

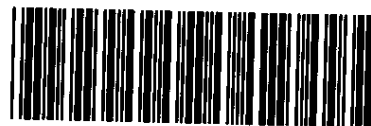
AM03 (Scot)

Notice of administrator's proposals



Companies House

FRIDAY



A22 *A892RQC9* 05/07/2019 #44
COMPANIES HOUSE

1 Company details

Company number S C 4 7 9 6 5 1

Company name in full PG Taverns (Scotland) Ltd

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

2 Administrator's name

Full forename(s) Kelly

Surname Burton

3 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Administrator's name

Full forename(s) Lisa Jane

Surname Hogg

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

5 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region


Postcode S 1 1 9 P S

Country

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

AM03 (Scot)

Notice of Administrator's Proposals

6	Statement of proposals																		
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals																		
7	Sign and date																		
Administrator's Signature	Signature ✕  ✕																		
Signature date	<table><tr><td>^d</td><td>0</td><td>^d</td><td>2</td><td>^m</td><td>0</td><td>^m</td><td>7</td><td>^y</td><td>2</td><td>^y</td><td>0</td><td>^y</td><td>1</td><td>^y</td><td>9</td></tr></table>	^d	0	^d	2	^m	0	^m	7	^y	2	^y	0	^y	1	^y	9		
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AM03 (Scot) Notice of Administrator's Proposals



Presenter information

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

Contact name	Samuel Green
Company name	Wilson Field Limited
Address	The Manor House
	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
Country	
DX	
Telephone	01142356780



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

The Registrar of Companies, Companies House,
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' report and statement
of proposals for achieving the purpose of
Administration pursuant to
Paragraph 49 of Schedule B1 to the
Insolvency Act 1986 (“the Proposals”)**

**PG Taverns (Scotland) Ltd (“the Company”) -
In Administration**

2 July 2019

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1 Introduction and background

Introduction

- 1.1 Kelly Burton and Lisa Jane Hogg of Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS were appointed Joint Administrators of the Company by the The Royal Bank of Scotland plc ("RBS") on 3 May 2019, in RBS' capacity as holders of a qualifying floating charge. The appointment was made pursuant to the provisions of Paragraph 14 of Schedule B1 to the Insolvency Act 1986 ("the Act"). Kelly Burton and Lisa Jane Hogg are licensed to act as insolvency practitioners in the United Kingdom ("UK") by the Institute of Chartered Accountants in England and Wales ("ICAEW").
- 1.2 Creditors should note that in accordance with Paragraph 100(2) of Schedule B1 of the Act, both Joint Administrators may exercise any or all of the functions of the Joint Administrators, jointly and severally.
- 1.3 Information about the way Wilson Field will use and store personal data can be found in the Privacy Notice enclosed at Appendix H of the Proposals.
- 1.4 The EC Regulation on Insolvency Proceedings 2000 ("the Regulation") applies to the Administration. The proceedings are main proceedings as defined by Article 3 of the Regulation, due to the Company being domiciled in the UK and its Centre of Main Interest ("COMI") being objectively and ascertainably in the UK.
- 1.5 This report incorporates the Proposals made under Paragraph 49 of Schedule B1 to the Act, which will be treated as delivered to creditors on 2 July 2019 this being the day on which they were uploaded to a document download facility which creditors have previously been given the access details for, in accordance with Rule 1.45(7)(a) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 ("the Rules").

Background

- 1.6 The information provided in this section is based upon Company records, information provided by the Company and the explanations of its director. The key personnel involved in the provision of information was the Company's director and its accounts department. The Joint Administrators cannot, therefore, be held personally liable for any errors or misstatement of fact contained therein.
- 1.7 The Company was incorporated on 10 June 2014, under the name PG Taverns (Scotland) Ltd and registration number SC479651 and was the leasehold tenant of a number of public houses throughout Edinburgh and the Lothians.
- 1.8 Upon incorporation Mr Gordon Gilhooley and Mr Iain David Pert were appointed directors of the Company. Mr Gordon Gilhooley and Mr Iain David Pert were also the shareholders of the Company, with each director holding 50% of the Company's issued share capital of 200 ordinary shares of £1 each. Mr Gilhooley subsequently resigned his position as a director of the Company on 11 September 2017 according to records at Companies House, subsequently transferring his shareholding to Iain Pert.
- 1.9 At the date of the Joint Administrators' appointment, Mr Pert was the sole director and shareholder of the Company.
- 1.10 The Company started with one pub, The Doghouse, which was held subject to a tenancy agreement from Star Pubs & Bars Limited ("Star Pubs"), which is the estate management division of Heineken UK Limited ("Heineken"). The Doghouse was substantially refurbished in a joint venture between Star Pubs and the Company. The goal of the Company was to grow its operations and the number of outlets under tenancy agreements, to manage the risks associated with a single site operation and to ultimately take on freehold sites when the Company had built sufficient reserves.

- 1.11 The Company initially traded successfully and had grown its number of tenancies with Star Pubs to five public houses by 2018, the venues comprising The Doghouse, The Mouse Trap, The Jolly Botanist, The King's Wark and the Fork & Field.

Director's reasons for failure

- 1.12 The director advised the Company's financial difficulties arose from three fundamental problems during 2018.
- 1.13 Firstly, the Company had undertaken a poorly planned and poorly funded expansion of its operations by entering into two additional tenancies with an alternative landlord to Star Pubs, relating to venues known as The Jolly Gin and The Grapes. The simultaneous upgrading of the two new pubs without contingency funding was an error in judgement, as significant weather delays and cost overruns by contractors resulted in both higher costs than budgeted and deficits in operational cashflow from the delays in opening the new outlets.
- 1.14 As a result of the factors above and in particular delay and cost implications, the Company's operational cashflow for the existing venues were negatively affected and further compounded by a decrease in footfall and therefore revenue at the existing venues.
- 1.15 In addition, the rapid expansion in operational sites was not matched by back office support and it became clear to management that the failure for back office systems had resulted in inconsistent record keeping and that poor financial and operational control and reporting historically.
- 1.16 Following this, the Company was subject to a VAT audit which identified a number of issues with legacy financial systems, bookkeeping and control issues which had occurred over a period of time and as a result, HM Revenue & Customs ("HMRC") raised an assessment and surcharges in December 2018.
- 1.17 The Company had successfully completed Time To Pay arrangements ("TTPs") with HMRC in the past but a further arrangement of this nature was not possible due to the size of the liability involved, as HMRC would only agree a repayment period of 12 months under TTP. The Company therefore found itself unable to address its historic liabilities alongside on-going operational costs. As a consequence, it was concluded that the Company was insolvent within the definition of being unable to pay its debts, as set out in Section 123 of the Act.
- 1.18 In efforts to address the Company's financial difficulties, the Company engaged the services of 4R Business Recovery Limited ("4R"), a firm of independent business advisors ("4R"), for advice on the Company's financial position. Having reviewed the situation, 4R suggested that the directors consult a licenced Insolvency Practitioner,
- 1.19 Consequently, in September 2018 the Company sought the advice of a licensed Insolvency Practitioner, by approaching Ruth Jacks of Wilson Field, the Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS ("Wilson Field") with a view to proposing a Company Voluntary Arrangement ("CVA").
- 1.20 The basis of the Company's CVA proposal was to make monthly contributions into a CVA scheme comprising twelve monthly contributions of £15,286, followed by 48 monthly contributions of £20,286.
- 1.21 The CVA proposal was issued to creditors on 4 January 2019 and was subsequently rejected by creditors and primarily HMRC. Following the rejection of the CVA proposal, the Company and 4R entered dialogue with HMRC with a view to negotiating in respect of the assessment debt and restructuring the same, however, this was unsuccessful and HMRC issued a Winding Up Petition ("WUP") against the Company.

