

AM10 (Scot)

Notice of administrator's progress report



Companies House

SATURDAY



SCT *S8DYDT4A* #366
14/09/2019
COMPANIES HOUSE

1 Company details

Company number **S C 1 7 2 2 5 6**

Company name in full **Phoenix Tertium Limited**

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

2 Administrator's name

Full forename(s) **Geoffrey Isaac**

Surname **Jacobs**

3 Administrator's address

Building name/number **KPMG LLP**

Street **319 St. Vincent Street**

Post town **Glasgow**

County/Region

Postcode **G 2 5 A S**

Country

4 Administrator's name ①

Full forename(s) **Blair Carnegie**

Surname **Nimmo**

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

5 Administrator's address ②

Building name/number **KPMG LLP**

Street **319 St. Vincent Street**

Post town **Glasgow**

County/Region

Postcode **G 2 5 A S**

Country

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

AM10 (Scot)

Notice of administrator's progress report

6 Period of progress report

From date	d	6	m	2	y	2	0	1	9
To date	d	5	m	8	y	2	0	1	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

Scott Taylor

X

Signature date

d	1	d	3	m	0	y	2	0	1	9
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AM10 (Scot)

Notice of administrator's progress report



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 DOMINIQUE TAYLOR

Company name KPMG LLP

Address 319 St. Vincent Street

Post town Glasgow

County/Region

Postcode G 2 S A S

Country

DX

Telephone 0141 300 5658



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh.



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



Joint
Administrators'
progress
report for the
period 6
February 2019
to 5 August
2019

Phoenix Tertium Limited - in
Administration

13 September 2019

Notice to creditors

This progress report provides an update on the administration of the Company.

We have included (Appendix 2) an account of all amounts received and payments made since the date of our appointment.

We have also explained our future strategy for the administration and how likely it is that we will be able to pay each class of creditor.

You will find other important information in this progress report such as the costs which we have incurred to date.

A glossary of the abbreviations used throughout this document is attached (Appendix 4).

Finally, we have provided answers to frequently asked questions and a glossary of insolvency terms on the following website, <http://www.insolvency-kpmg.co.uk/case+KPMG+PJ205E2053.html>. We hope this is helpful to you.

Please also note that an important legal notice about this progress report is attached (Appendix 5).

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1 Executive summary

- The directors resolved on 1 February 2019 to appoint us as Joint Administrators. The notice of appointment was lodged at the Court of Session on 6 February 2019 and we were duly appointed.
- This progress report covers the period from the date of our appointment to 5 August 2019.
- We circulated our statement of proposals ("proposals") to all known creditors on 29 March 2019. A meeting of creditors was held on 16 April 2019 at which our proposals were approved by the creditors without modification.
- A sale of the Company's business and the majority of its assets was completed by the directors shortly prior to our appointment. Accordingly, our efforts have been focussed upon realisation of the Company's remaining assets and principally recovery of its debtors (Section 2 - Progress to date).
- We are not aware of any secured or preferential creditor claims against the Company.
- We currently estimate a small ordinary dividend distribution will become available for unsecured creditors via a subsequent liquidation (Section 3 - Dividend prospects).
- The administration is currently due to end on 5 February 2020. Considering the matters which require to be attended to in the administration, unsecured creditors have consented to an extension of the administration to 5 February 2021. (Section 5 - Future strategy).
- Please note: you should read this progress report in conjunction with our proposals which were issued to the Company's creditors and can be found at <http://www.insolvency-kpmg.co.uk/case+KPMG+PJ205E2053.html>. Unless stated otherwise, all amounts in this progress report and appendices are stated net of VAT.



Geoffrey Jacobs
Joint Administrator

2 Progress to date

This section updates you on our strategy for the administration and on our progress to date. It follows the information provided in our proposals.

2.1 Strategy and progress to date

Strategy

We were appointed as Joint Administrators of the Company, by its directors, on 6 February 2019.

Shortly prior to our appointment, the directors completed a sale of the Company's business and certain of its assets to Arnold Clark Automobiles Limited ("Arnold Clark").

We understand the Company previously traded as Phoenix Mitsubishi.

