	-	-	-
Employees & RPS	-	-	-
Landlords	-	-	-
Unsecured – adjudicate, declare & pay	22	316	6,960
Pension	3	320	960
Reporting to creditors	41	313	12,840
VAT/Tax	-	-	-
	<u>131</u>	<u>313</u>	<u>41,000</u>
Investigations			
SIP 2/CDDA	-	-	-
Books & records	15	421	6,320
Investigating potential claims	109	420	45,780

	124	420	52,100
Realisation of assets			
Debtors	17	415	7,056
Business sale	-	-	-
Insurance	-	-	-
Chattel	-	-	-
Property	3	401	1,204
ROT claims	-	-	-
Pre appointment bank account	-	-	-
Directors' loan account	-	-	-
Income & expenditure	-	-	-
Pension/life policies	-	-	-
VAT/Tax	15	425	6,380
Civil recovery action & litigation	62	510	31,620
	97	478	46,260
Case specific			
Dealing with portfolio companies	234	410	95,880
Total insolvency practitioner fee	723	390	281,873
Note: Our actual time costs may be more or less than shown in the individual categories shown above and are provided for illustrative purposes only. It is the total costs that we seek approval for.			

Our fee estimate is based on past experience of time costs incurred in similar cases. It may be higher than the estimated asset realisations shown on the directors' statement of affairs but the total acts as a cap on the fees that can be taken on a time costs basis without further approval we have tried to be realistic and to avoid having to seek further approval later on.

The routine work we have/will carry out are the entries ticked at Figure 3. This work is required either by statute, best practice or to practically administer the case in order to discharge our statutory obligations, maximise asset realisations and if there are sufficient funds pay a dividend to creditors.

3 Explanation of work to be undertaken and why it is necessary

Whilst I have provided a comprehensive list of the work that we may undertake I am also required to explain why it needs to be done, whether it is anticipated that the work will provide a financial benefit to creditors and if so what. If the work provides no financial benefit I am required to state that it is required by statute as follows.

Administration and planning: This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors but has to be undertaken by the office holders to meet their requirements under the insolvency

legislation and the Statements of Insolvency Practice which set out required practice that office holders must follow.

Investigations: Insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holders are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holders anticipate that the assets will realise the estimated to realise amounts provided to creditors.

Claims of creditors - the office holders need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory functions.

Dividends - the office holders have to undertake certain statutory formalities in order to enable them to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors directly.

We consider the estimated time costs we will incur in undertaking these tasks in this case will be £281,873 at a "blended" rate of £390 per hour which is a fair and reasonable reflection of the work necessarily undertaken when compared to charges made by other insolvency practitioner firms and the Official Receiver in similar cases.

4 Expenses

We are required to provide an estimate of the likely expenses that we will incur. Expenses are any payments from the estate that are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements which are payments first met by the office holder and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (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 office holder. These expenses are recoverable in full from the estate and can be paid without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced. Category 2 expenses are

payments to associates or which have an element of shared costs. These expenses are recoverable in full from the estate but require creditors approval.

Figure 2: Expenses estimate

Expenses estimate	Cost £
Category 1 and expenses charged to the case	
Statutory Advertising	222
Searches and Court fees	12
Stationery and postage	40
Storage and archiving costs	65
Travel expenditure	150
Legal fees and disbursements	55,000
	<hr/>
	55,489
Category 2	
Photocopying	25
	<hr/>
	55,514
	<hr/>

- The legal fees and disbursements relate to the estimated costs of Ellisons and Harrison Clark Rickerbys Limited in respect of providing continued advice and assistance in dealing with the portfolio companies as well as an allowance for any other future legal matters which may arise.

5 Fee resolution

We intend to put the following decision to creditors “that the proposed joint liquidators’ remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expenses estimate for the liquidation”. Details of our charge out rates and further helpful information about the work we do can be found on our website at www.mw-w.com by clicking on information hub.

Figure 3: Routine work

Admin and planning

Statutory and compliance		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information. ▪ Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment. ▪ Submitting initial notifications to HM Revenue & Customs. ▪ Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales. ▪ Arranging for the redirection of the Company's mail. ▪ Completing closing formalities. 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post appointment bank account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Setting up estate bank account. ▪ Preparing and processing vouchers for the payment of post appointment invoices. ▪ Creating remittances and sending payments to settle post appointment invoices. ▪ Reconciling post appointment bank accounts. 		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Checklists & IPS diary		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Use of multiple checklists and standard and modified diaries on our case management software. 		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Case progression meetings			
	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Briefing staff on the case strategy and matters in relation to various work streams.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Regular reviews of progress and case management including team update meetings and calls.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Reviews, routine correspondence and other work.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Allocating and managing staff/case resourcing and reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Documenting strategy decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fees & billing			
	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Preparation of our fee and expenses estimate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Seeking a decision from creditors to fix the basis of remuneration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bonding			
	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪ Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.