- 1.22 The director sought further advice from 4R and Wilson Field with a view to assessing and considering the Company's alternative insolvency options, following the rejection of the Company's CVA proposal. Following consultation with Wilson Field, it was determined that Administration was the Company's optimum insolvency option, as any terminal insolvency process incorporating a cessation of trade would have been detrimental to all creditors and stakeholders, by offering an enhanced level of potential realisations and the potential minimisation of the Company's liabilities.
- 1.23 However, the issue of the WUP removed the director's ability to place the Company into Administration in his own right, given that the director of a company may not place a company into Administration under Paragraph 22 of Schedule B1 to the Act where a WUP has been presented but not yet disposed of, given the provisions of Paragraph 25(a) of Schedule B1 to the Act.
- 1.24 Given this position, the remaining options to place the Company into Administration were for the directors to make an application to Court for an Administration Order pursuant to Paragraph 12 of Schedule B1 to the Act or for the qualifying floating charge holder, RBS, to place the Company into Administration under Paragraph 14 of Schedule B1 to the Act. These options were considered and it was resolved that an application under Paragraph 12 of Schedule B1 to the Act would be costly and time consuming and would attract a far greater level of cost to the Administration estate than an appointment being made by the qualifying floating charge holder under Paragraph 14 of Schedule B1 to the Act.
- 1.25 As a consequence, an approach was made to RBS by the Company and Wilson Field, requesting that they take steps to enforce powers contained within its debenture over the Company's assets by placing the Company into Administration under Paragraph 14 of Schedule B1 to the Act. This led to protracted correspondence with RBS, who requested a report on the Company's financial position and insolvency options, an Administration strategy and costs tender. RBS sought competing tenders from two other firms of insolvency practitioners as part of this process, with a view to determining which firm they would consider appointing, subject to satisfaction of RBS' policies and procedures.
- 1.26 During correspondence with RBS with regard to the appointment tender, Kelly Burton and Lisa Jane Hogg of Wilson Field confirmed their willingness to act as Joint Administrators of the Company if RBS would consider making the appointment. Following protracted exchanges with RBS and the consideration of the proposed Administration strategy, RBS confirmed that if the director of the Company were to invite them to enforce their security and appoint Ms Burton and Ms Hogg as Joint Administrators, RBS would agree to facilitate this appointment, being mindful of the catastrophic effect of a winding up order being made against the Company as a consequence of the WUP. RBS were acutely aware that their lending may be at risk given the substantial reduction in potential realisations were the Company to be wound up, notwithstanding the loss of employment to 75 members of staff who were employed by the Company at the date of Administration.
- 1.27 RBS introduced Addleshaw Goddard LLP ("AG") to assist them and the proposed Joint Administrators with the appointment process and the agreement of a licence to operate ("LTO") with an associated company, which was entered into to ensure continuity of the Company's trade following the Joint Administrators' appointment, preserving the value in the Company's ongoing business and the continued employment of its staff. Full details of this arrangement can be found in section 2 of the Proposals.
- 1.28 Following protracted negotiations with regard to agreement of the LTO, consultation with all relevant stakeholders and agreement of the documentation to facilitate the appointment of Joint Administrators, RBS took steps to file a notice of appointment of administrators ("NOA") at Court and appointed Miss Burton and Miss Hogg as Joint Administrators of the Company. The appointment was made on 3 May 2019.

2 Administration strategy and objective

2.1 The Joint Administrators must perform their functions with the purpose of achieving one of the following 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 The first statutory purpose of Administration, that is, rescuing the Company as a going concern, cannot be achieved in this instance. As referred to previously, the Company had already proposed a CVA to its unsecured creditors which had been rejected prior to the Joint Administrators' appointment. This being the case, it was apparent that there was little merit in proposing a CVA out of Administration in order to rescue the Company as a going concern. Equally, there was no appetite for an acquisition of the Company's shares incumbent of liabilities and therefore the first purpose of Administration cannot be achieved.

2.3 The second statutory purpose of Administration, that is, achieving a better result for the Company's creditors than would be likely if the Company were wound up cannot be achieved in this instance. Considering the indebtedness to the Company secured creditor and the estimated costs of the Administration, a return to the unsecured creditors of the Company is not anticipated. For this reason, the second purpose of Administrations cannot be achieved, and the Joint Administrators hereby give notice in accordance with Paragraph 52(1)(b) of Schedule B1 to the Act that the Company has insufficient property to enable a distribution to the unsecured creditors, other than by virtue of Section 176A(2)(a) of the Act i.e. the Prescribed Part. Commentary on the Prescribed Part position is included within the Proposals.

2.4 Considering the above, the Joint Administrators are pursuing the third purpose of Administration, which is realising property in order to make a distribution to one or more secured or preferential creditors. The Company operated a business loan facility with RBS, who secured their lending by way of a debenture, incorporating a floating charge, which was created on 29 July 2016 and delivered to Companies House on 2 August 2016.

2.5 At the date of the Joint Administrators' appointment, the amount outstanding to RBS under the security was £99,924. It is estimated that this liability will be discharged in full via distributions from the Administration estate, arising from anticipated realisations of the Company's assets. This will satisfy the third purpose of Administration.

Progress since appointment

2.6 The strategy of the Administration has been carefully assessed to ensure that a coherent and planned process could be achieved in order to facilitate a distribution to the Company's secured creditor, RBS. Ultimately, this will be achieved from the proceeds of the sale of the Company's business and assets, a process which is currently ongoing.

2.7 As briefly detailed above, any cessation of trade would be detrimental to all creditors in that this would increase the Company's liabilities to include the staff redundancies of 75 employees, and crystallise employee termination claims amounting to £73,306, as well as eliminating the existing realisable goodwill and value in the trading, cash generative business. In the event of a cessation of trade, realisations of the Company's assets would have been limited to the break up value of its fixtures, fittings and equipment. Recognising this, and in line with the expectations of Star Pubs, the Company's landlord, stock supplier, an outstanding creditor and a significant stakeholder in the Administration proceedings, it was essential that continuity of trade was maintained.

- 2.8 To ensure continuity of trade, the Joint Administrators have granted a LTO to Clubhouse Bars Limited ("Clubhouse"), a connected company by way of a common director and shareholder in Iain Pert. The LTO has been granted as an interim measure whilst a sale of the Company's business and assets can be negotiated and completed, with the Joint Administrators working closely with Star Pubs and RBS as part of this process. The LTO has been granted on a weekly rolling basis and pursuant to its terms, Clubhouse are responsible for payment of all trading liabilities and costs expedient to the continued trade of the business, as well as retaining the associated income. In exchange for the LTO, Clubhouse has agreed to pay the Joint Administrators a licence fee of £3,000 plus VAT per week of the LTO period ("LTO Fees"). During the Period, £21,000 plus VAT has been received in respect of LTO Fees, as shown on the R&P at Appendix B.
- 2.9 Notwithstanding preservation of trade and therefore the value in the business, another inherent benefit of the LTO is the income stream that payment of the LTO Fees has created, which have enhanced the Administration estate with additional realisations which continue to accrue.
- 2.10 In addition, the Company's employees have been transferred to Clubhouse under The Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE"). This means that the Company's 75 employees, in addition to the associated liabilities of £73,306, have transferred to Clubhouse, thereby minimising the Company's liabilities. In the absence of the Administration and LTO, the employees would have been made redundant, meaning the loss of their employment and the burdening of the Administration estate with additional liabilities of £73,306.
- 2.11 AG of Exchange Tower, 19 Cannin Street, Edinburgh, EH3 8EH assisted the Joint Administrators in ensuring all relevant licencing compliance was upheld following their appointment and further arranged for the transfer of the premises licences for each of the five pubs to Star Pubs, as landlord. This arrangement was agreed with Star Pubs, with whom the Joint Administrators are working closely with to secure the future of the five venues.
- 2.12 Despite the Joint Administrators' appointment, the Court erroneously made a Winding Up Order against the Company and appointed interim Liquidators on 8 May 2019. The Court appointed Annette Menzies of William Duncan Business Recovery Limited, however, the order was made in breach of the moratorium created by the Joint Administrators' appointment, which prevents any legal process being instituted or continued against the Company and its property, as set out in Paragraph 43(6) of Schedule B1 to the Act. The Joint Administrators advised HMRC, as petitioner, and the interim Liquidators of the same immediately and Liquidators' appointment was recalled on 27 May 2019, incurring no costs to the estate other than the Joint Administrators' and AG's time costs.
- 2.13 Following appointment, the Joint Administrators engaged the services of CDLH Surveyors Limited, RICS registered valuers of 166 Buchanan Street, Glasgow, G1 2LW ("CDLH") to prepare a detailed valuation of the Company's business and assets incorporating the businesses Fair and Maintainable Operating Profit ("FMOP") and the fixtures and fittings/inventories both on an in-situ and ex-situ basis, in order for the Joint Administrators to be in a position to sell the Company's business and assets in due course. The valuation was received on 30 May 2019, however, at this stage, the contents of the report remain confidential as to not jeopardise the anticipated sale. The costs incurred in preparation of the valuation are detailed in the expenses estimate at Appendix F. Clubhouse have registered their interest in the purchase of the business, however, no offer has been received to date and ultimately, the identity of the successor will be determined by Star Pubs. Star Pubs have strict criteria for tenants at their premises as any incoming tenant would be subject to audit and compliance checks, due diligence and must meet Star Pubs' strict criteria.
- 2.14 We are aware that Clubhouse are working directly with Star Pubs in order to prove their suitability as a potential tenant at the venues, as well as attempting to raise funding to pursue its interest in buying the business and associated assets of the venues. In addition, we understand that Star Pubs are in discussions with some of their other operators as to the opportunity and may hold an interest in acquiring the assets associated to some of the venues in their own right.