On 6 February 2019, Blair Nimmo and I were also appointed as Joint Administrators of seven related entities. The entities we were appointed to are set out within the proposals, which are available to view at the administration insolvency portal:- <https://www.insolvency-kpmg.co.uk/case+KPMG+PJ205E2053.html>

Following our appointment, our efforts have been focussed upon:-

- identifying and realising the Company's assets;
- investigating the terms upon which the pre-appointment sale was completed;
- identifying and investigating intercompany balances;
- liaising with unsecured creditors regarding claims, including a high volume of former customers regarding service plan claims; and
- attending to all statutory matters.

Key workstreams are commented upon below.

2.2 Asset realisations

Realisations during the period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant realisations during the period are provided below.

Debtors

According to the Company's books and records, the Company's trade debtors totalled c£33,000 at the date of appointment.

To date, we have secured recoveries from trade debtors totalling c£27,000. This exceeds the directors' estimated to realise figure of c£24,000 per the statement of affairs for the Company.

With the assistance of one of the Company's former credit controllers, we will continue to pursue the remaining balances as long as it remains cost-effective to do so.

We have received c£4,000, which comprises receipts paid into the Company's pre-appointment bank account. We understand these receipts are likely to comprise:- debtor monies; and certain amounts which might have been paid to the Company by former stakeholders in error. Our reconciliation of these receipts is ongoing.

Vehicles

The vast majority of the Company's moveable assets were sold to Arnold Clark prior to our appointment.

One owned scrap vehicle was excluded from the sale. The vehicle was sold via public auction and the proceeds were transferred, in error, into the administration bank account for the Company's parent company, The Phoenix Car Company Limited – in Administration ("Car Company"). We have now transferred the sale proceeds of £200 into the administration bank account.

Manufacturer bonuses

The Company was owed bonuses from manufacturers pertaining to the pre-appointment trading period. We enlisted the services of the Company's former finance director in order to investigate and recover the sums owed.

With the finance directors assistance, we have recovered manufacturer bonuses totalling c£49,000.

No further realisations are anticipated from this source.

Intercompany debtor balance

The Company's books and records indicate inter-company balances totalling c£1.5 million are owed to the Company. This balance relates, primarily, to the Car Company (c£1.4 million). A further c£80,000 is owed by Phoenix Kia Limited – in Administration ("Kia").

We anticipate a small ordinary dividend distribution will become available to unsecured creditors in the administration of the Car Company. This means that a partial return may be made to the Company in relation to the intercompany debtor balance. It presently appears unlikely that a return will become available to the Company from the Kia administration.

Until the anticipated outcomes of the related company administrations are known with greater certainty, it is not possible to estimate the returns which may become available for the Company.

Cash at bank

We have secured funds from the Company's pre-appointment account totalling c£4,000 for the benefit of the administration.

Investigations

We have complied with the relevant statutory requirements by submitting the director conduct assessment, as is required in all insolvencies. The contents of our submission are confidential.

2.3 Costs

Payments made in this period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant payments made during the period are provided below.

Agents' fees

We have arranged for the Company's finance director and former credit controller to assist us with the recovery of manufacturer bonuses and trade debtors, respectively. Both parties have been engaged on commission arrangements linked to recoveries secured for the administration.

To date, we have made payments to agents totalling c£5,000.

Solicitor's fees

Harper Macleod LLP ("HM") assisted the directors in making the administration appointments, including filing of the relevant documents with the Court. HM's fees and outlays totalling £650 have now been paid.

3 Dividend prospects

3.1 Secured creditors

At the date of appointment, the Company had one secured creditor, HSBC Bank plc (the "Bank"), who holds a floating charge over the Company's business and assets.

The Bank is not owed any sums by the Company.

As outlined within our proposals, the directors' statement of affairs for the Company includes another floating charge holder, namely Shogun Finance Limited ("Shogun Finance"). However, from our investigations, we understand Shogun Finance does not, in fact, hold any security over the Company.

3.2 Unsecured creditors

Based on the information on hand, it appears that sufficient funds will become available to enable a small ordinary dividend distribution to unsecured creditors.

Under the terms of the applicable insolvency legislation, an ordinary dividend distribution would require to be facilitated via a subsequent liquidation.

The timing and amount of a potential dividend in a subsequent liquidation is currently uncertain and will depend upon:- the final level of asset realisations in the administration; the quantum of unsecured creditors admitted to rank for dividend purposes following formal adjudication of claims; and costs of the respective insolvency processes.