Creditors

Shareholders

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Secured

- Issuing our initial letter to secured creditors to obtain information and copy charges.
- Considering background to charge and which assets are covered.
- Calculation of the prescribed part and estimated outcomes.
- Agreeing secured creditors claims including checking the validity of security
- Reporting on progress of administration.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment.
- Accounting to HM Revenue & Customs for tax.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.

Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▪ Creating and updating the list of unsecured creditors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Responding to enquiries from creditors regarding submission of their claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Committee			
▪ Forming a creditors' committee, reporting and liaising as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees & RPS			
▪ Dealing with queries from employees regarding various matters relating to their employment if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Issuing claim information to employees and assisting employees to complete online applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Correspondence with employees to establish pay during notice period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Reviewing employment contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Liaising with Job Centre Plus, union representatives and payroll providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Communicating and corresponding with HM Revenue & Customs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> ▪ Agreeing employees claims to claims paid by Redundancy Payments Service. ▪ Managing claims from employees if applicable. ▪ Processing and agreeing Redundancy Payments Service claims. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landlords	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsecured – adjudicate & pay	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims. ▪ Agreeing secured/preferential/client/unsecured claims. ▪ Corresponding with rejected claims. ▪ Dealing with disputed claims which would materially affect the dividend to other creditors. ▪ Issuing a notice of intended dividend and placing an appropriate gazette notice. ▪ Calculating, declaring and paying a dividend to creditors. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Pension	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> ▪ Requesting information from pension company and establishing if any claims. ▪ Collating information and reviewing the Company's pension schemes where applicable. ▪ Ensuring compliance with our duties to issue statutory notices. ▪ Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> ▪ Communicating with employees' representatives concerning the effect of the insolvency on pensions. 	<input type="checkbox"/>	<input type="checkbox"/>	Work still to be carried out
Reporting to creditors			
<ul style="list-style-type: none"> ▪ Preparing statutory receipts and payment accounts. ▪ Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate. 	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

Investigations

SIP 2/ CDDA			Work still to be carried out
<ul style="list-style-type: none"> ▪ Reviewing pre appointment transactions. ▪ Reporting on the director's conduct to the Insolvency Service. ▪ Reviewing the questionnaires submitted by the directors of the Company. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Books & records			Work still to be carried out
<ul style="list-style-type: none"> ▪ Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage. ▪ Collating information from the Company's records regarding assets and /or investigations. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	

Investigating potential claims			Work still to be carried out
<ul style="list-style-type: none"> ▪ Identifying possible causes of action which could lead to a return to creditors. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<ul style="list-style-type: none"> Continuing investigations with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considering and discussing merits of potential claims with solicitors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Identifying heads of claims. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Interrogating the books and records to provide evidence, meetings with the directors over a number of months to negotiate a settlement of the claims. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Instructing solicitors to advise on the merits of the claim and if appropriate to commence action on the claim. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Preparing documents of solicitors and editing draft witness statements and reviewing other documents. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Realisation of assets

Debtors	Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
<ul style="list-style-type: none"> Reviewing outstanding debtors and agreeing debt collection strategy. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Liaising with Company credit control staff and communicating with debtors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reconciling the sales ledger control account. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Locating and copying invoices. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Researching queries identified by debtors and agreeing to credit notes and/or disputing the queries. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Seeking legal advice in relation to book debt collections if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considering merits of taking legal action and pursuing as appropriate, considering or providing further evidence as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reviewing the inter-company debtor position between the Company and other group companies if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
Business sale				
▪	Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Identifying interested parties by reference to information provided by the directors, our own contacts and research of interested buyers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Sending out memorandums to interested parties and collating return of confidentiality letters.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Chasing up interest and sending additional information.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Consideration of offers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Carrying out sale negotiations with interested parties if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Instructing solicitors to draft sale and purchase agreement.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Issuing press releases and posting information on our website/IP-bid as appropriate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Addressing potential ROT claims arising and other contract specific matters in the sale and purchase agreement.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Agreeing and signing documents, monitoring the terms of sale and collecting the consideration.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪	Arranging ongoing insurance for the Company's business and assets.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Reviewing whether any insurance premiums due.
- Assessing the level of insurance premiums.