- 2.15 Given the importance of Star Pubs' position in these proceedings, the Joint Administrators are working closely with them to secure the future of the sites, a suitable new tenant and a realisation in respect of the Company's business and assets for the benefit of the Administration estate.
- 2.16 Given the sensitive nature of the ongoing discussions with regard to the sale of the business and assets, the Joint Administrators have concluded to disclose minimal information with regard to their valuation of the Company's business and assets and the current progress of the sale negotiations. This is so as not to prejudice the ultimate realisation achievable via a sale of the business in due course.
- 2.17 As detailed on the R&P at Appendix B, the Company's cash at bank balance at the date of appointment was £20,734. Following protracted dialogue with the Company's bankers, Santander PLC ("Santander"), due to the aforementioned invalid appointment of interim Liquidators, receipt of the funds were delayed but subsequently received on 24 June 2019.
- 2.18 The Joint Administrators have also instructed Jamie King of UK Employment Law Consultants Limited ("UKELC") a firm of employment law specialists of Belmont House, 20 Wood Lane, Leeds, LS6 2AE to assist in the calculation required to value the liability's avoided from the TUPE transfer of employees to Clubhouse. This was on the grounds that the costs associated to instructing UKELC to perform this area of work, comprising the calculation of TUPE figures for 75 staff, offers a significant cost saving to the Administration estate when compared to the Joint Administrators' time costs for same work.

Consideration of Proposals by creditors

- 2.19 Under Paragraph 52(1)(b) of Schedule B1 to the Act, where an Administrator thinks that:
- (a) The Company has sufficient property to enable each creditor of the Company to be paid in full,
 - (b) The Company has insufficient property to enable a distribution to be made to the unsecured creditors other than from the Prescribed Part, or
 - (c) The Company cannot be rescued as a going concern, or a better result as a whole than would be likely if the Company were wound up (without first being in Administration) cannot be achieved

Then the Administrator is not required to seek a decision from the Company's creditors as to whether they approve the Proposals.

In this case, I think that (b) the Company has insufficient property to enable a distribution to be made to the unsecured creditors, other than from the Prescribed Part, and I am therefore not required to seek a decision from creditors to approve my Proposals, unless the requisite number of creditors request such a decision within the prescribed period.

Creditors whose debts amount to at least 10% of the total debts of the Company may however request a decision be sought from the unsecured creditors as to whether to approve my Proposals. If you wish to request that a decision be sought in this manner, your request must be delivered to my office in writing by 12 July 2019. The request must include details of the purpose of the proposed decision and include details of the value of your claim and also any other creditors concurring with your request, together with their confirmation of concurrence. A deposit for costs would be required from the requisitioning creditors.

Please note that in the absence of any such request by the above date, my Proposals will be deemed approved

Administration (including statutory compliance and reporting)

- 2.20 The Joint Administrators have complied with several statutory obligations following their appointment. This work will, where appropriate, have included liaison with solicitors to deal with any legal considerations surrounding the Company's insolvency (such as assessing the validity of any 3rd party security in relation to the assets) and liaising with valuation agents about the most appropriate means of realising the value in the Company's business and assets.
- 2.21 The Joint Administrators have dealt with a number of statutory formalities which are required under legislation. This includes but is not limited to, corresponding with all members and creditors, notifying them of the appointment, filing notices with the Registrar of Companies and advertising the appointment in both the London and Edinburgh Gazette.
- 2.22 Other statutory duties performed are outlined in further detail in the fees estimate/fees information which can be found at Appendix F. Please note that much of this work will have been performed to comply with statutory requirements and as such may not necessarily add any value to the insolvent estate.

Trading

- 2.23 Whilst trading the business in Administration was considered prior to the Joint Administrators' appointment but for numerous reasons was not an appropriate strategy in this instance. The principal reasons were a lack of available funding, the potential for trading losses which may have been incurred (once the Joint Administrators time costs are taken into account) and licensing issues, given the nature of the Company's business. In addition, the costs of continued trading would be disproportionate to the ultimate benefits to creditors. To ensure continuity of trade despite an inability to trade in Administration, the Joint Administrators have granted a LTO to Clubhouse and Clubhouse are trading the business as an interim measure whilst a sale can be achieved. As detailed above, the LTO Fee of £3,000 plus VAT is being paid into the Administration estate and will offer a greater level of realisations for creditors compared to the likely profits of trading in Administration, once the additional trading overheads and time costs are accounted for.

Realisation of assets

- 2.24 LTO Fees
- 2.25 As detailed above, the Joint Administrators have granted a LTO to Clubhouse on a weekly rolling basis, in exchange for the LTO Fee of £3,000 plus VAT. During the Period, £21,000 has been received in respect of the monthly licence fees.
- 2.26 Cash at bank
- 2.27 At the date of the Administrators appointment, the Company's current account balance was £20,734, these funds were received into the Administration estate on 25 June 2019.
- 2.28 Bank interest gross
- 2.29 During the Period bank interest has been received totalling £1.13
- 2.30 Sale of business and assets
- 2.31 As detailed briefly above, the Joint Administrators have instructed CDLH to complete a valuation of the Company's business and assets including the FMOP, inventories and stock, with a view to selling the five public houses as trading businesses. The valuation has been received and the Joint Administrators are assessing their options with regard to the most appropriate realisation strategy, working closely with Star Pubs and RBS as part of this process.

2.32 The five trading premises are owned by Star Pubs, who further require business plans and have their own internal compliance procedures with regard to vetting potential tenants prior to granting tenancies. The Joint Administrators are in contact with Star Pubs to ensure their criteria is met; ensuring a sale can take place efficiently whilst still maximising realisations in this matter for the benefit of creditors.

2.33 Hire purchase van

2.34 Following our appointment, it transpired the Company had the benefit of a Nissan Diesel Accent Crew Van 2016 ("the Van") subject to hire purchase agreement with RCI Finance Limited ("RCI"). The agreement was due to expire on 2 July 2019, the Joint Administrators have taken professional advice and believe the Van holds equity which will become due to the Company should the agreement be transferred. Clubhouse have registered an interest in acquiring the Van, however no offer has been received to date. An update on this matter will be available in the Joint Administrators' subsequent progress reports to creditors.

Intercompany transaction

2.35 As detailed within the director's reasons for failure, historically the Company occupied two further trading premises which were subject to a lease agreements outside the Company's tenancies with Star Pubs, being the Jolly Gin and the Grapes. We have been advised that the Company's occupational benefits at these venues, the associated fixtures and fittings and any potential goodwill held within these venues were transferred to Clubhouse for no consideration, prior to the Joint Administrators' appointment.

2.36 At the time the Company proposed its CVA, it was envisaged that the consideration in respect of this transfer would be recorded as an intercompany loan of £100,000, payable by Clubhouse to the Company. However, the director has since advised that he believes the monetary value ascribed to the transfer should be valued at £36,000.

2.37 This matter will form part of the Joint Administrators' investigations and it is likely that retrospective valuation advice will be required to assess the likely value of the trading businesses at the point of transfer, to determine the extent of Clubhouse's liability to the Company in this respect. This will be reviewed as part of the Administrators' investigations into the Company's affairs, with a view to reaching a settlement agreement with Clubhouse in respect of the transfer. Further updates will be provided on this matter in the Joint Administrators' subsequent progress reports to creditors.

Rent deposits

2.38 As at the date of appointment, the Company had paid rent deposits in respect of the five trading premises with Star Pubs, totalling £85,000. As detailed above, the Company's landlord is Star Pubs, who are owed £30,000 in respect of a business loan. It is estimated the outstanding loan will be offset against the Company's rent deposits, under the principal of mutual dealings and set off. This will, therefore, have an impact on the level of recoveries achievable from the rent deposits.

2.39 Furthermore, it is also uncertain at this point as to whether any dilapidations liabilities for each premises will be applied to the deposit, which would in turn potentially impact the funds due to be returned to the Company in respect of the deposits paid. However, there are likely to be significant negotiations in respect of any dilapidations liabilities applied by Star Pubs, as the Joint Administrators consider that contrary to a dilapidations liability, the Company's refurbishment works at each site have, in our opinion, enhanced the value of the venues rather than detracted from them and that the Company's capital expenditure at the sites should in fact be classed as tenant's improvements, and not a liability for dilapidations.

- 2.40 Given these comments, the Joint Administrators are hopeful that realisations will be achieved via the return of the rent deposits paid by the Company. Prior to our appointment, Clubhouse had been maintaining payments to Star Pubs in respect of rent which ensured that there were no rent arrears at the date of the Joint Administrators' appointment. Equally, Clubhouse have maintained post-appointment rent payments to Star Pubs, in accordance with the terms of the LTO. This means that the deposits are not vulnerable to rent arrears deductions and the only potential deductions are the business loan and any dilapidations, although the Joint Administrators will likely resist any such claim from Star Pubs given the tenant's improvements position set out above. As a result, the potential realisation from this source is shown as uncertain on the SOA.

Funds due to Clubhouse

- 2.41 Following the Joint Administrators' appointment, post-Administration credits were received into the Company's old bank account which relate to card and debtor payments which are rightfully due to Clubhouse. These funds are being held by the Joint Administrators, who are in discussions with Clubhouse with regard to offsetting the funds against sums due to the Company, in the nature of either LTO Fees or the intercompany transaction referred to above. This matter is ongoing and creditors will be updated in subsequent reports.