We will provide a further update on dividend prospects within our next progress report.

4 Joint Administrators' remuneration, outlays and disbursements

4.1 Joint Administrators' remuneration, outlays and disbursements

We held a meeting of creditors on 16 April 2019, at which the Joint Administrators' proposals were approved without modification and the following resolutions were passed:-

- that the Joint Administrators shall be discharged from liability in respect of any action of theirs as Joint Administrators upon the filing of their final receipts and payments account with the Registrar of Companies;
- that the Joint Administrators' remuneration be set and drawn on the basis of time properly given by them and the various grades of their staff in attending to matters arising in the administration at their normal hourly rates of charging, as set out in the statement of proposals; and
- that disbursements for services provided by the Joint Administrators be charged in accordance with KPMG's policy as set out in the statement of proposals.

We wrote to all known unsecured creditors on 16 August 2019 seeking a response to a decision relating to our remuneration and they have responded as follows:-

- that remuneration comprising an interim floating charge fee of £21,918 plus VAT be drawn.

If you wish to challenge the basis of our remuneration, or the remuneration approved during the period covered by this progress report, you must do so by making an application to Court within eight weeks of the accounting period and no later than within 14 days of receiving this report.

Applications by any creditor must be made with concurrence of at least 25% in value of unsecured creditors (including the creditor making the challenge).

The full text of the relevant rules can be provided on request by writing to Dominique Taylor at KPMG LLP, 319 St Vincent Street, Glasgow G2 5AS, United Kingdom.

Time costs

From the date of our appointment to 5 August 2019, we have incurred time costs of £21,918. These represent 69.37 hours at an average rate of £315.96 per hour.

As noted above, unsecured creditors have approved our interim remuneration at this level.

Remuneration and outlays

During the period, we have not drawn any remuneration or outlays.

Disbursements

During the period, we have incurred disbursements of £159.22. None of these have yet been paid.

Additional information

We have attached (Appendix 3) an analysis of the time spent, the charge-out rates for each grade of staff and the expenses paid directly by KPMG for the period from our appointment to 5 August 2019. We have also attached our charging and disbursements policy.

5 Future strategy

5.1 Future conduct of the administration

We will continue to manage the affairs, the business and the property of the Company in order to achieve the purpose of the administration. This will include but not be limited to:-

- seeking to ingather the remaining debtor balances, whilst it remains cost effective to do so;
- finalising our investigation of various intercompany balances;
- ascertaining availability of a small ordinary dividend distribution to unsecured creditors and, if appropriate, *adjudicating upon unsecured creditor claims received*;
- settling costs incurred;
- obtaining VAT and tax clearance from HMRC; and
- converting the administration to a liquidation.

5.2 Extension of the administration

The duration of an administration is restricted to 12 months from the date of commencement unless it is extended with the permission of creditors or the Court.

We wrote to all known unsecured creditors on 16 August 2019 seeking their response to a decision relating to a 12 month extension due to the outstanding matters which remain to be resolved, as outlined above.

The administration is currently due to end on 5 February 2020.

We have received approval from the unsecured creditors to extend the administration until 5 February 2021.

5.3 Discharge from liability

The unsecured creditors have granted approval that we be discharged from liability in respect of any actions as Joint Administrators upon the filing of our final receipts and payments account with the Registrar of Companies.

Discharge does not prevent the exercise of the Court's power in relation to any misfeasance action against us.

5.4 Future reporting

We will provide a further progress report within six weeks of 5 February 2020 or earlier if the administration has been completed prior to that time.

Appendix 1 Statutory information

Company information

Company name	Phoenix Tertium Limited
Date of incorporation	12 February 1997
Company registration number	SC172256
Present registered office	c/o KPMG LLP, 319 St Vincent Street, Glasgow, G2 5AS

Administration information

Administration appointment	The administration appointment granted in Court of Session, P116 of 19
Appointor	Directors
Date of appointment	6 February 2019
Joint Administrators' details	Geoff Jacobs and Blair Nimmo
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2)
Current administration expiry date	5 February 2021