Chattel

Property

ROT claims		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	▪ Receiving and responding to claims from creditors that claim to have retained title to goods supplied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Establishing terms of business and assets on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre appointment bank account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	▪ Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Dealing with the Company's pre appointment account.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Directors' loan account		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	▪ Quantifying, agreeing and collecting monies owed by directors, if shown on the statement of affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank miss-selling claims & similar		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	▪ Reviewing potential claims and instructing agents as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assets not on statement of affairs		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
	▪ Dealing with assets identified following appointment which were not detailed on the statement of affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VAT & tax		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪	Gathering initial information from the Company's records in relation to taxation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Corresponding with the Company's former accountants, HM Revenue & Customs and directors to understand and obtain copies of the previous tax returns and accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Calculating and claiming VAT bad debt relief.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Calculating and claiming corporation tax terminal loss relief.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Reviewing the Company's pre-appointment corporation tax and VAT position.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Analysing VAT related transactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Dealing with post appointment tax returns and compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪	Prepare or instruct accountants to prepare tax returns to reclaim tax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trading

Strategy and management		Work carried out pre appointment	Work carried out post appointment	Work still to be carried out
▪	Monitoring and controlling the day to day trading of the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Preparing cash flow statements to monitor the cash position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Securing petty cash on site and monitoring spend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Dealing with issues in relation to stock and other assets required for trading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Monitoring ongoing trading including attending site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Attending to supplier and customer queries and correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	Dealing with hauliers to ensure ongoing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▪ Ensuring ongoing provision of emergency and other essential services to site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ongoing health and safety compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dealing with landlord and property issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ General management and supervision of trading carried out by our staff based on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Compliance with legal and licensing obligations and ongoing monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ To do all such other things as may be necessary or expedient for the management of the affairs, business and property of the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees			
▪ Liaising with staff and trade unions.	<input type="checkbox"/>	Work carried out post appointment	Work still to be carried out
▪ Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities/purchases			
▪ Attending to supplier and customer queries and correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Raising, approving and monitoring purchase orders and setting up control systems for trading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales/contracts			
• Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions.	<input type="checkbox"/>	Work carried out post appointment	Work still to be carried out

Time Entry - Detailed SIP9 Time & Cost Summary

NOVA2920 - Nova Group Holdings Limited
From: 19/01/2024 To: 14/03/2024
Project Code: POST

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : Post appointment bank account	0.30	1.20	0.00	0.90	1.10	3.50	1,107.00	315.29
113 : Appointment formalities	2.60	35.40	0.00	21.70	11.40	71.10	24,841.00	349.38
114 : Checklists & IPS diary	0.10	10.00	0.00	4.80	0.20	15.10	5,447.00	360.73
115 : Case strategy & reviews	3.90	17.80	0.00	3.90	0.00	25.60	11,216.00	438.13
117 : Case progression meetings	2.10	22.00	0.10	0.70	0.00	24.90	12,118.00	486.59
118 : Fees & billing	0.00	0.40	0.00	0.10	0.20	0.70	233.00	332.86
120 : Bonding and pre appl insurance	0.00	1.10	0.40	0.30	0.20	2.00	899.00	349.50
Admin & Planning	9.00	87.90	0.50	32.40	13.10	142.90	55,659.00	389.50
600 : Case specific	47.40	160.20	19.70	15.70	3.90	246.90	109,507.00	443.53
Case Specific Matters	47.40	160.20	19.70	15.70	3.90	246.90	109,507.00	443.53
503 : Shareholders	0.00	0.20	0.00	0.60	0.50	1.30	344.00	264.62
504 : Secured	0.00	10.20	0.00	0.30	0.00	10.50	4,818.00	458.86
506 : Unsecured - general correspondence	0.70	5.70	0.00	5.50	0.20	12.10	4,335.00	358.26
508 : Employees & RPS	0.00	0.00	0.00	0.30	0.00	0.30	75.00	250.00
513 : Pension	0.00	0.10	0.00	0.50	4.40	5.00	573.00	114.60
514 : Reporting to creditors	2.00	8.00	0.00	14.00	3.90	27.90	8,573.00	307.28
Creditors	2.70	24.20	0.00	21.20	9.00	57.10	18,718.00	327.81
202 : SIP2 / CDDA	0.70	1.00	7.80	1.30	3.50	14.30	4,481.00	313.36
204 : Books and records	0.20	16.10	0.30	3.70	1.30	21.60	8,370.00	387.50
205 : Investigating potential claims	33.60	45.70	3.40	0.00	30.40	113.10	42,934.00	379.61
Investigations	34.50	62.80	11.50	5.00	35.20	149.00	65,785.00	374.40
301 : Debtors	0.00	5.60	2.10	0.00	0.00	7.70	3,610.00	468.83
305 : Business sale	14.40	0.00	0.00	0.00	0.00	14.40	7,776.00	540.00
307 : Chattel	0.30	0.60	7.50	1.70	0.00	10.10	3,802.00	376.44
308 : Property	0.00	8.00	0.00	1.60	0.80	10.20	3,876.00	380.00
311 : Pre appointment bank account	0.00	4.60	0.00	1.30	0.00	5.90	2,244.00	380.34
320 : VAT / Tax	0.00	2.40	0.00	1.70	1.30	5.40	1,676.00	310.37
Realisation of Assets	14.70	21.20	9.60	6.30	1.90	53.70	22,984.00	428.01
Total Hours	108.30	356.30	41.30	80.60	63.10	649.60	262,653.00	404.33
Total Fees Claimed							0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