Insurance cover

- 2.42 Insurance was obtained from the date of appointment, to include all tangible assets detailed above. This insurance cover will remain in place until the assets in question are sold.

Summary

- 2.43 The work undertaken by the Joint Administrators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to RBS being made. Where assets remain to be realised, these will be dealt with as the Administration progresses and further updates will be provided to creditors in the Joint Administrators' progress reports.
- 2.44 Further information on the estimated outcome of the Administration can be found in section 10 below.

Creditors

- 2.45 Secured creditor

- 2.46 As detailed previously, RBS hold a debenture incorporating a floating charge over the Company's assets. The debenture was created on 26 July 2016 and delivered to Companies house on 2 August 2016.

- 2.47 RBS's indebtedness at the date of the Joint Administrators appointment was £99,924. It is anticipated the realisations achieved from the sale of the business will discharge the Company's indebtedness under the terms of its floating charge to RBS in full.

- 2.48 Preferential Creditors

- 2.49 The Company employed 75 members of staff, all of whom have been transferred to Clubhouse under TUPE. The Joint Administrators have instructed UKELC to assist in the calculation of TUPE figures, which shows a liability of £73,306. These liabilities have been avoided by the TUPE transfer.

- 2.50 Unsecured Creditors

- 2.51 As per the SOA, the Company has 16 unsecured creditors whose debt is estimated to total £1,194,668.

2.52 As outlined above, the Company granted a floating charge to RBS. Accordingly the Joint Administrators will be required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part). It is anticipated RBS will receive a distribution under the terms of their floating charge and therefore the Prescribed Part provisions will apply and it is likely that a proportion of the Company's net floating charge property will be ringfenced for the benefit of unsecured creditors.

2.53 However, the ultimate quantum of the Prescribed Part is dependant upon the level of realisations achieved in the Administration and the agreed costs and expenses of the same. The ultimate level of any Prescribed Part is therefore subject to significant variance and the Joint Administrators are, at this stage, unable to accurately estimate the likely level of the Prescribed Part and creditors will be update in subsequent progress reports.

Investigations

2.54 The Joint Administrators have a statutory obligation to file a report with the Insolvency Service providing information in relation to all directors which have held office within the past three years preceding the Administration. The report must be submitted within three months of appointment and the contents are confidential.

2.55 The Joint Administrators also have a duty to investigate antecedent transactions which include;

- Transactions at an Undervalue – Section 238 of the Act
- Preference payments – Section 239 of the Act
- Transactions defrauding creditors – Section 423 of the Act
- Transactions with connected parties

2.56 The Joint Administrators' investigations into the Company's affairs are currently ongoing, however, at present they are unaware of any pressing concerns regarding the operations of the Company and/or the conduct of its directors. Any creditor who has any information which they think may be relevant should forward appropriate details to the Joint Administrators as soon as possible.

3 Joint Administrators' R&P

3.1 A summary of receipts and payments for the Period is attached at Appendix B.

3.2 I do not believe that any further commentary is required in respect of the R&P, which should be self-explanatory when read in conjunction with the Proposals.

4 Financial position

4.1 Pursuant to Paragraph 47 of Schedule B1 to the Act, the Joint Administrators have requested a SOA from the director of the Company, however, this has not yet been received. The SOA template was issued on 13 May 2019 and its return was chased on 13 June 2019 and 18 June 2019. We have recently spoken with Mr Pert, who has confirmed that he is in the process of completing his SOA.

4.2 Attached at Appendix C is a summary of the Joint Administrators' SOA, compiled based upon information supplied by the Company, together with a list of creditors names and addresses along with details of their debts (including details of any security held by them). Creditors should note that the SOA is before the costs of the Administration procedure are considered.

- 4.3 I do not believe that any observations are required in respect of the SOA, which should be self-explanatory when read in conjunction with the Proposals.

5 The Proposals

- 5.1 It is proposed that the Administrators will continue to manage the affairs of the Company in order to achieve the objective of the Administration. In the circumstances it is proposed that the purpose of the Administration will be achieved by the following actions: -
- The Joint Administrators will realise the Company's assets, seeking to maximise realisations in accordance with their statutory duties;
 - The Joint Administrators' work will generate realisations in order to repay the Company's secured creditor, RBS, in full;
 - The distributions to RBS will enable the achievement of the third statutory purpose of Administration, that is making a distribution to one or more secured or preferential creditors.
- 5.2 The Administrators will continue to monitor the receipt of the LTO Fee due to the Company in order to maximise realisations to achieve the intended objective outlined above.
- 5.3 The Joint Administrators will review all offers and complete the sale of the Company's business and assets as a going concern, ensuring the Company's receipt of funds as a result of the sale.
- 5.4 The Joint Administrators will maximise efforts in respect of their statutory investigations in order to establish whether any claims can be ascertained for the benefit of the Administration estate.
- 5.5 If, having realised the assets of the Company, the Joint Administrators think that a distribution will be made to the unsecured creditors from the fund created out of the Company's net floating charge property (known as the Prescribed Part) by virtue of Section 176A(2)(a) of the Act, this will be distributed by the Administrators in the Administration and the Company will thereafter proceed to dissolution. In this case, the Joint Administrators believe that a proportion of the Company's net floating charge property will be ringfenced for the benefit of unsecured creditors, however, are unable to accurately estimate the extent of the Prescribed Part at this stage, given the uncertainty around the eventual level of realisations in the Administration.
- 5.6 If, in the unlikely event that having realised the assets of the Company, the Joint Administrators think that a distribution will be made to unsecured creditors other than by virtue of Section 176A(2)(a) of the Act as noted above, they propose filing a notice with the Registrar of Companies which will have the effect of bringing the appointment of the Joint Administrators to an end and will move the Company automatically into CVL in order that the distribution can be made. In these circumstances, it is proposed that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators in the CVL. The acts of the Joint Liquidators may be undertaken by either, or both of them. Creditors may, before the Proposals are approved, propose the nomination of an alternative Liquidator in accordance with Paragraph 83(7)(a) of Schedule B1 to the Act and Rule 3.60(6)(b) of the Rules, in the unlikely event that the Company be required to move to CVL. This statement is made in compliance with Rule 3.35(j)(ii)(cc) of the Rules.
- 5.7 Court approval is not required to enable the Administrators to make a distribution to the unsecured creditors of the Prescribed Part. If however, a distribution to unsecured creditors not limited to the Prescribed Part is anticipated, the Joint Administrators may consider making an application to Court to seek permission to distribute this in the Administration. If permission is granted, the Company will exit into dissolution once the distribution has been made and the Administration is concluded.

- 5.8 If, however, as anticipated, that the Joint Administrators think that the Company has no property which might permit a distribution to its creditors, they will file a notice with the Court and the Registrar of Companies for the dissolution of the Company.
- 5.9 Alternatively, the Joint Administrators may petition to place the Company into Compulsory Liquidation ("WUC"), in the unlikely event that this be deemed necessary.
- 5.10 See below and section 6 of the Proposals covering **Exit Routes** for further information on some of the exit routes available from Administration. These are principally:-
- Return to control of the directors
 - Automatic termination after 12 months;
 - By Court order on the application of the administrator;
 - Ending the Administration where the objective has been achieved;
 - CVA;
 - Dissolution;
 - CVL;
 - WUC.
- 5.11 In this case, dissolution is likely to be the most appropriate exit route for the Company.
- 5.12 The Joint Administrators shall do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they consider desirable or expedient to achieve the statutory purpose of the Administration.
- 5.13 If the Joint Administrators consider it necessary to extend the period of the Administration, they will seek the consent of creditors or the approval of the Court to the extension. Creditors may consent to an extension for a period of up to one year and the Court can order that the Joint Administrators' term of office be extended for a specified period determined by it.
- 5.14 The creditors may consider establishing a Creditors' Committee ("Committee") and that if any such Committee is formed, they be authorised to sanction the basis of the Joint Administrators' remuneration and disbursements and any proposed act on the part of the Joint Administrators without the need to report back to creditors generally, to include any decision regarding the most appropriate exit route from the Administration.
- 5.15 In accordance with Rule 3.97 (1) and (2) of the Rules, the basis of the Joint Administrators' remuneration may be fixed as one or more of the following bases and different bases may be fixed in respect of different things done by them:
- As a percentage of the value of the assets they have to deal with, or
 - By reference to time properly spent by the Administrators and their staff managing the Administration, or
 - As a set amount
- 5.16 In accordance with Statement of Insolvency Practice ("SIP") 9, issued under procedures agreed between the insolvency regulatory authorities, acting through the Joint Insolvency Committee, the Joint Administrators be authorised to draw Category 2 disbursements as and when funds are available, in accordance with their firm's published tariff. Details of Category 2 disbursements charged by the firm can be found at Appendix F.

