In accordance with Rule 3.93(1) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018.

AM10 (Scot) Notice of administrator's progress report



For further information, please refer to our guidance at www.gov.uk/companieshouse

1	Company details	
Company number	S C 2 7 9 2 3 6	→ Filling in this form Please complete in typescript or in
Company name in full	Syntropharma Limited	bold black capitals.
2	Administrator's name	
Full forename(s)	Duncan	
Surname	Raggett	
3	Administrator's address	
Building name/number	Kingshill View	
Street	Prime Four Business Park	
Post town	Kingswells	
County/Region	ABERDEEN	
Postcode	A B 1 5 8 P U	
Country		
4	Administrator's name •	
Full forename(s)		Other administrator Use this section to tell us about
Surname		another administrator.
5	Administrator's address @	
Building name/number		Other administrator Use this section to tell us about
Street		another administrator.
Post town		
County/Region		
Postcode		
Country		

AM10 (Scot)
Notice of administrator's progress report

6	Period of progress report	
From date	$\begin{bmatrix} d \\ 1 \end{bmatrix} \begin{bmatrix} d \\ 0 \end{bmatrix} \begin{bmatrix} m \\ 0 \end{bmatrix} \begin{bmatrix} m \\ 7 \end{bmatrix} \begin{bmatrix} y_2 \\ 2 \end{bmatrix} \begin{bmatrix} y_0 \\ 2 \end{bmatrix} \begin{bmatrix} y_1 \\ 1 \end{bmatrix}$	
To date		
7	Progress report	
	☑ I attach a copy of the progress report	
8	Sign and date	
Administrator's signature	Signature X	×
Signature date	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	

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	Duncan Raggett
Company name	Anderson Anderson & Brown LLF
Address	Kingshill View
	Prime Four Business Park
Post town	Kingswells
County/Region	ABERDEEN
Postcode	A B 1 5 8 P U
Country	
DX	
Telephone	01224 625111

✓ 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.

f 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

Syntropharma Limited (In Administration) Administrator's Summary of Receipts & Payments

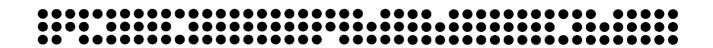
Statement of Affairs £		From 10/07/2021 To 09/01/2022 £	From 10/07/2020 To 09/01/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.13	0.87
6,306.00	Book Debts	NIL	NIL
18,783.00	Cash at Bank	NIL	19,537.64
300.00	Furniture & Equipment	NIL	NIL
10,000.00	Property Rights/Patents	NIL	NIL
9,531.00	Stock	1,675.98	2,503.84
0,001.00	Clock	1,676.11	22,042.35
	COST OF REALISATIONS	1,070.11	22,012.00
	Administrator's Fees	NIL	10,000.00
	Inhibition fee	NIL	15.00
	Legal Fees (1)	NIL	3,030.00
	Pension agent's fees	199.00	199.00
	Pre-appointment legal fees	NIL	1,389.99
	Professional Fees	NIL	533.25
	Specific Bond	NIL	160.00
	Statutory Advertising	NIL	189.68
	Storage Costs & collection	14.25	57.00
	Storage Costs & Collection	(213.25)	(15,573.92)
	PREFERENTIAL CREDITORS	(213.23)	(10,010.02)
(6,597.00)	Employee Arrears/Hol Pay	NIL	NIL
(0,007.00)	Employee Arrears/Horr ay	NIL	NIL
	UNSECURED CREDITORS	IVIL	INIL
(40,070.00)	Employees	NIL	NIL
(40,070.00)	HM Revenue & Customs	NIL	NIL
551,297.00)	Trade & Expense Creditors	NIL	NIL
331,297.00)	Trade & Expense Oreditors	NIL	NIL
	DISTRIBUTIONS	NIL	INIL
(6.20)	Ordinary Shareholders	NIL	NIL
(0.20)	Ordinary Griareriolders	NIL	NIL
		NIL	INIL
565,031.20)		1,462.86	6,468.43
303,031.207	REPRESENTED BY		0,700.73
	Bank 2 Current		3,406.44
	Vat Control Account		3,059.14
	Vat Receivable		2.85
	vat i teceivable		2.03
			6,468.43



