

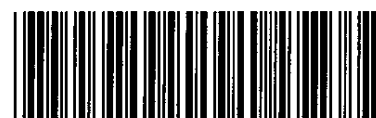
AM10

Notice of administrator's progress report



Companies House

THURSDAY



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A12

05/07/2018

#340

COMPANIES HOUSE

1 Company details

Company number 0 2 3 6 9 5 2 6

Company name in full I.D.R. Europe Limited

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

2 Administrator's name

Full forename(s) N A

Surname Bennett

3 Administrator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

4 Administrator's name ①

Full forename(s) A D

Surname Cadwallader

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

5 Administrator's address ②

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	7	m	1	m	2	y	2	y	0	y	1	y	7
To date	d	0	d	6	m	0	m	6	y	2	y	0	y	1	y	8

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date

d	0	d	4	m	0	m	7	y	2	y	0	y	1	y	8
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

AM10

Notice of administrator's progress report



Presenter information

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

Contact name

Luke Mahoney

Company name

Leonard Curtis

Address

5th Floor

Grove House

248a Marylebone Road

Post town

London

County/Region

Postcode

N W 1 6 B B

Country

DX

Telephone

020 7535 7000



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

I.D.R. EUROPE LIMITED
(IN ADMINISTRATION)

Registered Number: 02369526

Court Ref: CR-2017-009328

High Court of Justice, Business and Property Courts of England and Wales County Court

**Joint Administrators' First Progress Report in Accordance
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
7 December 2017 to 6 June 2018

4 July 2018

N A Bennett and A D Cadwallader - Joint Administrators
Leonard Curtis
5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB
Tel: 020 7535 7000 Fax: 020 7723 6059
General email: creditors@leonardcurtis.co.uk
Ref: L/18/LM/IDR02/1010

CONTENTS

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Assets Still To Be Realised
- 6 Investigations
- 7 Joint Administrators' Remuneration and Disbursements
- 8 Joint Administrators' Expenses
- 9 Estimated Outcome for Creditors
- 10 Matters Still to be Dealt With
- 11 Extensions to the Administration
- 12 Next Report
- 13 Data Protection

APPENDICES

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 7 December 2017 to 6 June 2018
- C Summary of Joint Administrators' Time Costs for the Period from 7 December 2017 to 6 June 2018
- D Summary of Joint Administrators' Total Time Costs to Date Incorporating a Comparison with the Joint Administrators' Approved Fees Estimate
- E Summary of Joint Administrators' Expenses for the Period from 7 December 2017 to 6 June 2018 Incorporating a Comparison with the Joint Administrators' Statement of Likely Expenses
- F Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- G Estimated Outcome Statement
- H Proof of Debt Form
- I Leonard Curtis Privacy Notice for Creditors

**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of I.D.R. Europe Limited ("the Company") for the period from 7 December 2017 to 6 June 2018. This is the Joint Administrators' first progress report to creditors.

2 STATUTORY INFORMATION

- 2.1 N A Bennett and A D Cadwallader were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice, Business and Property Courts of England and Wales, number CR-2017-009328 on 7 December 2017. The Administration appointment was made by Mark Belford ("Mr Belford"), a director of the Company. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the London office of Leonard Curtis, which is situated at 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB.
- 2.3 The principal trading address of the Company was Jubilee House, 3 The Drive, Warley, Brentwood CM13 3FR. The business traded as ADR Group.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was First Floor, 81-85 High Street, Brentwood, Essex CM14 4RR. Following the appointment, this was changed to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB. The registered number of the Company is 02369526.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended) ("the Act"), it should be noted that during the period in which the Administration is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EU Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals ("the Proposals") for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were approved by the general body of creditors on 1 February 2018.
- 3.3 There have been no major amendments to, or deviations from, the Proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration).