Appendix 2 Joint Administrators' receipts and payments account

Phoenix Tertium Limited - in Administration			
Abstract of receipts & payments			
Statement of affairs (£)		From 06/02/2019 To 05/08/2019 (£)	From 06/02/2019 To 05/08/2019 (£)
ASSET REALISATIONS			
225.00	Plant, machinery & motor vehicles	NIL	NIL
24,009.00	Book debts	26,692.44	26,692.44
48,288.00	Manufacturer bonuses	48,743.38	48,743.38
103,375.00	Intercompany debts	NIL	NIL
4,382.00	Cash at bank	4,381.84	4,381.84
25.00	Petty cash	NIL	NIL
		79,817.66	79,817.66
OTHER REALISATIONS			
	Bank interest, gross	51.32	51.32
	Post-appointment cash receipts	4,457.92	4,457.92
	Sundry refunds	671.23	671.23
		5,180.47	5,180.47
COST OF REALISATIONS			
	Agents'/Valuers' fees	(4,874.39)	(4,874.39)
	Legal fees	(650.00)	(650.00)
	Statutory advertising	(88.00)	(88.00)
	Bank charges	(17.00)	(17.00)
		(5,629.39)	(5,629.39)
FLOATING CHARGE CREDITORS			
(2,803.00)	Shogun Finance Limited	NIL	NIL
		NIL	NIL
UNSECURED CREDITORS			
(27,448.00)	Trade creditors	NIL	NIL
(144,713.00)	Connected companies	NIL	NIL
(71,940.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
DISTRIBUTIONS			
(111.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(66,711.00)		79,368.74	79,368.74
REPRESENTED BY			
	Floating ch. VAT rec'able		144.60

Phoenix Tertium Limited - in Administration

Abstract of receipts & payments

Statement of affairs (€)	From 06 02 2019	From 06 02 2019
	To 05 08 2019 (€)	To 05 06 2019 (€)
Floating charge current		79,224.14
		79,368.74

Appendix 3 Joint Administrators' charging and disbursements policy

Joint Administrators' charging policy

The time charged to the administration is by reference to the time properly given by us and our staff in attending to matters arising in the administration. This includes work undertaken in respect of tax, VAT, employee, and pensions from KPMG in-house specialists.

Our policy is to delegate tasks in the administration to appropriate members of staff considering their level of experience and requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or us.

A copy of "A Creditors' Guide to Joint Administrators' Remuneration Scotland" from Statement of Insolvency Practice 9 ('SIP 9') produced by the Association of Business Recovery Professionals is available at:

https://www.r3.org.uk/media/documents/technical_library/SIPS/Creditors'_Guide_to_Administrators'_Remuneration_Scotland.pdf

If you are unable to access this guide and would like a copy, please contact Dominique Taylor on 0141 300 5658.

Hourly rates

Set out below are the relevant hourly charge-out rates for the grades of our staff actually or likely to be involved on this administration. Time is charged by reference to actual work carried out on the administration; using a minimum time unit of six minutes.

All staff who have worked on the administration, including cashiers and secretarial staff, have charged time directly to the administration and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the administration but is reflected in the general level of charge-out rates.

Charge-out rates (£) for: Phoenix Tertium Limited – in Administration	
Grade	From 01 Jan 2019 £.hr
Partner	655
Director	590
Senior Manager	535
Manager	445
Senior Administrator	310
Administrator	225
Support	140

The charge-out rates used by us might periodically rise (for example to cover annual inflationary cost increases) over the period of the administration. In our next statutory report, we will inform creditors of any material amendments to these rates.

Policy for the recovery of disbursements

Where funds permit the officeholders will seek to recover both Category 1 and Category 2 disbursements from the estate. For the avoidance of doubt, such expenses are defined within SIP 9 as follows:

Category 1 disbursements: These are costs where there is specific expenditure directly referable to both the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the officeholder or his or her staff.

Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 2 disbursements charged by KPMG Restructuring include mileage. This is calculated as follows:

Mileage claims fall into three categories:

- Use of privately-owned vehicle or car cash alternative – 45p per mile.
- Use of company car – 60p per mile.
- Use of partner's car – 60p per mile.

For all of the above car types, when carrying KPMG passengers an additional 5p per mile per passenger will also be charged where appropriate.

We have incurred the following disbursements from the date of our appointment to 5 August 2019.