ANDERSON ANDERSON & BROWN LLP

Syntropharma Limited
(In Administration)
Administrator's Progress report
for
10 July 2021 to 9 January 2022
("the period")

Private & Confidential (This Report is for use by the Members and Creditors of the Company only and must not be published or provided to any other party without the written permission of Syntropharma Limited)



Syntropharma Limited (in Administration) Administrator's progress report



- This document has been prepared by Duncan Raggett, Administrator of Syntropharma Limited (In Administration).
- This document has been prepared solely to comply with the Administrator's statutory duty under Rule 3.93 of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 to provide the creditors of the Company with a report on the progress of the Administration process.
- This document has not been prepared for any other purpose and as such, it is not suitable to be used for any other purpose.
- Any estimated outcomes for creditors included in this document are illustrative only and consequently cannot be relied upon to be guidance as to the actual outcomes that may result.
- Duncan Raggett is licensed to act in the United Kingdom as an insolvency practitioner by the Institute of Chartered Accountants of Scotland and is bound by the Insolvency Code of Ethics when carrying out all professional work in relation to this Administration.
- The affairs, business and property of the Company are being managed by the Administrator who acts as an agent of the Company, without personal liability.

) 2

Syntropharma Limited (in Administration) Administrator's progress report

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Syntropharma Limited (in Administration) Administrator's progress report



Duncan Raggett was appointed Administrator of the Company on 10 July 2020 by Directors.

Paragraph 3 (1) of Schedule B1 of the Act, detailed below, outlines the three statutory purposes of an Administration:

- 3 (1) The administrator of a company must perform his functions with the objective of
 - a) rescuing the company as a going concern, or
 - b) 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.

Due to the level of liabilities, the rescue of the Company as a going concern is not possible in this case.

I am currently pursuing the second objective of the Administration process, 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). I believe this is achievable as the Administration process has maintained the value in the agreements in place with MyTomorrows and Libero Pharma Limited which potentially could have been lost had the Company gone straight to Liquidation.

Should the second objective prove to be no longer be achievable then I will move to the third objective, realising the Company's assets in order to make a distribution to the preferential creditors, as there are no secured creditors in this case.

The Administrator's proposals below were approved via decision procedure by the creditors on 18 September 2020.

- To continue to manage the Company's business and realise assets in accordance with objective 2 of the statutory purposes of the Administration and move to objective 3, if this is no longer achievable:
- To investigate, and if appropriate, pursue any claims the Company may have;
- To do all such things that are reasonable and to use my powers appropriately in order to preserve the assets of the Company and maximise the realisations therefrom.
- To seek an extension to the Administration if considered necessary.
- To make distributions to any secured and preferential creditors as appropriate, and if applicable, distribute funds to ordinary, unsecured creditors under the prescribed part.

Syntropharma Limited (in Administration) Administrator's progress report



- If there are sufficient realisations to allow for a distribution to unsecured creditors, the Administrator may, at any time he feels appropriate, exit the Administration to a Creditors Voluntary Liquidation and that the Administrator, Duncan Raggett, will act as Liquidator.
- If there are insufficient realisations for a distribution to unsecured creditors, to exit the Administration via the dissolution of the Company, or, if appropriate, the Administrator may use any or, a combination, of the exit routes available in Schedule B1 of the Insolvency Act to exit the Administration.

This report should be read in conjunction with previous reports. The following work has been undertaken in the period 10 July 2021 to 9 January 2021:

- Drafted and issued progress report
- Dealt with outstanding pension matters
- Liaised with MyTomorrows re commission payments
- Dealt with tax matters
- Monthly bank reconciliations and day to day cashiering
- Regular case reviews
- Ad hoc statutory and administrative tasks as and when necessary

The books and records of the Company have been collected, reviewed and inventoried. To date my investigations have not revealed any matters that require reporting to creditors in terms of SIP2. Should any creditors have any information that may assist in my investigations then please do not hesitate to contact me.

I have completed and submitted my statutory return on the directors' conduct to the Insolvency Service, the content of which is confidential.

I have included a copy of my receipts and payments for the period at Appendix 2 for your information. The work was undertaken in respect of the realisation of the Company's assets in the period is as follows:

During the period, I have liaised with MyTomorrows regarding the ongoing collection of commission on a quarterly basis. A total of £1,675.98 was received in the period. MyTomorrows advised that the stock expired on 30 November 2020. The total ingathered collected is £2,503.84 and there will be no further realisations in this regard.