NOVA2920 - Nova Group Holdings Limited
Project Code: POST
From: 19/01/2024 To: 14/03/2024

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
30/01/2024	Photocopying	7.50
Total		7.50

Appendix 9

Nova Group Holdings Limited (in administration)

Statement of accrued expenses for the period 19 January 2024 to 14 March 2024

Nature of expense	Details	Amount of accrued expense £
Professional fees		
Legal fees & disbursements	Ellisons solicitors	35,741
		<hr/>
		35,741
		<hr/>
Sundry expenses		
Stationary & postage		21
Bordereau		30
Storage & archiving costs		65
Company searches and Court fees – Land Registry		3
Travel expenses		53
		<hr/>
		172
		<hr/>
Category 2 expenses		
Photocopying		8
		<hr/>
		8
		<hr/>
		35,921
		<hr/>

Notice to creditors of decisions by correspondence

Nova Group Holdings Limited (in administration)
In the High Court of Justice No CR-2024-000355

Formerly known as: Galactic HQ Ltd
Trading as: N/A
Company number: 10189159

NOTICE IS GIVEN by Andrew McTear, Jo Watts and Gary Ruppington of decisions required under paragraph 51 of Schedule B1 of the Insolvency Act 1986 on the following matters:

- 1 That the joint administrators' proposals be approved.
- 2 That the joint administrators' pre appointment remuneration and costs, the details of which are set out in the joint administrators' proposals and issued with the notice of the decision procedure be approved.
- 3 That the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expenses estimate for the administration.
- 4 That the proposed joint liquidators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expenses estimate for the liquidation.
- 5 That the joint administrators and proposed joint liquidators' be permitted to recover category 2 expenses.

The final date for votes is 28 March 2024, the decision date.



14 March 2024

Jo Watts
IP number: 23310
Joint Administrator

Explanatory notes

- a In order for their votes to be counted creditors, including small debts of £1,000 or less, must submit to me their completed voting form so that it is received at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE by no later than 23.59 hours on 28 March 2024. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote being disregarded.
- b Creditors must lodge proof of their debt (if not already lodged) at the offices of McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE by no later than 23.59 on 28 March 2024, without which their vote will be invalid.
- c Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
- d When considering decisions regarding the approval of my remuneration if I only receive votes from creditors who I consider may be associates of mine under the provision of Statement of Insolvency Practice 9 these will be relied upon.

- e The director's statement of affairs enclosed with the joint administrators' proposals discloses the required content in accordance with paragraph 49 of Schedule B1 of the Insolvency Act 1986 and Rule 3.35 of the Insolvency (England and Wales) Rules 2016. Accordingly, a schedule of creditors names and addresses forms part of the director's statement of affairs. As a result of the overriding statutory requirement this disclosure does not form a breach of the General Data Protection Regulations.
- f Creditors may, within five business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s). Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
- g Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of the Insolvency (England and Wales) Rules 2016 about creditors' voting rights and majorities, by applying to Court under Rule 15.35 of the Insolvency (England and Wales) Rules 2016 within 21 days of 28 March 2024, the decision date.

