

## The Insolvency Act 1986

**Administrator's progress report**

Pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986

Name of Company

Scottish Highland Hotels Limited

Company number

SC055493

(a) Insert full  
name(s) and  
address(es)  
of  
administrator  
(s)

I (a) Paul David Williams

Administrator of the above company attach a progress report for the period

from

(b) 11 September 2014

to

(b) 10 March 2015

(b) Insert  
dates

Signed



Administrator

Dated 10 April 2015

**Contact Details:**

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

	Tel
DX Number	DX Exchange



SCT 13/04/2015 #29  
COMPANIES HOUSE

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, 4th Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF  
DX 235 Edinburgh / LP 4 Edinburgh-2

MONDAY

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# **Progress Report to Creditors**

10 April 2015

**Carlton Hotel (Edinburgh) Limited  
Scottish Highland Hotels Limited  
Stirling Highland Hotel Limited  
(All in Administration)  
(together "the Group")**

Administrator's Progress Report to Creditors  
for the period from 11 September 2014 to 10 March 2015  
pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986  
(as amended)

**Duff & Phelps Ltd.  
The Shard  
32 London Bridge Street  
London SE1 9SG**

## Definitions

Word or Phrase	Definition
The Administrator	22 December 2014 onwards – Paul David Williams of Duff & Phelps
the Act	The Insolvency Act 1986 (as amended)
Addleshaw Goddard	Addleshaw Goddard LLP, solicitors instructed by the Administrator
the Appointment Date	11 September 2014, being the date of appointment of the Administrator
Category 2 Disbursements	The Administrator's internal costs and expenses in dealing with the Administrations
DBIS	The Department for Business, Innovation and Skills
the Director	Declan McKelvey, the director of all of the companies in the Group
Duff & Phelps	Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG
EC Regulation	EC Regulation on Insolvency Proceedings 2000
the English & Welsh Companies	Combe Grove Manor Hotel & Country Club Limited, Furlong Cotswolds Limited, Furlong Hotels Limited, Old Ship Hotel (Brighton) Limited, Paramount Hotels Limited, Paramount Hotels (Basingstoke) Limited, Paramount Hotels (Daventry) Limited, Paramount Hotels (Hinckley) Limited, Paramount Hotels Walton Hall Limited, Paramount Hotels Services Limited, UK Hotels (Finance) Plc, Paramount Hotels Group Limited, Paramount Hotels Holdings Limited, Paramount Hotels Investments Limited and The Lygon Arms Hotel Limited (All in Administration)
the Group	Carlton Hotel (Edinburgh) Limited, Scottish Highland Hotels Limited and Stirling Highland Hotel Limited (All in Administration)
Hilco	Hilco Appraisal Europe, valuation agents instructed by the Administrator
HMRC	HM Revenue and Customs
the Joint Administrators	11 September 2014 to 22 December 2014 - Paul David Williams, Paul John Clark and David John Whitehouse of Duff & Phelps
Knight Frank	Knight Frank LLP, valuation agents instructed by the Administrator
LSREF or the Secured Creditor	LSREF III Wight Limited, the holder of various charges and securities registered against the Group
MMS	Maclay Murray and Spens LLP, solicitors instructed by the Administrator

the Parent Company	UK Group of Hotels plc (In Administration)
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential unsecured creditors
the Proposals	The report to creditors and statement of proposals dated 27 October 2014
the First Progress Report	The Administrator's Progress report to Creditors dated 28 January 2015
the Purchaser	The purchasers of the businesses and assets of the Group as detailed in the Proposals
the Reporting Period	11 September 2014 to 10 March 2015
RPS	Redundancy Payments Service
the Rules	Insolvency (Scotland) Rules 1986 (as amended)
the Security Trustee	Hudson Agency Services Limited
the Wider Group	Combe Grove Manor Hotel & Country Club Limited, Furlong Cotswolds Limited, Furlong Hotels Limited, Old Ship Hotel (Brighton) Limited, Paramount Hotels Limited, Paramount Hotels (Basingstoke) Limited, Paramount Hotels (Daventry) Limited, Paramount Hotels (Hinckley) Limited, Paramount Hotels Walton Hall Limited, Carlton Hotel (Edinburgh) Limited, Scottish Highland Hotels Limited, Stirling Highland Hotel Limited, Paramount Hotels Services Limited, UK Hotels (Finance) Plc, Paramount Hotels Group Limited, Paramount Hotels Holdings Limited, Paramount Hotels Investments Limited and The Lygon Arms Hotel Limited (All in Administration)
SIP 9	Statement of Insolvency Practice 9 (Scotland) – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SOA	Statement of Affairs, documentation supplied by the Director outlining the Group's financial position as at the Appointment Date
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006

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1. Statutory Information
2. Administrator's Receipts and Payments Accounts
3. Analyses of Time Charged and Expenses Incurred
4. Statement of Claim Forms

**1. Introduction**

- 1.1 All companies in the Group were placed into Administration on the Appointment Date by the Director of the companies pursuant to Paragraph 22 of Schedule B1 to the Act.
- 1.2 The Court References in relation to the appointments are detailed at Appendix 1.
- 1.3 In accordance with Rule 2.51 of the Rules, Paul John Clark and David John Whitehouse resigned from office as Joint Administrators on 22 December 2014. Pursuant to Paragraph 98 of Schedule B1 to the Act, Paul John Clark and David John Whitehouse were released from liability on filing their resignations on 22 December 2014.
- 1.4 Paul David Williams continues in office as Administrator.
- 1.5 This report should be read in conjunction with the Proposals and the First Progress Report.
- 1.6 Statutory information regarding all companies in the Group is attached at Appendix 1.