Bank interest of £0.13 accrued during the period.

The following costs have been paid during the period:

Cost	Amount	Further details
Storage Costs	£14.25	Cost paid to KRC International for the storage for the storage of the Company's records
Pension Agent's fee	£199	Cost paid to SP Insolvency for the preparation of a pension report

Syntropharma Limited (in Administration) Administrator's progress report



The Directors have advised that there were book debts of £1,306 due to the Company at the date of appointment. These will be pursued until such point as it is no longer cost effective to do so.

The Directors reviewed the royalty payments made to Amarin over the past few years and it emerged that overpayments of c. £20,000 have been made. The Directors were pressing Amarin for repayment for a number of months prior to the Administration but were increasingly frustrated in their efforts.

Amarin contest the figure being quoted but agree that there may be something outstanding to the Company. Amarin has been chased to provide their accounting for the balance due for the Administrator to review.

The Company assigned its interest in a patent it had been developing to an associated company Libero Pharma Limited in 2019. As part of this assignation, an agreement in respect of deferred consideration based on the success of any product developed using the patent was put in place.

Whilst the success of any product, and therefore any deferred consideration being paid, is not guaranteed, the directors believe there is realisable value in the potential assignation of this agreement. The directors, Andrew Gardiner and Iain Scott were both also directors of Libero Pharma Limited albeit, Iain Scott, subsequently resigned to avoid any conflict of interest in any negotiations with Libero Pharma Limited.

A pre-appointment offer from the chair of Libero Pharma Limited for the assignation of the royalty agreement was too low for the directors to justify accepting. I have sought the advice of Metis Partners on the potential value or marketing of the royalty agreement and am awaiting their proposals in order to confirm the realisation strategy for this asset.

Further dialogue has been held with Libero Pharma Limited but an acceptable offer is yet to be received.

Syntropharma Limited (in Administration) Administrator's progress report



The Company has no secured creditors.

The main debts which rank as preferential claims are amounts due to employees for unpaid wages/salary, which was due to be paid within the four months prior to the commencement of the Administration process (capped at £800), accrued but unpaid holiday pay (without limit), and certain pension contributions. There are other categories of preferential claims which apply in limited circumstances, which are not anticipated to apply in this Administration.

Based on the claims provided to date, it is estimated that the total preferential claims will be approximately £6,597. As it is not currently anticipated that there will be sufficient funds available to pay a dividend to the preferential creditors, a final proof of debt will not be requested from the Redundancy Payments Service.

Secondary preferential status, after employee claims, was restored for certain HM Revenue & Customs liabilities for all insolvencies commencing from 1st December 2020 onwards. The tax liabilities that attract secondary preferential status are VAT, PAYE, NIC, Student Loan repayments and CIS deductions. As this Administration started before 1st December 2020, there are no secondary preferential creditors in this case.

The Company has not granted a floating charge to any creditor.

Under the provisions of Section 176A of the Act, the Administrator must state the amount available to the unsecured creditors in respect of the prescribed part.

As there is no floating charge creditor in this case or the floating charge is dated prior to 15 September 2003, the prescribed part will; therefore, not apply in this case.

All claims which are not secured or preferential (with the exception of claims from a creditor where the Administrator has had to take legal action to reclaim assets from that creditor for the benefit of all creditors) are classified as ordinary unsecured creditors.

I have received ordinary, unsecured claims of £455,169 to date. When including the unsecured element of the employee claims, it is anticipated that the total ordinary, unsecured claims will be in the region of £600,000.

It is not anticipated that there will be surplus funds available to pay a dividend to the unsecured creditors.

If there are sufficient realisations for a dividend to unsecured creditors, then the Administrator will require to exit the Administration to Creditors Voluntary Liquidation ("CVL") in order to process the distribution.

Syntropharma Limited (in Administration) Administrator's progress report



The Administration is currently scheduled to automatically end on 9 July 2022, unless a further extension is granted. A further extension will require the approval of the Court.

It is currently uncertain whether an additional extension of the Administration will be required, this will be determined by the progress of the outcome of the book debts and sale of the royalties. The Administrator

As there may be a requirement to extend further, any creditors that object to the Administrator applying to the Court to extended the Administration by an additional 12 months to end on 9 July 2023, should confirm this in writing, within 14 days of this report.