SIP 9 - Disbursements					
Disbursements	Category 1		Category 2		Totals (£)
	Paid (£)	Unpaid (£)	Paid (£)	Unpaid (£)	
Courier & delivery costs	NIL	0.61	NIL	NIL	0.61
External printing	NIL	24.19	NIL	NIL	24.19
Bonding	NIL	85.00	NIL	NIL	85.00
Postage	NIL	38.48	NIL	NIL	38.48
Travel	NIL	10.94	NIL	NIL	10.94
Total	NIL	159.22	NIL	NIL	159.22

We have the authority to pay Category 1 disbursements without the need for any prior approval from the creditors of the Company.

Category 2 disbursements have been approved in the same manner as our remuneration.

Creditors' right to challenge our remuneration and outlays

If you wish to challenge the basis of our remuneration, the remuneration approved, or the outlays approved during the period covered by this progress report, you must do so by making an application to Court within eight weeks of the accounting period and no later than 30 September 2019.

Applications by any creditor must be made with concurrence of at least 25% in value of unsecured creditors (including the creditor making the challenge).

The full text of the relevant rules can be provided on request by writing to Dominique Taylor at KPMG LLP, 319 St Vincent Street, Glasgow G2 5AS, United Kingdom.

Narrative of work carried out for the period 6 February 2019 to 5 August 2019

The key areas of work have been:

Statutory and compliance	<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 information relating to the licences;■ providing initial statutory notifications of our appointment to the Registrar of Companies, the Register of Inhibitions and Adjudications, creditors and other stakeholders, and <i>advertising our appointment</i>;■ preparing statutory receipts and payments accounts;■ arranging bonding and complying with statutory requirements;■ obtaining approval from the unsecured creditors of a 12 month extension of the administration;■ liaising with the Financial Conduct Authority and arranging for surrender of the Company's registration;■ ensuring compliance with all statutory obligations within the relevant timescales.
Strategy documents, Checklist and reviews	<ul style="list-style-type: none">■ formulating, monitoring and reviewing the administration strategy;■ briefing of our staff on the administration strategy and matters in relation to various work-streams;■ regular case management and reviewing of progress, including regular team update meetings and calls;■ meeting with management to review and update strategy and monitor progress;■ reviewing and authorising junior staff correspondence and other work;■ dealing with queries arising during the appointment;■ reviewing matters affecting the outcome of the administration;■ allocating and managing staff/case resourcing and budgeting exercises and reviews;■ complying with internal filing and information recording practices, including documenting strategy decisions.
Cashiering	<ul style="list-style-type: none">■ setting up an administration bank account and dealing with the Company's pre-appointment accounts;■ 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 to internal systems;■ ensuring compliance with appropriate risk management procedures in respect of receipts and payments.
Tax	<ul style="list-style-type: none">■ gathering initial information from the Company's records in relation to the taxation position of the Company;■ submitting relevant initial notifications to HM Revenue and Customs;■ reviewing the Company's pre-appointment corporation tax and VAT position;■ analysing VAT related transactions;■ dealing with post appointment tax compliance.
Shareholders	<ul style="list-style-type: none">■ providing notification of our appointment;■ responding to enquiries from shareholders regarding the administration;■ <i>providing copies of statutory reports to the shareholders.</i>
General	<ul style="list-style-type: none">■ reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9.
Asset realisations	<ul style="list-style-type: none">■ collating information from the Company's records regarding the assets;■ liaising with agents regarding realisation of assets;

	<ul style="list-style-type: none"> ■ reviewing the debtor position at appointment and managing the debtor collection strategy; ■ liaising with the Company's former finance director and credit controller regarding debtor recoveries; ■ reviewing the inter-company debtor position between the Company and related entities.
Health and safety	<ul style="list-style-type: none"> ■ liaising with health and safety specialists in order to manage all health and safety issues and environmental issues, including ensuring that legal and licensing obligations are complied with; ■ liaising with the Health and Safety Executive regarding the administration and ongoing health and safety compliance.
Open cover insurance	<ul style="list-style-type: none"> ■ arranging initial insurance cover for the Company's business and assets; ■ assessing the level of insurance premiums.
Creditors and claims	<ul style="list-style-type: none"> ■ drafting and circulating our proposals; ■ convening and preparing for the meeting of creditors; ■ creating and updating the list of unsecured creditors; ■ responding to enquiries from creditors regarding the administration and submission of their claims; ■ reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; ■ responding to enquiries from service plan and warranty customers, including via a specific mailbox for these customers; ■ drafting our progress report.
Investigations/ directors	<ul style="list-style-type: none"> ■ reviewing Company and directorship searches and advising the directors of the effect of the administration; ■ liaising with management to produce the Statement of Affairs and filing this document with the Registrar of Companies; ■ reviewing the questionnaires submitted by the directors of the Company; ■ reviewing pre-appointment transactions; ■ drafting the statutory report and submitting to the relevant authority.