**2. Report and Statement of Proposals**

- 2.1 As advised in the Proposals, the Administrator must perform his functions with the purpose of achieving one of the following hierarchical objectives:
  - Rescuing the Company as a going concern; or
  - Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or
  - Realising property in order to make a distribution to one or more secured or preferential creditors.
- 2.2 For more information regarding the Administrator's pursuit of the above, please refer to the Proposals.
- 2.3 In accordance with Paragraph 52(1) of Schedule B1 to the Act, creditors' meetings were not required to be held as there will be insufficient realisations to enable distributions to non-preferential unsecured creditors other than from the Prescribed Part. No meetings were convened and in accordance with Rules 2.25(3) and 2.31 of the Rules, the Proposals were deemed to have been approved by creditors on 11 November 2014 in respect of each company in the Group.

**3. Progress of the Administrations**

- 3.1 The manner in which the affairs and business of the Group have been managed since the appointment of the Administrator and will continue to be managed and financed are set out below.

**Sale of Businesses and Assets**

- 3.2 As advised in the Proposals, a sale of the businesses and certain assets of the Group completed on 11 September 2014 shortly following the appointments. For further details including a breakdown of the sale consideration per company and the events leading up to the sale transactions, please refer to the Proposals. The sale consideration breakdown per company is also detailed at Appendix 2.

### Book debts

- 3.3 As previously advised, the Group's book debts were excluded from the sale agreements.
- 3.4 As at the Appointment Date, the Group had outstanding book debt ledgers, as set out below. The Purchaser has agreed to collect the book debts. The book debt collections for the Reporting Period are detailed below:

Company	Book Debt Ledger as at 11 September 2014	Collections for the period 11 September 2014 to 10 March 2015	Outstanding Balance
Carlton Hotel (Edinburgh ) Limited	1,060,623	(802,006)	258,617
Scottish Highland Hotels Limited	602,641	(398,698)	203,943
Stirling Highland Hotel Limited	458,639	(294,737)	163,902
	<b>2,121,903</b>	<b>(1,495,441)</b>	<b>626,462</b>

- 3.5 Of the £1,495,441 collected to date, the net collections after booking agent commissions, credit card commissions and credit notes will total £1,382,985.
- 3.6 As at 10 March 2015 total cash of £2,315,747 had been received into the Administrator's accounts from customers of which £1,364,274 is book debt collections and £951,473 was unreconciled. The unreconciled funds are made up of unallocated book debt receipts and customer deposits owed to the Purchaser.
- 3.7 The collection process is subject to ongoing reconciliation and review. Further information regarding book debt collections will be provided in the Administrator's next progress report.

### Intercompany Book Debts

- 3.8 The position remains the same as that detailed in the First Progress Report. Any dividends to be paid regarding intercompany claims will be paid directly to LSREF via the Security Trustee and no realisations are anticipated.

### Cash at bank

- 3.9 The following cash balances have been realised and no further realisations are expected.

Company	Cash at bank as at 11 September 2014 £
Carlton Hotel (Edinburgh) Limited	582,072
Scottish Highland Hotels Limited	611,964
Stirling Highland Hotel Limited	363,408

#### **Cash in Transit**

- 3.10 The Administrator is currently liaising with the Purchaser to reconcile cash in transit with the Group's merchant service providers as at the Appointment Date. Further details will be provided in the Administrator's next progress report.

#### **Deposit held by Royal Bank of Scotland Plc**

- 3.11 As previously advised, a £120,000 deposit is held by Royal Bank of Scotland Plc in respect of the direct debit and credit card facilities operated by the Wider Group. Following a full reconciliation of the accounts, the Administrator will assess whether this deposit is recoverable. Further details will be provided in the Administrator's next progress report.

#### **Business Rate Refunds**

- 3.12 The Administrator realised business rate refunds totalling £19,056 during the Reporting Period in respect of Scottish Highland Hotels Limited.

#### **Other Matters**

- 3.13 During the Reporting Period, the Administrator has assisted the Purchaser with post integration matters including assisting with the transfer of key supplier and business partner agreements and minimising creditor claims accordingly.

#### **4. Investigations**

- 4.1 The Administrator's investigations into the Group's affairs have concluded satisfactorily.
- 4.2 The Administrator has a statutory obligation to file a separate report in respect of each company in the Group with DBIS concerning the conduct of the directors that held office in the three years prior to the Appointment Date and the content of these reports is confidential.
- 4.3 There are no outstanding lines of enquiry.

#### **5. Dividend Prospects / Prescribed Part**

##### **Secured Creditors**

- 5.1 As at 29 August 2014, the Wider Group's indebtedness to LSREF was £327,520,160, subject to accruing interest, charges and costs.
- 5.2 Deemed fixed and floating charge distributions totalling £60,346,598 were made to the Secured Creditor on 11 September 2014.
- 5.3 Further floating charge cash distributions totalling £1,500,000 were made during the Reporting Period.
- 5.4 Please note that further floating charge cash distributions totalling £555,000 were made after the Reporting Period.
- 5.5 It is anticipated that there will be insufficient asset realisations to repay LSREF in full. Each company in the Group is unable to repay the full amount of the cross-guaranteed debt to LSREF in full.



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**Preferential Creditors**

- 5.6 The Group has no employees and therefore no preferential claims are anticipated.
- 5.7 Please note the hotels' staff were all employed by one of the English and Welsh Companies, Paramount Hotels Services Limited, and were all transferred pursuant to TUPE to Hotel Collection Services Limited on 11 September 2014.