There are a variety of exit routes available for the Company from Administration. Should there be sufficient realisations to allow for a distribution to unsecured creditors then the exit route will be via a CVL and it is proposed that I would act as Liquidator in such a scenario.

If there are no funds for a distribution to unsecured creditors, then the most appropriate exit route will be in the dissolution of the Company.

I have; however, reserved the right to use any available exit route should circumstances change.

In line with the approved proposals, the Administrator will be discharged from liability in respect of any action undertaken by him when his appointment ceases to have effect, as defined by the Act.

This discharge does not prevent any misfeasance action against me as Administrator of the Company.



4. Pre-appointment work/costs

4.1. Approval of pre-appointment remuneration

In the pre appointment period I incurred time costs of £1,070, which represented 3.75 hours at an average rate of £285.33, in the completion of the pre-appointment work detailed in previous reports; however, I am not seeking the approval of these costs as an expense of the Administration.



5. Administrator's remuneration & disbursements

5.1. Approval of the basis of remuneration & disbursements

The Administrator is obliged to fix his remuneration in accordance with Rule 3.97 of the Rules. In this case, the Administrator will seek remuneration by reference to his time costs and this basis was approved by a decision procedure of the creditors on 18 September 2020.

5.2. Further information

The Administrator is regulated by the Institute of Chartered Accountants of Scotland, who have made available "Creditor Guides to Office Holder Remuneration", which includes a "Creditor's guide to an Administrator's Remuneration".

This guide can be obtained by visiting the following webpage:

https://www.icas.com/professional-resources/insolvency/support-and-guidance/creditor-guides-to-office-holder-remuneration

If creditors have any queries regarding the procedure for the determination of the Administrator's remuneration, please contact this office for further information.

Full details of the Administrator's policy on charging time and disbursements can be found at Appendix 4.

5.3. Time costs incurred in the period

I attach at Appendix 3 an analysis of the time spent to date on this case split by work type and grade of staff involved. Please note that my firm moved to a new time reporting system on 11 October 2021. Therefore, the analysis of time at Appendix 3 is split into two reports. The average rate of time detailed below is an average across both reports.

During the period 10 July 2021 to 9 January 2022, time costs of £4,278.50 have been incurred. This represents 22.6 hours at an average rate of £192.96 per hour.

5.4. Disbursements incurred

I have incurred the following disbursements in the period from 10 July 2021 to 9 January 2022:

Disbursement	Category 1	Category 2	Paid in period	Balance
Postage	2.14	Nil	Nil	2.14

Category 1 disbursements do not require specific approval and will be drawn during the next period.



Fees approved by the creditors and drawn to date are as follows:

Period	Fees approved (£)	Fees Drawn (£)	Balance (£)
10 July 2020 - 9 January 2021	12,500	10,000	2,500
Total	12,500	10,000	2,500

The balance of the approved fee will be drawn when funds allow.

The Administrator does not intend to seek another decision to approve and draw remuneration for the current accounting period or the previous accounting period at this time but may request a further fee for these and future accounting periods if funds allow. The outstanding time costs to be approved are as follows:

Period	Time costs to be approved (£)
10 January 2021 - 9 July 2021	3,021.85
10 July 2021 - 9 January 2022	4,278.50
Total	7,300.35

Any creditor, or creditors of the Company, representing in value at least 25% of the creditors have the right of appeal to the Court that the Administrator's remuneration or outlays are, in all the circumstances, excessive and should be reduced. Any such application to Court must be made no later than eight weeks after the end of an accounting period.

$\mathbf{P}^{^{2}}$

Syntropharma Limited (in Administration) Administrator's progress report

Company and Trading Name Syntropharma Limited

Date of Incorporation 1 February 2005

Company Registration Number SC279236

Main Trading Address Tweed Horizons Business Centre, Newtown St Boswells,

TD6 0SG

Previous Registered Office 4th Floor, Excel House, 30 Semple Street, Edinburgh, EH3 8BL

Present Registered Office Anderson Anderson and Brown, Kingshill View, Prime Four

Business Park, Kingswells, Aberdeen, AB15 8PU

Company Directors Andrew Gardiner

lain John Gosman Scott

Dr Stephane Mery (resigned 5 February 2020) Peter Kevin Moore (resigned 10 June 2020)

Company Secretary Macroberts Corporate Services Limited

Shareholding The Company has issued 62,002 shares of £0.0001 giving total

share capital of £6.20.