- 3.5 As previously reported, the Company's business and assets, which were primarily intellectual, were sold to a connected party (by way of common director and shareholder) shortly following the Administration. The asset realisations in the Administration have been enhanced as the business and assets were sold as part of a going concern sale. The sale also included the transfer of employees under the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") and therefore, employee claims have been mitigated. Further details concerning the sale are provided in sections 4.2 and 4.4 below.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 7 December 2017 to 6 June 2018.

Sale of the Business and Certain Assets

- 4.2 As previously reported to creditors, the business and assets of the Company were sold on 7 December 2018 to ADR Group Limited ("the Purchaser" or "ADR"), a connected party by way of a common director and shareholder.
- 4.3 The agreed sale consideration was £25,000, of which £3,000 was payable on the seventh day following completion, £2,000 on the twenty first day following completion and five monthly instalments of £4,000 payable on the last business day of every month thereafter. The sale consideration is secured by way of a personal guarantee provided by Mr Belford.
- 4.4 To date, consideration of £7,000 has been received and deferred consideration of £18,000 remains outstanding. Owing to cash flow problems being encountered by the Purchaser, the Joint Administrators are currently negotiating a revised payment plan in respect of the outstanding consideration.

Book debts

- 4.5 At the date of Administration, the Company had a debtors ledger with a book value of £24,300 and estimated to realise £12,000. The Joint Administrators instructed ADR to assist in collecting the debtors ledger as they were continuing to provide service to the same customers. To date, £3,029 has been received and a number of debts have been written off as unrecoverable due to the invoices being raised in advance for services which did not proceed due to the Administration, as well as balances being paid into the Company's bank account prior to the Administration.
- 4.6 The Joint Administrators have taken back collection of the debtors ledger from ADR, which has a balance of £7,186, and are currently reviewing the ledger, together with the supporting documentation with a view of agreeing a strategy to realise the remaining balance.

5 ASSETS STILL TO BE REALISED

The assets that remain to be realised are the deferred consideration due under the sale agreement as detailed in section 4.4 above, together with the remaining balance on the debtors ledger, as detailed in section 4.6 above.

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.

- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 7.1 On 1 February 2018, the general body of creditors consented to the following pre-administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £
Leonard Curtis	Assistance with marketing of the business and assets and negotiation of the sale to ADR Group Limited.	9,853.00
Axia Valuation Services	Valuation of the Company's assets, assistance with marketing and sale of business and assets.	4,387.40
Leonard Curtis Legal	Dealing with sale contract and other agreements and preparing appointment documentation.	2,952.00
TOTAL		17,192.40

The pre-administration costs remain outstanding and will be paid once sufficient funds become available.

Joint Administrators' Remuneration

- 7.2 On 1 February 2018, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £20,048, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £21,970. This represents 108.2 hours at an average rate of £203.05 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed. We also detail where further work is expected to be undertaken and why. No remuneration has been drawn by the Joint Administrators in the period of this report.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators original Fees Estimate.
- 7.5 You will note that time costs incurred to date exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The area where significant variance has occurred relates to post appointment creditor reporting.

Post Appointment Creditor Reporting

Significant time has been incurred under this heading as a result of a physical meeting having been requested by the general body of creditors. A physical meeting involves additional work being undertaken and was not anticipated when the Fees Estimate was originally prepared.

- 7.6 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. However, it is not anticipated that the Joint Administrators will revert to the general body of creditors for further approval and the additional time will be written off.
- 7.7 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 7.8 If you would prefer this to be sent to you in hard copy please contact Luke Mahoney of this office on 020 7535 7000.

8 JOINT ADMINISTRATORS' EXPENSES

- 8.1 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) **Standard Expenses:** this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) **Case Specific Expenses:** this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 1 February 2018, the general body of creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the statement of likely expenses.
- 8.4 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 8.5 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.6 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 8.7 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 8.8 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

9 ESTIMATED OUTCOME FOR CREDITORS

9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

9.2 Secured Creditors

There are no secured creditors.