Time costs

SIP 9 – Time costs analysis (06/02/2019 to 05/08/2019)						
	Hours					
	Partner - Director	Manager	Admin	Support	Total	Average Hourly Rate (£)
Administration & planning						
Bankrupt/Director/Member						
Notification of appointment			0.40		0.40	90.00
Cashiering						
Fund management	0.40				0.40	236.00
General (Cashiering)			6.00		6.00	1,860.00
Reconciliations (& IPS accounting reviews)			2.00		2.00	620.00
General						
Books and records		1.30	1.21		2.51	850.75
Statutory and compliance						
Appointment and related formalities	1.05	1.10	2.26		4.41	1,650.00
Bonding & Cover Schedule		0.20	0.30		0.50	156.50
Checklist & reviews	0.30		0.13		0.43	206.25
Statutory advertising	0.10		0.70		0.80	216.50
Strategy documents	0.20	0.70	0.62		1.52	569.00
Tax						
Initial reviews - CT and VAT			0.36		0.36	81.00
Post appointment VAT			0.15		0.15	33.75
Creditors						
Creditors and claims						
Creditors Meeting		0.20	3.63		3.83	905.75
General correspondence		2.60	3.88		6.48	2,030.00
Notification of appointment			0.90		0.90	202.50
Secured creditors		0.20			0.20	89.00
Statutory reports	1.20	1.80	4.33		7.33	2,483.25
Employees						
Pension funds			0.20		0.20	45.00
Pensions reviews			2.30		2.30	713.00
Investigation						
Directors						
Correspondence with	0.30	1.70	1.80		3.80	1,338.50

SIP 9 – Time costs analysis (06/02/2019 to 05/08/2019)

	Hours				Time Cost (£)	Average Hourly Rate (£)
	Partner Director	Manager	Administrator	Support		
directors						
D form drafting and submission	0.40	1.00	1.52		2.92	1,023.00
Statement of affairs	0.30	1.10	1.76		3.16	1,062.50
Investigations						
Correspondence re investigations		0.30			0.30	133.50
Mail redirection			2.30		2.30	517.50
Review of pre-appt transactions		0.30	0.14		0.44	165.00
Realisation of assets						
Asset Realisation						
Cash and investments		0.80	2.20		3.00	859.50
Debtors	0.40	3.30	6.85		10.55	3,245.75
Health & safety		0.10			0.10	44.50
Insurance		0.10	0.05		0.15	55.75
Other assets			1.23		1.23	276.75
Vehicles			0.70		0.70	157.50
Total in period	4.65	16.80	47.92	0.00	69.37	21,918.00
Brought forward time (appointment date to SIP 9 period start date)					0.00	0.00
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)					69.37	21,918.00
Carry forward time (appointment date to SIP 9 period end date)					69.37	21,918.00

Appendix 4 Glossary

Company	Phoenix Tertium Limited - in Administration
Joint Administrators/we/our/us	Geoff Jacobs and Blair Nimmo
KPMG	KPMG LLP

Any references in this progress report to sections, paragraphs or rules are to Sections, Paragraphs and Rules in the Insolvency Act 1986, Schedule B1 of the Insolvency Act 1986 and the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 respectively.

Appendix 5 Notice: About this report

This report has been prepared by Geoff Jacobs and Blair Nimmo, the Joint Administrators of Phoenix Tertium Limited – in Administration (the “Company”), solely to comply with their statutory duty to report to creditors under the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 on the progress of the administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

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

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Geoff Jacobs and Blair Nimmo are authorised to act as insolvency practitioners by the Institute of Chartered Accountants of Scotland.

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