Appendix 1 - Statutory information (continued)

Administration Information

Court Edinburgh Sheriff Court

Court reference

Appointer Directors

Date of appointment 10 July 2020

Administrator Duncan Raggett

Firm Anderson & Brown LLP

Address for correspondence Kingshill View, Prime Four Business Park, Kingswells,

ABERDEEN, AB15 8PU

Email & Phone number r2@aab.uk & 01224 625111

Alternative contact Emma Greenwood - 01224 625111

Purpose of Administration 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)

Current Administration expiry date 9 July 2022

Prescribed Part The prescribed part does not apply in this case.

proceedings as defined in Article 3 of the EC Regulations



Appendix 2 - Administrator's receipts & payments account

Syntropharma Limited (In Administration) Administrator's Summary of Receipts & Payments

From 10/07/202 To 09/01/202	From 10/07/2021 To 09/01/2022 £		Statement of Affairs £
	~		
		ASSET REALISATIONS	
0.87	0.13	Bank Interest Gross	0.000.00
NII	NIL	Book Debts	6,306.00
19,537.6	NIL	Cash at Bank	18,783.00
NII	NIL	Furniture & Equipment	300.00
NII	NIL	Property Rights/Patents	10,000.00
2,503.84	1,675.98	Stock	9,531.00
22,042.3	1,676.11		
		COST OF REALISATIONS	
10,000.00	NIL	Administrator's Fees	
15.00	NIL	Inhibition fee	
3,030.00	NIL	Legal Fees (1)	
199.00	199.00	Pension agent's fees	
1,389.99	NIL	Pre-appointment legal fees	
533.2	NIL	Professional Fees	
160.00	NIL	Specific Bond	
189.68	NIL	Statutory Advertising	
57.00	14.25	Storage Costs & collection	
(15,573.92	(213.25)	ctorage costs a conceasin	
(10,070.02	(2.0.20)	PREFERENTIAL CREDITORS	
NII	NIL	Employee Arrears/Hol Pay	(6,597.00)
- NII	NIL	Employee Arrears/Horr ay	(0,007.00)
1411	MIL	UNSECURED CREDITORS	
NII	NIL		(40.070.00)
NII	NIL NIL	Employees HM Revenue & Customs	(40,070.00)
			(11,981.00)
NII	NIL NIL	Trade & Expense Creditors	551,297.00)
INII	NIL.	DIOTOIDISTICNIC	
		DISTRIBUTIONS	(2.00)
NII	NIL	Ordinary Shareholders	(6.20)
NII	NIL		
6,468.4	1,462.86		(565,031.20)
2.402.4		REPRESENTED BY	
3,406.4		Bank 2 Current	
3,059.14		Vat Control Account	
2.85		Vat Receivable	
6,468.4			