**Prescribed Part**

- 5.8 It is anticipated that there will be sufficient asset realisations to enable distributions to be made from the Prescribed Part to the non-preferential unsecured creditors of all companies in the Group. The quantum and timing of the distributions are currently uncertain.

**Unsecured Creditors**

- 5.9 There will be insufficient asset realisations to enable a distribution to the non-preferential unsecured creditors in respect of all of the companies in the Group, other than from the Prescribed Part noted above.
- 5.10 Creditors of the Group should complete the appropriate statement of claim form(s) at Appendix 4 and return them to the Administrator. Creditors should only complete the form(s) regarding the company / companies that their debt is due from.

**6. Administrator's Receipts and Payments Accounts**

- 6.1 Detailed receipts and payments accounts for all companies in the Group in respect of the Reporting Period are shown at Appendix 2.

**7. Pre-Administration Costs**

- 7.1 On 28 November 2014 the Pre-Administration costs (plus VAT) were approved by the Secured Creditor. All of these costs have now been paid in full out of the relevant Administration estates.

**8. Administrator's Costs and Expenses**

- 8.1 In accordance with Rule 2.25(1)(j) of the Rules, the basis upon which the Administrator's remuneration is fixed is by reference to the time properly given by him and his staff in attending to the matters arising in the Administrations. Approval for this basis was agreed by the Secured Creditor on 28 November 2014. Category 2 disbursements were also approved on 28 November 2014.
- 8.2 The time costs charged in the Reporting Period by Duff & Phelps are as analysed at Appendix 3 and totals as follows:

Company	Time Costs Charged in the Reporting Period
Carlton Hotel (Edinburgh) Limited	41,960
Scottish Highland Hotels Limited	43,071
Stirling Highland Hotel Limited	40,948
	<u>125,979</u>

- 8.3 Following the Reporting Period, the Administrator obtained approval from the Secured Creditor to draw the following remuneration and this has subsequently been drawn in full.

Company	Interim Remuneration
Carlton Hotel (Edinburgh) Limited	20,000
Scottish Highland Hotels Limited	20,000
Stirling Highland Hotel Limited	20,000
	<u>60,000</u>

- 8.4 The Administrator has incurred expenses in dealing with the Administrations and these, together with the Administrator's disbursements, are detailed at Appendix 3.
- 8.5 Information regarding the fees and disbursements of Administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work in respect of the Group, is in a document called "A Creditors' Guide to Administrators' Fees". This can be viewed and downloaded from the Administrator's website at <http://www.duffandphelps.com/uk-restructuring/creditor-guides>. Should you require a copy, please contact this office.
- 8.6 In accordance with Rule 2.39A(5) any creditor (with the support of at least 25% in value of the creditors or the permission of the court), may apply to the court on the grounds that the remuneration or basis fixed for the Administrator's remuneration or the expenses incurred by the Administrator are considered to be excessive. The application must be made no later than 8 weeks after receipt of the progress report for the accounting period in which the charging of the remuneration or the incurring of expenses in question occurs.

## **9. Conclusion and Ending the Administrations**

- 9.1 At present, the Administrator is of the opinion that once all outstanding Administration matters have been satisfactorily completed, it is likely that the Administrator will give notice to the Registrar of Companies that all companies in the Group be dissolved.
- 9.2 Should the companies in the Group be dissolved, notices to move from Administration to Dissolution – Forms 2.26B ("the Notices") will be submitted to the Registrar of Companies pursuant to Paragraph 84 of Schedule B1 to the Act.
- 9.3 Following registration of the Notices by the Registrar of Companies, the Administrator's appointments will cease to have effect, and he will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Act.
- 9.4 At the end of three months beginning with the date of the Notices being registered by the Registrar of Companies the companies in the Group will be dissolved.

**10. Next Report**

- 10.1 The Administrator's next progress report to creditors is due by no later than 21 October 2015, covering the period 11 March 2015 to 10 September 2015.
- 10.2 If you have any queries or require further assistance, please contact Sebastien Johnson of this office.

For and on behalf of  
The Group

A handwritten signature in black ink, appearing to be 'Paul Williams', written over a horizontal line.

**Paul Williams**  
Administrator

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The affairs, business and property of the Group are being managed by the Administrator, Paul Williams, who acts as an agent for the Group and without personal liability and is licensed by the Insolvency Practitioners' Association.

**Appendix 1**

**Statutory Information**

**Statutory Information – Carlton Hotel (Edinburgh) Limited**

<b>Date of Incorporation</b>	14 September 1970
<b>Registered Number</b>	SC047923
<b>Court Reference in relation to Appointment:</b>	The Court of Session, Parliament House, Parliament Square, Edinburgh Court Reference: P885/14
<b>Company Director</b>	Mr Declan McKelvey, 1 Melrose Court, Lincoln Road, Wilmslow, Cheshire, SK9 2HD
<b>Company Secretary</b>	None
<b>Shareholder</b>	IFT Nominees Limited
<b>Trading Address</b>	The Carlton Hotel, 19 North Bridge, Edinburgh, EH1 1SD
<b>Registered Office</b>	<b>Current:</b> c/o Maclay Murray & Spens LLP 1 George Square Glasgow G2 1AL  <b>Former:</b> 15 Atholl Crescent Edinburgh EH3 8HA
<b>Any Other Trading Names</b>	The Carlton Hotel, Edinburgh