9.3 Preferential Claims

Preferential claims of £3,034 have been received in respect of former employees' arrear of wages, holiday pay and outstanding pension contributions. It is not anticipated that there will be sufficient funds to enable a distribution to be paid to preferential creditors.

9.4 Prescribed Part

The Act provides that, where a company has created a floating charge after 15 September 2003, an Administrator must make a prescribed part of the company's net property available to the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims. In this case, a prescribed part will not need to be set aside as there are no secured creditors with a floating charge.

9.5 Unsecured Non-Preferential Claims

Based on information presently available, it is not anticipated that there will be sufficient funds to enable a distribution to unsecured creditors. The Joint Administrators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there is unlikely to be a distribution to this class of creditor, unsecured claims have not been formally agreed. The Joint Administrators therefore provide a notice to creditors that no dividend will be paid, in accordance with Rule 14.37 of the Rules, as asset realisations in the Administration will be allocated for paying the expenses of the Administration.

The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration). The Company's asset realisations were enhanced and employee claims mitigated as a result of the sale of the Company's business and assets, which has resulted in an improved position for creditors overall.

10 MATTERS STILL TO BE DEALT WITH

Matters still to be dealt with before conclusion of the Administration include the following:

- The realisation of the remaining assets, as detailed in sections 4 and 5;
- The unpaid remuneration and expenses will need to be defrayed.

11 EXTENSIONS TO THE ADMINISTRATION

11.1 The appointment of Joint Administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

11.2 In certain circumstances it may be necessary to extend the Joint Administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months as follows:

- a decision of the unsecured creditors in a decision procedure.

I.D.R EUROPE LIMITED – IN ADMINISTRATION

11.3 The appropriate body of creditors will be contacted in due course should an extension be required.

11.4 The Joint Administrators will be discharged from liability immediately upon their appointment as Joint Administrators ceasing to have effect.

12 NEXT REPORT

The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

13 DATA PROTECTION

Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix I, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully
for and on behalf of
I.D.R. EUROPE LIMITED



N A BENNETT
Joint Administrator

N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and A D Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501.

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

It is proposed that:

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that N A Bennett and A D Cadwallader be appointed Joint Liquidators of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65(3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that N A Bennett and A D Cadwallader be appointed Joint Liquidators of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Insolvency Act 1986, as they consider desirable or expedient to achieve the statutory purpose of the Administration.

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
7 DECEMBER 2017 TO 6 JUNE 2018

	Estimated to realise £	This period £
RECEIPTS		
Intellectual Property	20,000	5,600.00
Office Furniture and Equipment	4,000	1,120.00
Work in Progress	1,000	280.00
Debtors	12,000	3,029.16
	<u>37,000</u>	<u>10,029.16</u>
PAYMENTS		
Preparation of Statement of Affairs	2,500.00	
Pension Advice Fees	<u>850.00</u>	<u>3,350.00</u>
BALANCE IN HAND		<u>6,679.16</u>

APPENDIX C

Summary of Joint Administrators' Time Costs from 7 December 2017 to 6 June 2018

	Director		Senior Manager		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory and Review	4	180.00	24	984.00	41	615.00	69	1,779.00	257.83
Receipts and Payments	-	-	-	-	9	135.00	9	135.00	150.00
Insurance, Bonding and Pensions	-	-	1	41.00	42	630.00	43	671.00	156.05
Assets	4	180.00	3	123.00	88	1,320.00	95	1,623.00	170.84
Liabilities	-	-	14	574.00	215	3,225.00	229	3,799.00	165.90
General Administration	3	135.00	3	123.00	115	1,725.00	121	1,983.00	163.88
Appointment	6	270.00	12	492.00	43	645.00	61	1,407.00	230.66
Post Appointment Creditor Reporting	53	2,385.00	73	2,993.00	252	3,780.00	378	9,158.00	242.28
Investigations	-	-	4	164.00	67	1,005.00	71	1,169.00	164.65
Legal Services	-	-	6	246.00	-	-	6	246.00	410.00
Total	70	3,150.00	140	5,740.00	872	13,080.00	1,082	21,970.00	
Average Hourly Rate (£)		450.00		410.00		150.00		203.05	
(All Units are 6 minutes)									