Appendix 3 - SIP 9 Fee Breakdown Analysis

Sip9 time report for the period 10 July 2021 to 10 October 2021

10 July 2021 to 10 October 2021

IP		Other Seniors / Professionals 0.60 - 0.60 4.60	Trainees / Assistants	0.60 . 3.10 . 0.15 1.25	90.00 - 386.00 - 7.50 - - - 1,104.00 - 345.00	124.52 50.00
0.75	0.60	- 0.60 - - - - - - 4.60	- 1.90	3.10 - 0.15 - - - - 5.75	7.50 - - - - - - 1,104.00	50.00
0.75	0.60	- 0.60 - - - - - - 4.60	- 1.90	3.10 - 0.15 - - - - 5.75	7.50 - - - - - - 1,104.00	50.00 - - - 192.00
0.75	0.60	0.60 - - - - - - - 4.60	1.90	3.10 - 0.15 - - - - 5.75	386.00 - 7.50 - - - - 1,104.00	192.00 -
0.75		- - - - - - 4.60		- 0.15 - - - - - 5.75	7.50	50.00 - - - 192.00
0.75		- - - - - - 4.60	- - - - - - -	0.15 - - - - 5.75	7.50 - - - - 1,104.00	192.00
0.75			- - - - - - -	- - - - 5.75	- - - 1,104.00 -	192.00
0.75	- - - - -		- - - - -	- - - 5.75 -	- - - 1,104.00 -	- 192.00 -
0.75	- - - - -		- - - -	- 5. <i>7</i> 5 -	- 1,104.00 -	- 192.00 -
0.75	- - - -			- 5. <i>7</i> 5 -	- 1,104.00 -	- 192.00 -
0.75	- - -		-	5.75 -	1,104.00	-
0.75	- - -		-	-	-	-
	-	-	-			276.00
0.20						
0.20						
0.20	-	0.50	-	0.70	105.00	150.00
-	-	-	-	-	-	-
-	-	-	-	-	-	•
-	-	-	-	-	-	
-	•	•		-	-	
-	•	4.00	-	4.00		450.00
-	-		-			150.00
-	-	-			-	
-		-	-	-	-	-
-			-	-	-	
-	-	-	•	-	-	
2.10	0.60	8.10	1.90	13.35		
					2,307.50	
					-	
					2,307.50	
						172.85
	0.20					2,307.50



Appendix 3 - SIP 9 Fee Breakdown Analysis (continued)

Sip9 time report for the period 11 October 2021 to 9 January 2022

Syntropharma Limited Period from 11/10/2021 to

09/01/2022

				Hours				
Classification of work	function	IP	Managers	Other Seniors / Professionals	Trainees / Assistants	Total Hours	Time Cost £	Avera Hourly Ra
Administration and pl	anning investigations							
	Admin-General Admin	-	-	0.80		0.80	132.00	165.0
	Admin-Appointment Work	1 -	-	-		-	-	
	Admin-Banking and accounts maintenance	-	0.30	0.20	0.65	1.15	163.00	141.7
	Admin-Bonding] -	-		-	-	-	-
	Admin-Strategy and planning	0.25	2.20	0.30		2.75	876.50	318.7
	Admin-Case closure] -	-			-		
	Admin-Statutory meetings] -	-			-		
	Admin-Nominee work	-	-		-	-	-	-
	Admin-Receipts and Payments and Statement of Affairs	-	-			-		
	Admin-Statutory reports] -	-			-		
	Admin-Travel	-	-			-		
	Admin-VAT and tax	0.45	-	2.30	-	2.75	523.50	190.3
Realisation of assets		j						
	Realisation of Assets-Asset realisation	-	-	1.80		1.80	276.00	153.3
	Realisation of Assets-Debt collection	-	-	-	-	-	-	-
	Realisation of assets - fixed charge assets	-	-	-		-	-	-
Creditors								
	Creditors-Shareholders/Distribution work	-	-		-	-	-	-
	Creditors-Unsecured creditors	-	-		-	-	-	
	Creditors-Creditor committee work	-	-			-		
	Creditors-Employee matters	-	-		-	-		
	Creditors-Pensions	-	-	-	-	-	-	
	Creditors-ROT claims	-	-	-	-	-	-	-
	Creditors-Secured creditors	-	-	•				
	Creditors-Third party assets	-	-	•	-	-	-	
	Creditors - Pref. creditors/claims/distributions	-	-	-		-		-
Investigations		1						
	Investigate-Director conduct review	-	-		-	-	-	-
	Investigate-Pre-insolvency review	-	-			-		
	Investigate-Litigation	-	-	-	•	-	•	-
Total hours		0.70	2.50	5.40	0.65	9.25		
Total time costs (£)		}					1,971.00	
Total disbursements (£)	ŀ					2.14	
Total costs (£)	•					_	1,973.14	
Total Costs (L)						-	1,7/3.14	
Total Average Hourly	rate	1						213.0



Appendix 3 - SIP 9 Fee Breakdown Analysis (continued)