**Statutory Information – Scottish Highland Hotels Limited**

<b>Date of Incorporation</b>	18 April 1974
<b>Registered Number</b>	SC055493
<b>Court Reference in relation to Appointment:</b>	The Court of Session, Parliament House, Parliament Square, Edinburgh Court Reference: P886/14
<b>Company Director</b>	Mr Declan McKelvey, 1 Melrose Court, Lincoln Road, Wilmslow, Cheshire, SK9 2HD
<b>Company Secretary</b>	None
<b>Shareholder</b>	IFT Nominees Limited
<b>Trading Addresses</b>	<ul style="list-style-type: none"><li>• The Marine Hotel, 8 Crosbie Road, Troon, KA10 6HE</li><li>• Redworth Hall Hotel, Redworth, Nr Darlington, Newton, Aycliffe, Co Durham, DL5 6NL</li></ul>
<b>Registered Office</b>	<b>Current:</b> c/o Maclay Murray & Spens LLP 1 George Square Glasgow G2 1AL  <b>Former:</b> 15 Atholl Crescent Edinburgh EH3 8HA
<b>Any Other Trading Names</b>	<ul style="list-style-type: none"><li>• The Marine Hotel, Troon; and</li><li>• Redworth Hall Hotel</li></ul>

**Statutory Information – Stirling Highland Hotel Limited**

<b>Date of Incorporation</b>	20 June 1988
<b>Registered Number</b>	SC111734
<b>Court Reference in relation to Appointment:</b>	The Court of Session, Parliament House, Parliament Square, Edinburgh Court Reference: P884/14
<b>Company Director</b>	Mr Declan McKelvey, 1 Melrose Court, Lincoln Road, Wilmslow, Cheshire, SK9 2HD
<b>Company Secretary</b>	None
<b>Shareholder</b>	IFT Nominees Limited
<b>Trading Address</b>	The Stirling Highland Hotel, Spittal Street, Stirling, FK8 1DU
<b>Registered Office</b>	<b>Current:</b> c/o Maclay Murray & Spens LLP 1 George Square Glasgow G2 1AL  <b>Former:</b> 15 Atholl Crescent Edinburgh EH3 8HA
<b>Any Other Trading Names</b>	The Stirling Highland Hotel, Stirlingshire

**Appendix 2**

**Administrator's Receipts and Payments Accounts**



**Receipts and Payments Account**  
**Carlton Hotel (Edinburgh) Limited**  
**(In Administration)**

Statement of Affairs Estimated to Realise Value		For the period 11 September 2014 to 22 December 2014		For the period 23 December 2014 to 10 March 2015		Total
		Fixed Charge	Floating Charge	Fixed Charge	Floating Charge	
£		£	£	£	£	£
37,800,000.00	Receipts	37,800,000.00	-	-	-	37,800,000.00
343,000.00	Freehold Land & Property	-	343,000.00	-	-	343,000.00
33,412.00	Plant & Machinery	-	33,412.00	-	-	33,412.00
-	Stock	-	4,480.00	-	-	4,480.00
1.00	Cash Float	-	1.00	-	-	1.00
1.00	Business Rights	-	1.00	-	-	1.00
1.00	Customer Contracts	-	1.00	-	-	1.00
1.00	Transferred Records	-	1.00	-	-	1.00
1.00	Residual Assets	-	1.00	-	-	1.00
306,127.00	Cash at Bank	-	582,072.42	-	-	582,072.42
-	Unallocated Cash	-	-	-	483,902.94	483,902.94
1,006,808.00	Book Debts	-	782,063.78	-	-	782,063.78
-	Bank Interest Gross	-	174.43	-	283.33	457.76
<u>39,651,351.00</u>		<u>37,800,000.00</u>	<u>1,725,209.83</u>	<u>0.00</u>	<u>484,186.27</u>	<u>40,009,392.90</u>
	Payments					
	Fixed Charge Creditor - Deemed Distribution	(37,800,000.00)	-	-	-	(37,800,000.00)
	Land and Property Searches	-	-	-	(40.00)	(40.00)
	Agents/Valuers Fees	-	(1,042.05)	-	(1,428.57)	(2,470.62)
	Legal Fees	-	(27,291.07)	-	-	(27,291.07)
	Legal Disbursements	-	(928.24)	-	-	(928.24)
	Stationery & Postage	-	(255.84)	-	-	(255.84)
	Statutory Advertising	-	(56.40)	-	-	(56.40)
	Statutory Costs	-	(15.00)	-	-	(15.00)
	Insurance of Assets	-	(25.24)	-	-	(25.24)
	Bank Charges	-	(45.00)	-	(5.37)	(50.37)
	Floating Charge Creditor - Cash Distribution	-	(830,000.00)	-	-	(830,000.00)
	Floating Charge Creditor - Deemed Distribution	-	(380,896.00)	-	-	(380,896.00)
		<u>(37,800,000.00)</u>	<u>(1,246,364.84)</u>	<u>-</u>	<u>(1,473.84)</u>	<u>(39,642,078.78)</u>
	Balance of the Estate	<u>0.00</u>	<u>484,651.76</u>	<u>0.00</u>	<u>482,712.33</u>	<u>967,364.12</u>
	Made up as follows:					6,113.77
	VAT Receivable					<u>961,250.35</u>
	Floatingman current account					<u>967,364.12</u>

Receipts and Payments Account  
 Scottish Highland Hotels Limited  
 (In Administration)