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case management reviews - one quarterly review has been carried out and the Joint Administrators will continue to carry these out every three months until the case is closed. A month one review has been undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The team is required under the Company Directors Disqualification Act 1986 ("CDDA") to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This has been completed and resulted in the preparation and submission of a statutory report on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years; and
- Review of director's statement of affairs and filing of document at Companies House in accordance with statutory requirements.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank account.
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

I.D.R EUROPE LIMITED – IN ADMINISTRATION

- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A bond is a legal requirement on all Administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice;
- Completion and submission of statutory notifications under the Pensions Act 2004. This included liaising with the Company directors to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme, and submitting claims to the Redundancy Payments Service ("RPS") for reimbursement of unpaid contributions to the scheme – the Joint Administrators have instructed Clumber Consultancy Limited ("Clumber") to assist with the winding down of the Company's pension scheme and as a consequence, the time spent dealing with the Company's pension scheme is limited to liaising with Clumber.

Assets

- Agreeing strategy for realisation of Company assets - the Company's assets comprised debtors and deferred consideration payable for the pre-packaged sale of the Company's assets. The deferred consideration is being monitored by the Joint Administrators.
- The Joint Administrators instructed ADR to assist in collecting the Company's debtors ledger as they were continuing to provide services to the same customers;
- Liaising with ADR and monitoring the debtor collections.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors - All claims received from the Company's 90 creditors/employees have been logged. In this instance, there will be insufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims have not been formally agreed; and
- Processing of claims from the Company's employees – the Company had two former employees who were made redundant prior to our appointment, both of whom had outstanding wages and holiday pay. The employee claims have been submitted to the RPS.

Non-statutory

- Dealing with enquiries from the Company's creditors - a significant number of queries have been received and dealt with by the Joint Administrators. This included dealing with creditors' general queries by post, telephone and email; and
- Dealing with enquiries from the Company's employees – the Joint Administrators have been liaising with the two employees and the RPS with regards to their claims.

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the Administration:

- General planning matters;
- Setting up and maintaining the Joint Administrators' records; and
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

There are certain tasks which the Joint Administrators have a statutory obligation to undertake during the Administration process. Other tasks are completed in order to ensure the Administration is progressed to the benefit of all creditors and stakeholders. Actions completed to date are both statutory and non-statutory and include the following:

- Statutory notifications to creditors and other interested parties following the Joint Administrators' appointment;
- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.

Post Appointment Creditor Reporting

Agreeing and reporting on our proposals and fee basis is a statutory requirement. Work completed to date includes the following:

- Preparation of the Joint Administrators' Proposals for achieving a statutory purpose of the Administration;
- Preparation of Fees Estimate and Statement of Expenses in accordance with the Rules;
- Convening a meeting by correspondence to agree Fees Estimate with appropriate body of creditors;
- Convening a physical meeting of creditors to agree the Joint Administrators' Proposals; and
- Reporting on outcome of voting.

Investigations

- Reviewing the Company's records;
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the CDDA. Any investigations completed to enable the submission of returns under the CDDA is a statutory requirement and is unlikely to result in any benefit for creditors.

Legal Services

- Appointment procedures

SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO DATE
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE	
	Total			Total				
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	Cost £	
Statutory and Review	99	2,741	276.87	69	1,779	257.83	962	
Receipts and Payments	34	588	172.94	9	135	150.00	453	
Insurance, Bonding and Pensions	31	595	191.94	43	671	156.05	(76)	
Assets	92	1,850	201.09	95	1,623	170.84	227	
Liabilities	193	3,357	173.94	229	3,799	165.90	(442)	
General Administration	123	1,897	154.23	121	1,983	163.88	(86)	
Appointment	66	1,426	216.06	61	1,407	230.66	19	
Post Appointment Creditors' Meeting/Reporting	287	6,671	232.44	378	9,158	242.28	(2,487)	
Investigations	63	1,545	245.24	71	1,169	164.65	376	
Legal Services	-	-	-	6	246	410.00	(246)	
	988	20,670	209.21	1,082	21,970	203.05	(1,300)	