Creditors requiring further information regarding the above should contact Jenny Randell at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE or by telephone on 01603 877548 or by email at jennyrandell@mw-w.com.

Notice of invitation to form a creditors' committee

Nova Group Holdings Limited (in administration)
In the High Court of Justice No CR-2024-000355

Company number: 10189159

NOTICE IS GIVEN by Andrew McTear, Jo Watts and Gary Ruppington to the creditors of the above named company that the following decision required by Rule 3.39 of The Insolvency (England and Wales) Rules 2016 is sought by way of a deemed consent procedure:

- 1 Creditors are invited to determine whether a creditors' committee should be established. In this case a decision by deemed consent is being proposed that a creditors' committee should not be established. It is open to creditors to object to that decision as set out in the explanatory notes below.

Please note that unless 10% in value of the creditors who would be entitled to vote at a qualifying decision procedure object to this decision then it will be automatically approved on 28 March 2024, the decision date.



14 March 2024

Jo Watts
IP number: 23310
Joint Administrator

Explanatory notes

- a If you object to the decision being sought and you do wish to form a committee or nominate any person to act as a member of the committee creditors, including small debts of £1,000 or less, must write to me either by email to objections@mw-w.com or by post to McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE so that it is received by no later than 23.59 hours on 28 March 2024, the decision date, together with proof of their debt, without which their objection will be invalid.
- b Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to object to the decision provided they have lodged proof of their debt.
- c Creditors should note that it is my responsibility as the convener of the procedure to determine whether any objections received are requisite for the deemed consent procedure to end without the decision being made. If requisite objections are received then I will write to creditors to seek approval for this decision by a qualifying decision procedure.
- d Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of the Insolvency (England and Wales) Rules 2016 about creditors' voting rights and majorities, by applying to Court under Rule 15.35 of the Insolvency (England and Wales) Rules 2016 within 21 days of 28 March 2024, the decision date.
- e Creditors may, within five business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
- f A committee may be formed if a minimum of three and a maximum of five creditors are willing to become members.
- g Nominations can only be accepted for a creditor to become a member of the committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.

- h The specified date for receipts of nominations for creditors to act as a member of the committee under Rule 3.39 of the Insolvency (England and Wales) Rules 2016 is 28 March 2024, the decision date.
- i Further information on the rights, duties and functions of a committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at www.mw-w.com by clicking on information hub and then key information for creditors. If you require a hard copy please contact Saskia Peck on 01603 877548.

Creditors requiring further information regarding the above should contact Saskia Peck at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE or by telephone on 01603 877852 or by email at saskiapeck@mw-w.com.

Rule 14.4 PROOF OF DEBT - GENERAL FORM**In the matter of Nova Group Holdings Limited (in administration)
and in the matter of The Insolvency Act 1986**

Date of administration order 19 January 2024

1.	Name of creditor (if a company please also give company registration number)	
2.	Address of creditor for correspondence	
3.	Telephone number of creditor	
4.	Email address of creditor	
5.	Total amount of claim, including any Value Added Tax as at the date the company went into administration. Less: any payments made after that date in relation to the claim; any deductions for discounts (except a discount for immediate or early settlement) which would have been available but for the insolvency proceedings; and any adjustment as a result of set-off. Total claim, including VAT.	£ £ £
6.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at their discretion as may the chair or convenor of any decision procedure].	
7.	If amount in 5 above includes outstanding uncapitalised interest please state amount.	£
8.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	

9.	Particulars of any security held, the value of the security, and the date it was given.	£
10.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	
	Date	

Claim and voting form

Nova Group Holdings Limited (in administration)
In the High Court of Justice No CR-2024-000355

Decision date: 28 March 2024

Name of Creditor _____

Address _____

Amount of claim £ _____

Please vote on each decision

That the joint administrators' proposals be approved.

FOR/AGAINST*

That the joint administrators' pre appointment remuneration and costs, the details of which are set out in the joint administrators' proposals and issued with the notice of the decision procedure be approved.

FOR/AGAINST*

That the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expense estimate for the administration.

FOR/AGAINST*

That the proposed joint liquidators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee proposal and expenses estimate for the liquidation.

FOR/AGAINST*

That the joint administrators and proposed joint liquidators' be permitted to recover category 2 expenses.

FOR/AGAINST*

*** delete as applicable**

Signature _____ **Date** _____

Name in CAPITAL LETTERS _____

Position with creditor or relationship to creditor or other authority for signature