- 5.17 Where no Committee is appointed, the remuneration and disbursements of the Joint Administrators shall be fixed by a decision of creditors or, as in this case, where the Joint Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part), approval will be sought from the secured and (if necessary) the preferential creditors in accordance with insolvency legislation. The Joint Administrators will also seek approval for any unpaid pre-Administration costs detailed in this report and their discharge from liability in the same manner.
- 5.18 In this case, there is no prospect of a dividend to unsecured creditors and the Proposals include a statement to this effect in accordance with Paragraph 52(1)(b) of Schedule B1 to the Act. This being the case, the Joint Administrators will not be seeking a decision of creditors as to the approval of the Proposals or the basis of their remuneration or disbursements. In this case, there are no preferential creditors and therefore approval will be sought from the secured creditor, RBS. However, creditors should note that the Joint Administrators have agreed with RBS that they will not draw any remuneration from the Administration estate until RBS' principal indebtedness, plus accrued interest, is repaid in full.
- 5.19 At the appropriate time, i.e. following repayment of RBS, the Joint Administrators are seeking to approve the basis of their remuneration as follows:
- By reference to the time properly spent by the Administrators and their staff in attending to matters arising in the Administration
- Further details about the proposed fee basis can be found in Section 8 below and Appendix F.
- 5.20 The Joint Administrators will be discharged from liability under Paragraph 98 of Schedule B1 to the Act immediately upon their appointment as Joint Administrators ceasing to have effect.

6 Exit routes

- 6.1 All Administrations automatically come to an end after the period of one year, unless the Company's creditors agree to extend this period, or the Court orders the Joint Administrators' term of office be extended for a specified period of time.
- 6.2 At the time of drafting these Proposals, the Joint Administrators do not believe that an extension to the period of the Administration will be necessary. However, the Joint Administrators will confirm the position to creditors in a subsequent progress report in due course.
- 6.3 The principle exit options available to the Joint Administrators are as follows:
- Return to control of the directors
 - Automatic termination after 12 months;
 - By Court order on the application of the administrator;
 - Ending the Administration where the objective has been achieved;
 - CVA;
 - Dissolution;
 - CVL;
 - WUC.

Although there are a number of exit routes available to the Joint Administrators, in this instance, the most appropriate exit route is deemed to be dissolution on the basis that it is not anticipated that realisations of the Company's assets will be sufficient to enable a distribution to unsecured creditors. It is therefore likely that the Company will be dissolved upon conclusion of the Administration term.

- 6.4 However, in the unlikely event that realisations are sufficient to enable a distribution to unsecured creditors over and above the PP, then the Joint Administrators will take steps to place the Company into CVL, in order to facilitate payment of such a dividend, unless Court sanction to distribute is considered preferable and in creditors' best interests.
- 6.5 The Joint Administrators appointment will end following the registration of a dissolution notice by the Registrar of Companies, with the Joint Administrators' final report.

7 Pre-Administration costs

- 7.1 Pre-Administration costs are defined as:

- (i) Fees charged, and
- (ii) Expenses incurred

by the Joint Administrators, or another person qualified to act as an Insolvency Practitioner before the company entered administration (but with a view to it doing so), and "unpaid pre-Administration costs" are pre-Administration costs which had not been paid when the company entered Administration.

Below is information on the pre-Administration costs incurred in this case, together with details of any amounts which remain unpaid, where applicable. It should be noted that these costs are subject to approval by creditors pursuant to Rule 3.52 of the Insolvency (England & Wales) Rules 2016 and do not form part of the Proposals.

Pre-Administration costs					
Costs incurred	Description of costs	Amount	Amount paid	Amount unpaid	Total
Wilson Field	Evaluating the Company's financial position and affairs, performing a thorough strategic overview of the case and formally advising the Director about the Administration process, carrying out the statutory compliance procedures such as anti-money laundering checks, conflict checks, client risk assessments and the bribery act checklist, instructing AG to prepare and file the appointment documents. Also included are costs relating to the agreement of the	£21,246 Plus VAT	Nil	N/A	£21,246 Plus VAT

	LTO with Clubhouse, consultation with RBS and Star Pubs and all other matters related to planning for the Administration strategy				
Addleshaw Goddard LLP	Dealing with the legalities of the appointment, drafting of appointment documentation, liaison with RBS and the proposed Joint Administrators, drafting of the LTO.	£5,000 plus VAT	Nil	N/A	£5,000 plus VAT

7.2 The payment of unpaid pre-Administration costs set out above as an expense of the Administration is subject to the approval of creditors, separately to the approval of the Proposals. As the Joint Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part), approval will be sought from the secured and (if necessary) the preferential creditors in accordance with insolvency legislation. As there are no preferential creditors in this case, agreement of pre-Administration costs will fall to RBS as secured creditor and will be dealt with under separate cover.

7.3 As referred to previously, the Joint Administrators have agreed not to charge any remuneration to the estate, be that pre or post-appointment, until the indebtedness to RBS, including interest, has been satisfied in full.

7.4 The work undertaken by the Joint Administrators and AG prior to the Administration was necessary in order to enable the Company to be placed into Administration and was therefore necessary to further the achievement of the statutory purpose of the Administration. A breakdown of the Joint Administrators' time costs can be found at Appendix D.

8 Joint Administrators' remuneration

8.1 As Joint Administrators, we are required to provide creditors with details of the work we propose to undertake in the Administration and the expenses we consider will be, or is likely to be, incurred in dealing with the Company's affairs, prior to determining the basis upon which our remuneration will be fixed.

8.2 In addition to this, where the Joint Administrators seek agreement to the basis of their remuneration by reference to time properly spent by them and their staff in attending to matters arising in the Administration, a fees estimate outlining the time and estimated cost of the work to be done must also be provided.

8.3 In this case, we are seeking to agree that our remuneration be based on the time properly spent by us and our staff in dealing with the affairs of the Company. My fees estimate and details of the work we propose to undertake in the Administration can be found at Appendix F and further information on the work done during the Period can be found in section 2 of the Proposals.

8.4 Please note that where appropriate, the fees estimate may be to a particular stage of the case and only and if we consider the estimate will be exceeded during the Administration, we are obliged to seek further approval for any increase in our remuneration. The fees estimate provides details of these matters where relevant and appropriate approval to the basis of our remuneration will be sought as outlined in section 5 of the Proposals.

- 8.5 For information, attached at Appendix E is a time matrix outlining the time spent by us and our staff since the date of my appointment as Joint Administrator. This time is included within the overall fees estimate provided with this report.
- 8.6 The Joint Administrators may include details of the remuneration they anticipate will be charged and the expenses they anticipate will be incurred if they become the Joint Liquidators in the subsequent CVL. This can be done when seeking approval to the basis of their remuneration as Joint Administrators, or alternatively their fees estimate for the CVL can be provided once the Company has moved into CVL. Please refer to Appendix F to this report for further information. Creditors should note that as the Company is not anticipated to exit Administration to CVL, the fee estimate at Appendix F covers just the Administration and does not account for CVL time costs.
- 8.7 A copy of "A Creditors' Guide to Administrators' Fees" is available on request or can be downloaded from http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2015/guide_to_administrators_fees_oct_2015.ashx?la=en. If you would prefer this to be sent to you in hard copy please contact Sam Green of this office on 0114 235 6780.

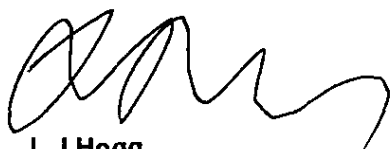
9 Estimated outcome

- 9.1 Based on the SOA attached to this report, there are no preferential creditors and the estimated value of the unsecured creditors is £1,194,668.
- 9.2 A dividend to unsecured creditors is considered unlikely at this stage, however, this is subject to the realisations achieved from the sale of the Company's business and assets.
- 9.3 The Company granted a floating charge to RBS on 29 July 2016. Accordingly, we are required to create a fund out of the Company's net floating charge property for the benefit of unsecured creditors (known as the **Prescribed Part**).
- 9.4 Based on present information, we are unable to calculate the estimated value of the Company's net floating charge property as realisations remain uncertain. Arising from this, the value of the unsecured creditors' fund cannot yet be calculated. Please be aware that the value of this fund is likely to fluctuate during the course of the Administration and further updates will be provided in our progress reports in due course.

10 Proposals approval and next report

- 10.1 As the Joint Administrators think the Company has insufficient property to enable it to make a distribution to its unsecured creditors (other than a potential distribution of the Prescribed Part fund of any net floating charge property), the Joint Administrators are not required to seek a decision from the unsecured creditors on the approval of their Proposals.
- 10.2 Creditors do however have the ability to requisition a decision procedure pursuant to Section 246E(7) of the Act to consider the content of the Proposals within eight days of their deemed delivery.
- 10.3 If any creditors have the desire to requisition a decision procedure then they should contact Sam Green of my office to discuss this in greater detail, on 0114 235 6780.
- 10.4 The Joint Administrators are required to provide a progress report within one month of the end of the first six months of the Administration and we will report to you again at this time.