Statement of Affairs Estimated to Realise Value		For the period 11 September 2014 to 22 December 2014		For the period 23 December 2014 to 10 March 2015		Total
		Fixed Charge	Floating Charge	Fixed Charge	Floating Charge	
£	Receipts	£	£	£	£	£
14,200,000.00	Freehold Land & Property	14,200,000.00	-	-	-	14,200,000.00
557,000.00	Plant & Machinery	-	557,000.00	-	-	557,000.00
63,676.00	Stock	-	63,676.00	-	-	63,676.00
-	Cash Float	-	6,380.00	-	-	6,380.00
2.00	Business Rights	-	2.00	-	-	2.00
2.00	Customer Contracts	-	2.00	-	-	2.00
2.00	Transferred Records	-	2.00	-	-	2.00
2.00	Residual Assets	-	2.00	-	-	2.00
362,718.00	Cash at Bank	-	611,963.50	-	-	611,963.50
-	Unallocated Cash	-	117,956.39	-	155,371.90	273,328.29
567,676.00	Book Debts	-	353,790.28	-	-	353,790.28
-	Business Rates Refunds	-	-	-	19,055.50	19,055.50
-	Bank Interest Gross	-	159.42	-	276.22	435.64
<u>16,801,080.00</u>		<u>14,200,000.00</u>	<u>1,719,839.59</u>	<u>0.00</u>	<u>174,703.62</u>	<u>16,885,643.21</u>
	Payments					
	Fixed Charge Creditor - Deemed Distribution	(14,200,000.00)	-	-	-	(14,200,000.00)
	Land and Property Searches	-	-	-	(46.00)	(46.00)
	Agents/Valuers Fees	-	(2,084.11)	-	(2,857.15)	(4,941.26)
	Legal Fees	-	(54,552.08)	-	-	(54,552.08)
	Legal Disbursements	-	(1,144.99)	-	-	(1,144.99)
	Stationery & Postage	-	(411.83)	-	-	(411.83)
	Statutory Advertising	-	(56.40)	-	-	(56.40)
	Statutory Costs	-	(15.00)	-	-	(15.00)
	Insurance of Assets	-	(50.48)	-	-	(50.48)
	Bank Charges	-	(30.00)	-	(5.13)	(35.13)
	Floating Charge Creditor - Cash Distribution	-	(450,000.00)	-	-	(450,000.00)
	Floating Charge Creditor - Deemed Distribution	-	(627,064.00)	-	-	(627,064.00)
		<u>(14,200,000.00)</u>	<u>(1,135,408.79)</u>	<u>-</u>	<u>(2,908.28)</u>	<u>(16,336,318.07)</u>
	Balance of the Estate	<u>0.00</u>	<u>575,529.80</u>	<u>0.00</u>	<u>171,798.34</u>	<u>747,328.14</u>
	Made up as follows:					
	VAT Receivable					12,096.77
	Floatingman current account					<u>735,228.37</u>
						<u>747,325.14</u>

**Receipts and Payments Account**  
**Stirling Highland Hotel Limited**  
**(In Administration)**

Statement of Affairs Estimated to Realise Value		For the period 11 September 2014 to 22 December 2014		For the period 23 December 2014 to 10 March 2015		Total
		Fixed Charge	Floating Charge	Fixed Charge	Floating Charge	
£	Receipts	£	£	£	£	£
7,100,000.00	Freehold Land & Property	7,100,000.00	-	-	-	7,100,000.00
-	Intellectual Property	1.00	-	-	-	1.00
218,000.00	Plant & Machinery	-	218,000.00	-	-	218,000.00
18,432.00	Stock	-	18,432.00	-	-	18,432.00
-	Cash Float	-	2,200.00	-	-	2,200.00
1.00	Business Rights	-	1.00	-	-	1.00
1.00	Customer Contracts	-	1.00	-	-	1.00
1.00	Transferred Records	-	1.00	-	-	1.00
1.00	Residual Assets	-	1.00	-	-	1.00
416,839.00	Cash at Bank	-	363,408.48	-	-	363,408.48
-	Unallocated Cash	-	122,002.81	-	72,238.91	194,241.72
416,182.00	Book Debts	-	248,414.18	-	-	248,414.18
-	Bank Interest Gross	-	133.22	-	188.30	321.52
<b>8,189,457.00</b>		<b>7,100,001.00</b>	<b>972,584.67</b>	<b>0.00</b>	<b>72,427.21</b>	<b>8,145,022.88</b>
	<b>Payments</b>					
	Fixed Charge Creditor - Deemed Distribution	(7,100,001.00)	-	-	-	(7,100,001.00)
	Land and Property Searches	-	-	-	(40.00)	(40.00)
	Agents/Valuers Fees	-	(1,042.05)	-	(1,428.57)	(2,470.62)
	Legal Fees	-	(27,291.07)	-	-	(27,291.07)
	Legal Disbursements	-	(928.25)	-	-	(928.25)
	Stationery & Postage	-	(186.59)	-	-	(186.59)
	Statutory Advertising	-	(56.40)	-	-	(56.40)
	Statutory Costs	-	(15.00)	-	-	(15.00)
	Insurance of Assets	-	(25.24)	-	-	(25.24)
	Bank Charges	-	(15.00)	-	(4.83)	(19.83)
	Floating Charge Creditor - Cash Distribution	-	(220,000.00)	-	-	(220,000.00)
	Floating Charge Creditor - Deemed Distribution	-	(238,636.00)	-	-	(238,636.00)
	<b>Balance of the Estate</b>	<b>(7,100,001.00)</b>	<b>(488,205.00)</b>	<b>-</b>	<b>(1,473.40)</b>	<b>(7,589,680.00)</b>
		<b>0.00</b>	<b>484,389.07</b>	<b>0.00</b>	<b>70,853.81</b>	<b>555,342.88</b>
	Made up as follows:					
	VAT Receivable					6,101.92
	Floating/main current account					549,240.96
						<b>555,342.88</b>