Sip9 time report for the period 10 July 2020 to 10 October 2021

10 July 2020 to 10 October 2021

l l		Hours					
Classification of work function	IP	Managers	Other Seniors / Professionals	Trainees / Assistants	Total Hours	Time Cost £	Averagi Hourly Rati
Administration and planning investigations							
General administration	_	0.25	2.10	11.90	14.25	1,287.25	90.33
	4.50	1.60	2.10	4.50	10.60	2,606.00	245.85
Appointment work	0.55	1.60	0.90	20.30	23.35	1,925.50	82.46
Banking and accounts maintenance	0.33	0.10	0.90	20.30	0.30	1,925.50	351.67
Bonding Strategy and planning	0.20	- 0.10	1.00	0.15	1.50	283.50	189.00
Case closure	0.35	-	1.00	0.15	1.30	203.30	109.00
Statutory meetings		-	•				
Nominee work			•			•	-
	2.40				2.40	864.00	360.00
Receipts and Payments and Statement of Affairs		2.50		5.75	30.50		257.18
Statutory reports	16.15		6.10			7,844.00	257.18
Travel	. 75	-		•	2.45		204.04
VAT and tax	1.75	-	0.40	-	2.65	773.75	291.9
Realisation of assets							
Asset realisation	6.45	-	1.40	-	7.85	2,490.00	317.20
Debt collection	-	-	0.20	=	0.20	30.00	150.00
Creditors							
Shareholders/Distribution work	-	-	-	-	-	-	-
Unsecured creditors	2.30	0.50		0.50	3.30	1,030.50	312.27
Creditor committee work	-	-	-	-	-	-	-
Employee matters	1.40	1.60			3.00	1,040.00	346.67
Pensions	0.75	0.30	2.20	-	3.25	700.50	215.54
ROT claims	-	-	-	-	-	-	-
Secured creditors		-			-		
Third party assets	-	-	-	-	-	-	-
Investigations							
Director conduct review	1.25	-		-	1.25	450.00	360.00
Pre-insolvency review	3.60	-			3.60	1,296.00	360.00
Litigation	0.25	-	-	-	0.25	90.00	360.00
Total hours	41.90	8.45	14.30	43.10	108.25		
Total time costs (£)						22,816.50	
Total disbursements (£)						590.24	
Total costs (£)						23,406.74	
Total Average Hourly rate							210.78



Appendix 4 - Administrator's policy on charging time and disbursements

Introduction

This section sets out my firm's policy on remuneration and disbursements where our licensed insolvency practitioner is acting as Administrator.

In addition, this section applies where approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm.

Best practice guidance as set out in Statement of Insolvency Practice 9 (Scotland), "Payments to insolvency office holders and their associates" ('SIP9'), requires that such information should be disclosed to those who are responsible for approving the basis of remuneration & disbursements, the amount of remuneration & disbursements payable and when creditors are advised of their rights of appeal against any determination of remuneration and disbursements.

Administrator's remuneration

The Administrator has overall responsibility for the Administration process. He will delegate tasks to members of the firm's staff. Such delegation assists the office holder as it allows him to deal with the more complex aspects of the case and ensures that work is being carried out as the appropriate level, thus achieving a cost-effective progression of the Administration. There are various grades of staff that are employed by the firm and these, together with their average hourly charge out rates, are as follows:

	£
Insolvency Practitioner	350 - 400
Senior Managers	250 - 335
Managers	200 - 285
Other Seniors/Professionals	70 - 155
Trainees/Assistants	50 - 80



Appendix 4 - Administrator's policy on charging time and disbursements (continued)

My firm operates a time recording system which allows staff working on the case along with the Administrator to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed above, and is recorded in units of 0.1 of an hour (i.e. a minimum of 6 minutes). Support staff (secretarial support, cashiering, etc.) do not charge time to specific cases, with their costs recovered in the general charge out rates of chargeable staff.

Expenses incurred by an Administrator

Best practice guidance classifies expenses into two broad categories:

- Category 1 disbursements (approval not required) specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- Category 2 disbursements (approval required) items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.
 - (a) The following items of expenditure are charged to the case (subject to approval):
 - Car mileage is charged at the rate of 45 pence per mile.
 - (b) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:
 - Telephone and facsimile
 - Printing and photocopying
 - Stationery

Appendix 5 - Glossary of terms used in this report

The Company Syntropharma Limited

Administrator and I, me or my Duncan Raggett

My Firm Anderson & Brown LLP

Court Edinburgh Sheriff Court

The Act Insolvency Act 1986

The Rules Insolvency (Scotland) (Company Voluntary Arrangements and

Administration) Rules 2018

RPS Redundancy Payments Service

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