For and on behalf of
PG Taverns (Scotland) Ltd

A handwritten signature in black ink, appearing to be 'L J Hogg', written in a cursive style.

L J Hogg
Joint Administrator

Enc

Appendix A

Statutory Information

11 Company information

Company name	PG Taverns (Scotland) Ltd
Trading name(s)	None
Registered number	SC479651
Registered office address	Exchange Tower 19 Canning Street Edinburgh EH3 8EH
Former registered office address	The Clubhouse 106 Biggar Road Edinburgh EH10 7DU
Trading address(s)	The Clubhouse 106 Biggar Road Edinburgh EH3 8EH
Court details	Court of Session, Parliament House, Parliament Square, Edinburgh, EH1 1RQ
Court reference number	P412 of 19

12 Details of the Company's directors, secretary and shareholdings

Director			
Iain David Pert	10 June 2014	N/A	200
Secretary			
N/A	N/A	N/A	N/A

13 Joint Administrators' details

Name of Administrators	Kelly Burton	Lisa Jane Hogg
Address	The Manor House 260 Ecclesall Road South Sheffield S11 9PS	The Manor House 260 Ecclesall Road South Sheffield S11 9PS
Telephone Number	01142356780	01142356780
Fax Number	01142620661	01142620661
Administrator's IP Number	11750	9037
Authorising Body	ICAEW	ICAEW
Date of Appointment	3 May 2019	3 May 2019
Party making appointment/application:	The Joint Administrators were appointed by The Royal Bank of Scotland Plc ("RBS") in their capacity as Qualifying Floating Charge Holders ("QFC") of the Company pursuant to Paragraph 14 of Schedule B1 of the Insolvency (Scotland) (Company	

	Voluntary Arrangements and Administration) Rules 2018.
Statement from the Joint Administrators	The Joint Administrators are permitted to act jointly and severally when dealing with the affairs of the Company, in accordance with Paragraph 100 of Schedule B1 to the Insolvency Act 1986

PG Taverns (Scotland) Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 03/05/2019 To 02/07/2019 £	From 03/05/2019 To 02/07/2019 £
	HIRE PURCHASE		
4,575.00	Hire Purchase Vehicle	NIL	NIL
(527.37)	RCI Finance Limited	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	1.89	1.89
	Bank Interest Net of Tax	4.79	4.79
20,733.80	Cash at Bank	NIL	NIL
	Cash at Bank	20,733.80	20,733.80
Uncertain	FMOP	NIL	NIL
	Funds potentially due to Clubhouse	4,790.56	4,790.56
Uncertain	Intercompany Transaction	NIL	NIL
	Licence Fees	21,000.00	21,000.00
Uncertain	Rent Deposit	NIL	NIL
Uncertain	Tangible Assets	NIL	NIL
	Unallocated Receipts	3,968.45	3,968.45
		50,499.49	50,499.49
	COST OF REALISATIONS		
	Bank Charges	408.11	408.11
	Licence Transfer Fees	370.00	370.00
	Mileage	65.70	65.70
	Statutory Advertising	152.40	152.40
	Valuers Fees	6,025.00	6,025.00
		(7,021.21)	(7,021.21)
	FLOATING CHARGE CREDITORS		
(99,924.30)	Royal Bank of Scotland Plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(30,000.00)	Business Loan	NIL	NIL
(98,501.00)	Directors Loans	NIL	NIL
(186,376.00)	HM Revenue and Customs - PAYE	NIL	NIL
(693,627.00)	HM Revenue and Customs - VAT	NIL	NIL
(186,163.90)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,270,010.77)		43,478.28	43,478.28
	REPRESENTED BY		
	Bank 1 Current		46,429.66
	Vat Payable		(4,200.00)
	Vat Receivable		1,248.62
			43,478.28



Lisa Jane Hogg
Joint Administrator

Insolvency Act 1986

PG Taverns (Scotland) Ltd

Estimated Statement Of Affairs as at 3 May 2019

	Book Value £	Estimated to Realise £	£
ASSETS			
Hire Purchase Vehicle	4,575.00	4,575.00	
RCI Finance Limited		(527.37)	
		4,047.63	4,047.63
FMOP	376,386.00	Uncertain	
Tangible Assets	295,488.00	Uncertain	
Intercompany Transaction	100,000.00	Uncertain	
Rent Deposit	85,000.00	Uncertain	
Cash at Bank	20,733.80	20,733.80	20,733.80
		20,733.80	24,781.43
LIABILITIES			
PREFERENTIAL CREDITORS:-			
			NIL
			24,781.43
DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003			
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS			NIL
			24,781.43
Estimated prescribed part of net property where applicable (to carry forward)			7,956.29
			16,825.14
DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003			
Royal Bank of Scotland Plc		99,924.30	99,924.30
			(83,099.16)
Estimated prescribed part of net property where applicable (brought down)			7,956.29
			7,956.29
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)			
Trade & Expense Creditors		186,163.90	
Directors Loans		98,501.00	
HM Revenue and Customs - VAT		693,627.00	
HM Revenue and Customs - PAYE		186,376.00	
Business Loan		30,000.00	
			1,194,667.90

Insolvency Act 1986

PG Taverns (Scotland) Ltd

Estimated Statement Of Affairs as at 3 May 2019

	Book Value £	Estimated to Realise £
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)		(1,186,711.61)
Shortfall in respect of F.C's post 14 September 2003 (brought down)		83,099.16
		(1,269,810.77)
Issued and called up capital Ordinary Shareholders		200.00
		200.00
TOTAL SURPLUS/(DEFICIENCY)		(1,270,010.77)

Wilson Field Limited
PG Taverns (Scotland) Ltd
B - Company Creditors

Key	Name	Address	£
CB00	BIFFA Waste	P37216, Coronation Road, Cressex, High Wycombe, HP12 ETZ	11,419.55
CB01	Bottom Line Consultancy	101 Rose Street Lane South, Edinburgh, EH2 3JG	5,000.00
CB02	Business Stream	7 Lochside View, Edinburgh, EH12 9DH	1,989.11
CE00	Edinburgh City Council	Income and Benefits, PO Box 463, Edinburgh, EH7 9DJ	114,007.00
CF00	Falkirk Council	Municipal Buildings, West Bridge Street, Falkirk, FK1 5RS	13,860.00
CH00	HMRC PAYE 120PX00831381	Durrington Bridge House, Barrington Road, Worthing, BN12 4SE	186,376.00
CH01	HMRC VAT	Durrington Bridge House, Barrington Road, BN12 4SE	693,627.00
CI00	Iain Pert	C/o PG Taverns (Scotland) Ltd	98,501.00
CL00	Lothian Supply Co Ltd	1 Gregory Road, Livingston, EH54 7DR	3,104.64
CR00	The Royal Bank of Scotland	Debt Management Operations, P.O. Box 16336, 7 Brindley Place, Birmingham, B2 2YG	99,924.30
CR01	RCI Finance Services Limited	Eagle House, 78 St. Albans Road, Watford, WD17 1AF	527.37
CS00	SSE Electricity	Inverlmond House, 200 Dunkeld Road, Perth, PH1 3AQ	303.60
CS01	Star Pubs Limited	3-4 Broadway Park, South Gyle Broadway, Edinburgh, EH12 9JZ	30,000.00
CT00	Tony Pert Loan	C/o PG Taverns (Scotland) Ltd	18,000.00
CW00	West Lothian Council	West Lothian Civic Centre, Howden South, Livingston, EH54 6FF	18,480.00
15 Entries Totalling			1,295,119.57

Signature _____

Wilson Field Limited
PG Taverns (Scotland) Ltd
C - Shareholders

Key	Name	Address	Type	Nominal Value	No. Of Shares	Called Up per share	Total Amt. Called Up
HP00	Mr Iain David Pert		Ordinary	200.00	200	1.00	200.00
1 Ordinary Entries Totalling					200		

Appendix D

Time analysis for the period prior to the Joint Administrators' appointment, from 18 April 2019 to 3 May 2019

Time Entry - Detailed SIP9 Time & Cost Summary

PGTA01A - PG Taverns (Scotland) Ltd
 From: 18/04/2019 To: 03/05/2019
 Project Code: PRE