**Appendix 3**

**Analyses of Time Charged and Expenses Incurred**

# **Carlton Hotel (Edinburgh) Limited (In Administration)**

Analysis of the Administrator's time costs for the period 11 September 2014 to 10 March 2015

Classification of Work Function	Partner	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost	Avg Hourly Rate
<b>Administration and Planning</b>								
Statutory Matters (Meetings & Reports & Notices)	3.20	4.00	12.85	22.80	0.00	42.85	12,070.50	281.69
Strategy Planning & Control	13.40	2.10	5.35	3.40	0.00	24.25	11,275.00	464.95
Cashiering & Accounting	0.00	0.40	8.45	11.30	0.00	20.15	4,822.00	239.31
Case Review and Case Diary Management	1.70	0.30	6.30	4.65	0.00	12.95	4,053.00	312.97
IPS Set Up & Maintenance	0.00	0.10	0.80	2.75	0.00	3.65	729.00	199.73
Statement of Affairs	0.00	0.10	0.45	2.95	0.00	3.50	709.00	202.57
Dealing with Directors and Management	0.30	0.00	0.10	0.90	0.00	1.30	332.50	255.77
Tax Compliance/Planning	0.10	0.20	0.25	0.40	0.00	0.95	292.50	307.89
Insurance	0.00	0.00	0.30	0.30	0.00	0.60	138.00	230.00
<b>Creditors</b>								
Communications with Creditors/Employees	0.00	1.20	1.05	3.45	0.00	5.70	1,504.50	263.95
Secured Creditors	0.00	0.00	1.00	3.15	0.00	4.15	858.00	206.75
<b>Investigations</b>								
CDDA & Reports & Communications	0.00	0.15	2.25	5.85	0.00	8.25	1,927.50	233.64
Financial Review and Investigations	0.00	0.00	0.00	0.40	0.00	0.40	76.00	190.00
<b>Realisation of Assets</b>								
Book Debts	0.00	0.50	5.05	0.00	0.00	5.55	1,957.00	352.61
Other Tangible	0.00	0.00	0.35	2.65	0.00	3.00	605.00	201.67
Freehold and Leasehold Property	0.00	0.00	0.55	2.05	0.00	2.60	576.50	221.73
Sale of Business	0.00	0.00	0.10	0.00	0.00	0.10	34.00	340.00
<b>Total Hours:</b>	<b>18.70</b>	<b>9.05</b>	<b>45.20</b>	<b>67.00</b>	<b>0.00</b>	<b>139.95</b>		<b>299.82</b>
<b>Total Fees Claimed:</b>	<b>11,150.00</b>	<b>4,314.00</b>	<b>15,264.00</b>	<b>11,232.00</b>	<b>0.00</b>		<b>41,960.00</b>	

## **Category of Disbursement**      **£**

<b>Category 1 Disbursements:</b>	
Bond Premium (Willis Limited)	225.00
<b>Total</b>	<b>225.00</b>

**Category 2 Disbursements:**  
There are no Category 2 Disbursements

# **Scottish Highland Hotels Limited (In Administration)**

Analysis of the Administrator's time costs for the period 11 September 2014 to 10 March 2015

Classification of Work Function	Partner	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost	Avg Hourly Rate
<b>Administration and Planning</b>								
Statutory Matters (Meetings & Reports & Notices)	3.20	3.25	12.75	21.50	0.00	40.70	11,485.50	282.20
Strategy Planning & Control	12.90	1.65	5.35	3.30	0.00	23.20	10,747.00	463.23
Cashiering & Accounting	0.00	1.00	7.00	14.00	0.00	22.00	5,211.50	236.89
Case Review and Case Diary Management	1.60	0.40	6.45	5.10	0.00	13.55	4,163.50	307.27
Statement of Affairs	0.00	0.00	0.45	2.60	0.00	3.05	601.50	197.21
IPS Set Up & Maintenance	0.00	0.10	0.80	1.55	0.00	2.45	550.00	224.49
Tax Compliance/Planning	0.10	0.20	0.30	0.70	0.00	1.30	359.50	276.54
Dealing with Directors and Management	0.30	0.00	0.10	0.30	0.00	0.70	260.50	372.14
Insurance	0.00	0.00	0.30	0.30	0.00	0.60	138.00	230.00
<b>Creditors</b>								
Communications with Creditors/Employees	0.00	1.20	1.25	3.35	0.00	5.80	1,518.50	261.81
Secured Creditors	0.00	0.00	1.15	3.15	0.00	4.30	909.00	211.40
Non Pref Creditors/Employee Claims Handling	0.00	0.00	0.00	0.15	0.00	0.15	18.00	120.00
<b>Investigations</b>								
CDDA & Reports & Communications	0.00	0.10	2.45	8.35	0.00	10.90	2,446.50	224.45
Financial Review and Investigations	0.00	0.00	0.00	0.40	0.00	0.40	76.00	190.00
<b>Realisation of Assets</b>								
Book Debts	0.00	0.50	6.25	0.00	0.00	6.75	2,365.00	350.37
Other Tangible Assets	0.00	0.00	1.00	6.45	0.00	7.45	1,548.00	207.79
Freehold and Leasehold Property	0.00	0.00	0.65	2.20	0.00	2.85	639.00	224.21
Sale of Business	0.00	0.00	0.10	0.00	0.00	0.10	34.00	340.00
<b>Total Hours:</b>	<b>18.10</b>	<b>6.40</b>	<b>46.35</b>	<b>73.40</b>	<b>0.00</b>	<b>146.25</b>		<b>294.50</b>
<b>Total Fees Claimed:</b>	<b>10,790.00</b>	<b>3,972.00</b>	<b>15,687.00</b>	<b>12,622.00</b>	<b>0.00</b>		<b>43,071.00</b>	