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	3.20	0.00	3.20	1,264.00	395.00
ADCR : Case Reviews	0.00	0.00	1.90	0.00	1.90	513.00	270.00
ADDI : Directors/Client	0.00	0.00	4.40	0.00	4.40	1,540.00	350.00
ADGA : File Maintenance	0.00	0.00	3.10	0.00	3.10	713.00	230.00
ADSC : Statutory and Compliance	0.30	0.30	6.90	0.00	7.50	1,903.50	253.80
ADSO : Strategic Overview	2.30	0.00	20.50	0.00	22.80	9,247.50	405.59
Admin and Planning	2.60	0.30	40.00	0.00	42.90	15,181.00	353.87
CRCO : Communications with Creditors	0.00	0.00	10.40	0.00	10.40	4,108.00	395.00
Creditors	0.00	0.00	10.40	0.00	10.40	4,108.00	395.00
REIS : Identifying, Securing and Insuring	0.20	0.00	0.00	0.00	0.20	100.00	500.00
REPB : Property,Business and Asset Sales	0.00	0.00	4.70	0.00	4.70	1,856.50	395.00
Realisation of Assets	0.20	0.00	4.70	0.00	4.90	1,956.50	399.29
Total Hours	2.80	0.30	55.10	0.00	58.20	21,245.50	365.04

Time Entry - Detailed SIP9 Time & Cost Summary

PGTA01A - PG Taverns (Scotland) Ltd
 From: 03/05/2019 To: 02/07/2019
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Acmlnistrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.30	0.00	3.40	0.00	3.70	1,476.50	399.05
ADCA : Cashiering	0.00	0.80	3.20	1.00	5.00	1,307.50	261.50
ADCR : Case Reviews	0.00	0.00	0.30	0.00	0.30	85.50	285.00
ADDI : Directors/Client	0.00	0.00	1.20	0.00	1.20	276.00	230.00
ADGA : File Maintenance	1.30	0.00	6.00	0.30	7.60	2,069.00	272.24
ADSC : Statutory and Compliance	1.50	0.00	70.70	1.00	73.20	17,635.00	243.65
ADSO : Strategic Overview	0.00	0.00	10.30	0.00	10.30	3,705.50	359.76
Admin and Planning	3.10	0.80	95.10	2.30	101.30	26,755.00	264.12
CRCL : Creditors Claims	0.00	0.00	0.30	0.00	0.30	102.00	340.00
CRCO : Communications with Creditors	2.50	0.00	2.50	2.30	7.30	2,289.00	313.56
CREM : Employees	0.00	0.00	2.00	0.00	2.00	460.00	230.00
CRTV : Tax and VAT	0.00	0.00	0.20	0.00	0.20	79.00	395.00
Creditors	2.50	0.00	5.00	2.30	9.80	2,930.00	298.98
REDC : Debt Collection	0.00	0.00	0.80	0.00	0.80	184.00	230.00
REIS : Identifying Securing and Insuring	0.60	0.20	3.40	3.30	7.50	2,147.00	286.27
REPB : Property, Business and Asset Sales	0.40	0.00	8.30	0.00	8.70	2,769.00	318.28
Realisation of Assets	1.00	0.20	12.50	3.30	17.00	6,100.00	300.00
Total Hours	6.60	1.00	112.60	7.90	128.10	34,785.00	271.55

Appendix F

Additional Information in Relation to Joint Administrators' Fees

Fees Information in accordance with The Insolvency (England and Wales) Rules 2016 and Statement of Insolvency Practice 9

Fees Overview

Prior to an insolvency practitioner agreeing the basis of their remuneration as Administrator, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors.

In addition, where the Administrators propose to take all or any part of this remuneration based on the time the Administrators and their staff will spend dealing with the affairs of the insolvent company, a *fees estimate* must also be provided. This will outline the anticipated cost of that work, how long it is anticipated the work will take and whether any further approvals may be needed from creditors in due course.

It should be noted that a *fees estimate* may be provided to a particular milestone or for a designated period in a case, where it is not possible to accurately estimate the work that will need to be done at the outset.

Creditors should be aware that the *fees estimate* is based on all of the information available now and may be subject to change due to unforeseen circumstances that may arise during the Administration. If it is considered that the *fees estimate* will be exceeded, the Administrators will provide an update and seek approval to increase the previously agreed *fees estimate*.

Work anticipated and the likely return to creditors

Some of the work undertaken by an insolvency practitioner is required by statute and may not necessarily provide a financial benefit to creditors. Examples of this work include investigations required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 or dealing with the claims of former employees via the National Insurance Fund.

Where the work to be done is anticipated to produce a financial benefit to creditors, this will be stated and it may be necessary for the Administrators to instruct third parties to assist in this process because of a particular expertise that the third party may bring such as valuation, tax or legal advice.

Where it is practical to do so, an Administrator will provide an indication of the likely return to creditors when seeking approval for the basis of his remuneration. Again, due to the complex nature of the work undertaken by insolvency practitioners and the uncertainties that may exist in relation to the realisation of a company's assets at the outset of a case, this may not be possible. An Administrator is however, required by statute to provide periodic reports to creditors on the progress of a case which will include an update as to the likely return creditors may expect.

Proposed Fee Basis

In this case, it is being proposed that the basis of the Administrators' remuneration will be based on the time spent by the Administrators and their staff in dealing with the Company's affairs. Attached to this document is a *fees estimate*, together with an explanation of the work proposed to be undertaken.

Each part of the work to be undertaken will necessarily require different levels of expertise and therefore related cost. In order to aid understanding, for the purposes of my *fees estimate*, I have indicated an average blended rate of the grades of staff such as myself, the case manager, the case administrator and cashier when estimating the total hours to be spent on each part of the work.

This *fees estimate* is produced on the basis of all the work I currently propose will be necessary in the Administration. If I consider the *fees estimate* will be exceeded I will notify creditors accordingly, provide a revised estimate and seek further approval for my increased fees.

Outline of work to be done by the Administrator

Below are details of the work I propose undertaking in support of the above *fees estimate* for the Administration:

Administration (including statutory compliance & reporting)

Administrators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- Notifying creditors of the Administrator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
- Dealing with the matters arising during the sale of the business and reporting to creditors on the same.
- Preparing and issuing the Administrator's statement of proposals for achieving the purpose of the Administration and thereafter providing periodic progress reports to members and creditors (typically every 6 months)
- Lodging periodic returns with the Registrar of Companies for the Administration
- Complying with statutory duties in respect of the Administrator's specific penalty bond
- Creation and update of case files on the firm's insolvency software
- Redirection of the Company's mail to the Administrator's office where necessary
- Establishing and holding periodic meetings of the creditors' committee and associated filing formalities (if a committee is appointed)
- Securing the Company's books and records
- Pension regulatory reporting and auto-enrolment cancellation
- Completion and filing of the notice of the Company's insolvency to HMRC
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the Administration
- Submitting a statutory report to the Insolvency Service under the CDDA
- Pursuing any claims which may arise as a result of my investigations for the benefit of creditors
- Periodic case progression reviews (typically at the end of Month 1, Month 3 and every 6 months thereafter)
- Opening, maintaining and managing the Administration estate cashbook and bank account(s)
- Dealing with all post-appointment VAT and corporation tax compliance
- Liaison with secured creditors, obtaining charge documents and validating the security
- Issuing a distribution to the Company's Floating Charge Creditor.
- Distribution of the Prescribed Part to the Company's unsecured creditors
- Dealing with the administrative task of closing or moving the case to CVL should this be necessary.

Realisation of assets

The realisation of assets to date and the future anticipated assets realisations are outlined in the Administrator's proposals at section 2.18.

Work done by the Administrator, his staff and any third parties engaged to assist the Administrator in realising the Company's assets will, it is anticipated, provide a financial benefit to creditors. This may involve realising assets to facilitate a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and/or

unsecured creditors of the Company. The Administrators' fees estimate reflects the complexity involved in the sale of business and anticipated realisations to be achieved. In order to complete a sale of the business the Administrators anticipate a site visit will be required to discuss all implications of the sale particularly resulting from how many parties are involved. Implications such as licencing transfers, rent deposits and the landlord, payment terms, funding, the stock position, security, sale and purchase agreement and the Administrators security. Given the complexity involved in the sale of the business Further information on the likely outcome of the Administration process will be provided in the Administrators' subsequent progress reports.

Creditors (claims and distributions)

The Joint Administrators will deal with all secured, preferential and unsecured creditor correspondence and claims as received, including any claims of creditors under retention of title. Based on the Joint Administrators' estimated statement of affairs, I currently think that after taking into consideration the costs of realising the assets and dealing with the statutory formalities of the Administration process and the related costs and expenses, a distribution may be available to secured creditor, which will also create a requirement for the Administrators to set aside funds known as the prescribed part. The Joint administrators will either deal with the review and adjudication of creditors' claims in the Administration or if appointed liquidators, in the subsequent liquidation, if and when it is determined that a dividend is to be declared to creditors.

It should be noted that the above is based on the Joint Administrators' estimated statement of affairs and the projected realisable value of the Company's assets which at this stage is unconfirmed, together with the anticipated costs of the Administration. The Joint Administrators will confirm the likely return to creditors in future progress reports.

Investigations

The Joint Administrators are required to conduct investigations into the conduct of the director of the Company and transactions entered into prior to the Company's insolvency, as required by the Company Directors Disqualification Act 1986 and Statement of Insolvency Practice 2 (Investigations by Office Holders in Administrations and Insolvent Liquidations).