## **Category of Disbursement**      **£**

### **Category 1 Disbursements:**

Bond Premium (Willis Limited)	225.00
<b>Total</b>	<b>225.00</b>

### **Category 2 Disbursements:**

There are no Category 2 Disbursements

# Stirling Highland Hotel Limited (In Administration)

Analysis of the Administrator's time costs for the period 11 September 2014 to 10 March 2015

Classification of Work Function	Partner	Manager	Hours			Total Hours	Time Cost	Avg Hourly Rate
			Senior	Assistant	Support			
<b>Administration and Planning</b>								
Statutory Matters (Meetings & Reports & Notices)	3.20	3.15	12.30	21.00	0.00	39.65	11,214.00	282.82
Strategy Planning & Control	12.10	1.70	5.35	3.30	0.00	22.45	10,291.00	458.40
Cashiering & Accounting	0.10	0.20	7.15	11.20	0.00	18.65	4,361.50	233.86
Case Review and Case Diary Management	1.20	0.10	6.30	5.25	0.00	12.85	3,757.00	292.37
Statement of Affairs	0.00	0.00	0.45	2.85	0.00	3.30	649.00	196.67
IPS Set Up & Maintenance	0.00	0.00	0.30	0.30	0.00	0.60	585.00	975.00
Tax Compliance/Planning	0.10	0.20	0.20	0.70	0.00	1.20	325.50	271.25
Dealing with Directors and Management	0.30	0.10	0.10	0.40	0.00	0.90	279.50	310.56
Insurance	0.00	0.00	0.80	1.90	0.00	2.70	138.00	51.11
<b>Creditors</b>								
Communications with Creditors/Employees	0.00	1.20	0.55	2.95	0.00	4.70	1,257.00	267.45
Secured Creditors	0.00	0.00	1.00	3.15	0.00	4.15	858.00	206.75
Non Pref Creditors/Employee Claims Handling	0.00	0.10	0.00	0.30	0.00	0.40	84.00	210.00
<b>Investigations</b>								
CDDA & Reports & Communications	0.00	0.05	2.00	5.70	0.00	7.75	1,766.00	227.87
Financial Review and Investigations	0.00	0.00	0.00	0.40	0.00	0.40	76.00	190.00
<b>Realisation of Assets</b>								
Freehold and Leasehold Property	0.00	1.20	0.85	10.15	0.00	12.20	2,784.50	228.24
Book Debts	0.00	0.40	5.15	0.00	0.00	5.55	1,943.00	350.09
Other Tangible Assets	0.00	0.00	0.35	1.90	0.00	2.25	462.50	205.56
Sale of Business	0.00	0.00	0.20	0.00	0.00	0.20	68.00	340.00
Other Intangible Assets	0.00	0.10	0.00	0.00	0.00	0.10	48.00	480.00
<b>Total Hours:</b>	<b>17.00</b>	<b>8.50</b>	<b>43.05</b>	<b>71.45</b>	<b>0.00</b>	<b>140.00</b>		<b>292.48</b>
<b>Total Fees Claimed:</b>	<b>10,130.00</b>	<b>4,041.00</b>	<b>14,551.00</b>	<b>12,225.50</b>	<b>0.00</b>		<b>40,947.50</b>	

## Category of Disbursement £

### Category 1 Disbursements:

Bond Premium (Willis Limited)	225.00
<b>Total</b>	<b>225.00</b>

### Category 2 Disbursements:

There are no Category 2 Disbursements

Carlton Hotel (Edinburgh) Limited

Amount Incurred and Paid

Scottish Highland Hotels Limited

Amount Incurred and Paid

Stirling Highland Hotel Limited

Amount Incurred and Paid

Accurate Mailing Services Limited

Stationery and Postage Agent. Costs incurred via postage and sending of communications to creditors.

£255.84

£411.83

£198.59

Courts Advertising

Statutory Advertising.

£56.40

£56.40

£56.40

AUA Insolvency Risk Limited

Insurance Provider.

£25.24

£50.48

£25.24

Registers of Scotland

Statutory Costs.

£15.00

£15.00

£15.00

Vanner Perez Notaries

Certification of statutory documents.

£29.17

£29.17

£29.17

Total Costs Incurred and Paid

£381.65

£562.88

£322.40



**Appendix 4**

**Statement of Claim Forms**

STATEMENT OF CLAIM BY CREDITOR

Pursuant to Rule 4.15(2)(a) and Rule 2.41(1) of the Insolvency (Scotland) Rules 1986

**WARNING**

It is a criminal offence:

• For a creditor to produce a statement of claim, account, voucher or other evidence which is false, unless he shows that he neither knew nor had reason to believe that it was false; or

• For a director or other officer of the company who knows or becomes aware that it is false to fail to report it to the Administrator within one month of acquiring such knowledge.

On conviction either the creditor or such director or other officer of the company may be liable to a fine and/or imprisonment.

Notes:

(a) Insert name of company:

(a) **Carlton Hotel (Edinburgh) Limited**  
(Registered Number SC047923) having its  
registered office at Maclay Murray & Spens LLP,  
1 George Square, Glasgow, G2 1AL

(b) Insert name and address of creditor:

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Insert name and address, if applicable, of  
authorised person acting on behalf of the creditor:

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Insert total amount as at the due date (**14  
February 2012**) claimed in respect of all the  
debts, the particulars of which are set out  
overleaf.