This work may not necessarily lead to any financial benefit to creditors yet is work which is required to undertaken by statute. The Joint Administrators have included the time they consider will be needed to comply with the above legislation within ***Administration*** above.

If however, the initial investigations reveal that further recoveries may be available for the insolvent estate, all work undertaken to pursue these recoveries will be estimated within this time category.

At this stage, the Joint Administrators do not foresee any substantial investigation work will be required but if following the conclusion of the initial investigations it is considered that further investigation work is then required to pursue assets of the Company, creditors will be provided with an updated ***fees estimate*** in due course.

Administrator's Expenses

As also noted, I am required to provide creditors with details of the expenses I consider will be, or are likely to be, incurred in the Administration. These may include expenses such as agent's costs for assisting in the disposal and realisation of the company's physical assets or other routine expenses associated with an insolvency case such as statutory advertising costs or the office holder's specific penalty bond.

Below is a summary of the expenses I consider will be, or are likely to be, incurred in this case. I will provide a further update to creditors in my subsequent progress reports.

<i>Agents' costs for CDHL</i>	<i>6,750.00</i>
<i>Insurance</i>	<i>160.00</i>
<i>Statutory advertising</i>	<i>142.00</i>
<i>Specific penalty bond</i>	<i>71.00</i>
<i>External storage of company's books and records</i>	<i>80.00</i>
<i>Postage, stationery & photocopying</i>	<i>13.50</i>
<i>Case related travel & subsistence</i>	<i>486.00</i>
<i>ERA consultancy UKELC</i>	<i>1,500.00</i>
<i>Pension consultancy UKELC</i>	<i>1,000.00</i>
<i>Legal fees pre appointment Addleshaw Goddard</i>	<i>5,000.00</i>
<i>Legal fees post appointment Addleshaw Goddard</i>	<i>13,000.00</i>
<i>Licencing outlay</i>	<i>330.00</i>
<i>Insolvency software fee</i>	<i>65.00</i>
<i>Company Payroll</i>	<i>250.00</i>
<i>Prescribed part distribution advertisement</i>	<i>71.00</i>
<i>Collection of books and records</i>	<i>142.00</i>
<i>Administrators' pre appointment costs</i>	<i>21,245.50</i>
<i>Administrators' post appointment costs (estimate)</i>	<i>95,765.50</i>
<i>Category 2 disbursements charged by the firm:</i>	
<i>Business mileage</i>	<i>150.00</i>
<i>Document upload fee</i>	<i>150.00</i>

Wilson Field Limited's Charge-out rates and Category 2 disbursements policy

Attached to this document are details of my firm's current charge out rates and policy regarding the re-charge of Category 2 disbursements.

Category 2 disbursements require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Any Category 2 disbursements which this firm proposes to charge in this case are reflected in the table of expenses

above. Approval to charge these will be sought from creditors when the basis of my remuneration as Administrator is fixed.

It should be noted that my firm's charge-out rates may increase periodically. If any such increases impact on the *fees estimate* for the Administrator, creditors will be notified accordingly.

Administrator's Fees Estimate

My *fees estimate* for the Administration is detailed on the following page. The work the Administrator anticipates undertaking in relation to this estimate has been outlined above. If it is considered this estimate will be exceeded, creditors will be advised and approval for a revised *fees estimate* will be sought as appropriate.

CASE NAME: PG Taverns (Scotland) Limited
FEE ESTIMATE

Breakdown / Grade	Partner	Cost (£)	Manager	Cost (£)	Other Senior Professionals	Cost (£)	Assistants & Support Staff	Cost (£)	Total Hours	Total Cost (£)	Average Cost per Hour (£)
Admin and Planning (inc appointment/cashiering/case reviews/director client/file maintenance/out of office call/statutory and compliance/strategic overview)	11.80	5,900.00	47.70	19,080.00	88.10	20,510.50	0.00	0.00	147.60	45,490.50	308.20
Case Specific Matters (inc site visit/shareholders)	10.00	5,000.00	10.00	4,000.00	20.00	4,600.00	0.00	0.00	40.00	13,600.00	340.00
Creditors (inc calculation & distribution/creditors claims/communications with creditors/employees/Tax and VAT/Creditor service/prescribed part calculation & distribution)	3.50	1,750.00	10.50	4,200.00	27.40	6,467.00	0.00	0.00	41.40	12,417.00	299.93
Investigations (inc CDDA report/antecedent transactions/investigation and review)	3.50	1,750.00	8.00	3,200.00	20.00	4,600.00	0.00	0.00	31.50	9,550.00	303.17
Realisation of Assets (inc debt collection/identifying securing and insuring/property business and asset sales/RO1)	11.00	5,500.00	10.00	4,000.00	22.50	5,208.00	0.00	0.00	43.50	14,708.00	338.11
Trading (inc accounting for trading/ongoing employee issues/management of operations)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	39.80	19,900.00	86.20	34,480.00	178.00	41,385.50	0.00	0.00	304.00	95,765.50	315.02

The charge out rate information opposite has been obtained from the rate and disbursement policy. The Administrator charge out rate varies dependent on experience. The charge out rate used to calculate the above information is the charge out rate of the member of staff assigned to the case at the time the above estimate was calculated.

Please note this estimate covers the whole period of liquidation. It is not anticipated that further remuneration approval will be sought.

Grade	Hourly charge out rate (£)	SIP Column
Director/Jip	500	Partner
Manager	400	Manager
Senior Administrator	395	Other Senior
Administrator	230-300	Other Senior
Secretarial & Support	130	Assistants & Support Staff

14 Staff Allocation and the Use of Sub-Contractors and Professional Advisors

- 14.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 14.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. Where the basis of the Administrators' remuneration is being proposed on a time cost basis, details of our current charge-out rates can be found below.
- 14.3 On this case we are proposing to use the services of the following sub-contractors:

Employee claims processing	UKELC	Agreed fixed fee	£2,500 plus VAT
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- 14.4 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Legal advice	Addleshaw Goddard LLP	Time costs	£12,000 plus VAT
Valuation and sale agent	CDLH	Agreed fixed fee	£6,750 plus VAT

15 Joint Administrators' Disbursements

- 15.1 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. Any Category 1 disbursements we anticipate being incurred in this case are included in the table of expenses above.
- 15.2 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

16 Charge-out Rates

- 16.1 A schedule of Wilson Field Limited charge-out rates for this assignment effective from 1 July 2018 is detailed on the following page. Please note this firm records its time in minimum units of 6 minutes.

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)			
Grade	01/02/2014 to 31/10/2014	01/11/2014 onwards	01/11/2017 onwards	01/07/2018 onwards
Director/Insolvency Practitioner	350-500	500	500	500
Manager	260-400	400	400	400
Assistant Manager	N/A	395	395	N/a
Team Leader	N/A	390	390	390
Senior Administrator	240	330	330	395
Administrator (1-5 years experience)	120-240	230-300	230-300	230 - 300
Trainee Administrator	-	-	180	180
Assistants & Support staff	100-130	130	130	130 - 240

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

Proof of Debt Form**PG Taverns (Scotland) Ltd ("the Company") - In Administration**

1	Creditor Name (If a company, please also state company registration number)	
2	Address of creditor for correspondence	
3	Email address for creditor	
4	Total amount of claim, including VAT and outstanding uncapitalised interest <i>Note: Any trade or other discounts (except discount for immediate or early settlement) which would have been available to the company but for the insolvency proceedings should be deducted from the above claim where relevant. Where any payment is made in relation to the claim or set-off applied after date of winding-up, this should be deducted</i>	£
5	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount	£
6	Details of any documents by reference to which the debt can be substantiated (please attach copies)	
7	Particulars of how and when the debt was incurred by the Company	
8	Particulars of any security held, the value of the security, and the date it was given	Value = £ Date given / /
9	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates	
10	Signature of creditor or person authorised to act on his behalf	
11	Name in BLOCK CAPITALS	
12	Position with or in relation to creditor Address of person signing (if different from 2 above)	

Creditor Questionnaire
Investigation into the Affairs of
PG Taverns (Scotland) Ltd ("the Company") – In Administration

Creditor's Name and Address	
Estimated value of your claim	£
If the estimated claim exceeds the credit limit, on what basis or terms was the additional credit allowed?	
Please provide details of any comfort, security or assurance given to you by the Company to allow the continuance of credit	
When did you first become aware of difficulties in getting payment from the Company and what was the evidence of this? (eg, extended credit, lump sum payments, dishonoured cheques)	
Please provide details (including dates) of any Writs, summons, decrees or other legal action you took to recover your debt from the Company	

<p>Please provide details of any cheques which were dishonoured, including dates and amounts</p>	
<p>Are there any particular matters you feel should be reviewed or are you aware of any potential recoveries for the estate which I should investigate as Administrator? If so, please provide brief details</p>	

Date: _____

Signature: _____

Print name: _____

Position: _____

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Wilson Field will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Mrs Ruth Jacks so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.