I submit a claim of (d) £\_\_\_\_\_ in the  
administration of the above company and certify that  
the particulars of the debt or debts making up the  
claim, which are set out overleaf, are true, complete  
and accurate to the best of my knowledge and belief.

Signed \_\_\_\_\_  
Creditor/person acting on behalf of creditor

Date \_\_\_\_\_

**PARTICULARS OF EACH DEBT****Notes**

**A separate set of particulars should be made out in respect of each debt**

*1. Describe briefly the debt, giving details of its nature, the date when it was incurred and when payment became due.*

*Attach any documentary evidence of the debt, if available.*

*2. Insert total amount of the debt, showing separately the amount of principal and any interest which is due on the debt as at the due date (see note (e)). Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Customs and Excise.*

*3. Insert the nature and amount of any preference under Schedule 6 to the Act claimed in respect of the debt.*

*4. Specify and give details of the nature of any security held in respect of the debt including -*

*(a) The subjects covered and the date when it was given.*

*(b) The value of the security.*

*Security is defined in section 248(b) of the Insolvency Act 1986 as meaning "any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off)". For claims in administration procedure security also includes a hire purchase agreement for the hire of goods for more than three months and a conditional sale agreement (see Rule 2.33)*

**1. Particulars of debt****2. Amount of Debt****3. Preference Claimed for debt****4. Security for Debt**

**STATEMENT OF CLAIM BY CREDITOR**

Pursuant to Rule 4.15(2)(a) and Rule 2.41(1) of the Insolvency (Scotland) Rules 1986

**WARNING**

It is a criminal offence:

• For a creditor to produce a statement of claim, account, voucher or other evidence which is false, unless he shows that he neither knew nor had reason to believe that it was false; or

• For a director or other officer of the company who knows or becomes aware that it is false to fail to report it to the Administrator within one month of acquiring such knowledge.

On conviction either the creditor or such director or other officer of the company may be liable to a fine and/or imprisonment.

Notes:

(a) *Insert name of company:*

(a) **Scottish Highland Hotels Limited**  
(Registered Number SC055493) having its  
registered office at Maclay Murray & Spens LLP,  
1 George Square, Glasgow, G2 1AL

(b) *Insert name and address of creditor:*

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) *Insert name and address, if applicable, of  
authorised person acting on behalf of the creditor:*

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) *Insert total amount as at the due date (14  
February 2012) claimed in respect of all the  
debts, the particulars of which are set out  
overleaf.*

I submit a claim of (d) £\_\_\_\_\_ in the  
administration of the above company and certify that  
the particulars of the debt or debts making up the  
claim, which are set out overleaf, are true, complete  
and accurate to the best of my knowledge and belief.

Signed \_\_\_\_\_  
Creditor/person acting on behalf of creditor

Date \_\_\_\_\_

**PARTICULARS OF EACH DEBT****Notes**

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*2. Insert total amount of the debt, showing separately the amount of principal and any interest which is due on the debt as at the due date (see note (e)). Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Customs and Excise.*

*3. Insert the nature and amount of any preference under Schedule 6 to the Act claimed in respect of the debt.*

*4. Specify and give details of the nature of any security held in respect of the debt including -*

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*(b) The value of the security.*

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**1. Particulars of debt****2. Amount of Debt****3. Preference Claimed for debt****4. Security for Debt**

**STATEMENT OF CLAIM BY CREDITOR**

Pursuant to Rule 4.15(2)(a) and Rule 2.41(1) of the Insolvency (Scotland) Rules 1986

**WARNING**

It is a criminal offence:

• For a creditor to produce a statement of claim, account, voucher or other evidence which is false, unless he shows that he neither knew nor had reason to believe that it was false; or

• For a director or other officer of the company who knows or becomes aware that it is false to fail to report it to the Administrator within one month of acquiring such knowledge.

On conviction either the creditor or such director or other officer of the company may be liable to a fine and/or imprisonment.

**Notes:**

(a) *Insert name of company:*

(a) **Stirling Highland Hotel Limited**  
(Registered Number SC111734) having its  
registered office at Maclay Murray & Spens LLP,  
1 George Square, Glasgow, G2 1AL

(b) *Insert name and address of creditor:*

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) *Insert name and address, if applicable, of  
authorised person acting on behalf of the creditor:*

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) *Insert total amount as at the due date (14  
February 2012) claimed in respect of all the  
debts, the particulars of which are set out  
overleaf.*

I submit a claim of (d) £\_\_\_\_\_ in the  
administration of the above company and certify that  
the particulars of the debt or debts making up the  
claim, which are set out overleaf, are true, complete  
and accurate to the best of my knowledge and belief.

Signed \_\_\_\_\_  
Creditor/person acting on behalf of creditor

Date \_\_\_\_\_

**PARTICULARS OF EACH DEBT****Notes**

**A separate set of particulars should be made out in respect of each debt**

*1. Describe briefly the debt, giving details of its nature, the date when it was incurred and when payment became due.*

*Attach any documentary evidence of the debt, if available.*

*2. Insert total amount of the debt, showing separately the amount of principal and any interest which is due on the debt as at the due date (see note (e)). Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Customs and Excise.*

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*4. Specify and give details of the nature of any security held in respect of the debt including -*

*(a) The subjects covered and the date when it was given.*

*(b) The value of the security.*

*Security is defined in section 248(b) of the Insolvency Act 1986 as meaning "any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off)". For claims in administration procedure security also includes a hire purchase agreement for the hire of goods for more than three months and a conditional sale agreement (see Rule 2.33)*

**1. Particulars of debt**

**2. Amount of Debt**

**3. Preference Claimed for debt**

**4. Security for Debt**