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 7 DECEMBER 2017 TO 6 JUNE 2018
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	5.00	5.00	-	5.00
Bond Fee	AUA Insolvency Risk Services	Insurance bond	180.00	90.00	90.00	-	90.00
Company Searches	Companies House	Extraction of company information from Companies House	10.00	4.00	4.00	-	4.00
Document Hosting	Pelstar Computing	Hosting of documents for creditors	22.50	56.00	56.00	-	56.00
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	166.04	166.04	166.04	-	166.04
Storage Costs	-	Storage of books and records	400.00	-	-	-	-
Post Redirection	-	Redirection of post	-	-	-	-	-
Postage	Royal Mail	Postage costs	150.00	43.74	43.74	-	43.74
		Total standard expenses	1,020.54	451.78	451.78	-	451.78

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees	Axia Valuation Services	Costs of valuing and realising assets	Time costs	-	-	-	-
Debt Collection Fees	-	Costs of collection of debts	-	-	-	-	-
Legal Fees	-	Costs of appointed solicitors	-	-	-	-	-
Pension Advisors Fees	Clumber Consultancy	Costs of winding up of pension scheme	750.00	850.00	850.00	850.00	-
Other Professional Fees	F9 Consulting	Costs of preparing the statement of affairs	2,500.00	2,500.00	2,500.00	2,500.00	-
Printing and Photocopying	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	120.00	24.30	24.30	-	24.30
Court Filing Fee	Courts	Cost of filing notice of appointment	-	50.00	50.00	-	50.00
		Total case specific expenses	3,370.00	3,424.30	3,424.30	3,350.00	74.30

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

I.D.R EUROPE LIMITED – IN ADMINISTRATION

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These 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, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

Estimated Outcome Statement as at 4 July 2018

	Estimated to Realise Per Estimated Financial Position £	Realised to Date £	Further Anticipated Realisations £	Total Anticipated Realisations £
Uncharged Assets				
Intellectual Property	20,000	5,600	14,400	20,000
Office Furniture and Equipment	4,000	1,120	2,880	4,000
Work in Progress	1,000	280	720	1,000
Debtors	12,000	3,029	7,186	10,215
Estimated Realisations	37,000	10,029	25,186	35,215
Pre-Administration Costs		-	(17,192)	(17,192)
Other Professional Fees		(2,500)	-	(2,500)
Pension Advisors' Fees		(850)	(750)	(1,600)
Statutory Advertising		-	(166)	(166)
Bordereau Fee		-	(90)	(90)
IT Licence Fee		-	(87)	(87)
Storage Costs		-	(400)	(400)
Sundry Disbursements		-	(250)	(250)
Office Holders' Remuneration - Post Administration		-	(13,000)	(13,000)
Funds available to preferential creditors		6,679	(6,749)	(70)
Preferential Claims		-	(3,034)	(3,034)
Funds available to unsecured creditors		6,679	(9,783)	(3,104)
Unsecured Creditors:				
Trade and Expense Creditors			(239,458)	(239,458)
HM Revenue & Customs - PAYE/NI			(44,213)	(44,213)
HM Revenue & Customs - VAT			(7,500)	(7,500)
Estimated Shortfall to Unsecured Creditors			(300,954)	(294,275)
Estimated Return to Unsecured Creditors (pence in the pound)				-

Proof of Debt – General Form

Relevant date: 7 December 2017

Name of Company in Administration:

I.D.R. Europe Limited

Company registered number:

02369526

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6. Details of any security held, the value of the security and the date it was given

7. Details of any reservation of title claimed in respect of goods supplied to which the debt relates

8. Details of any document by reference to which the debt relates

9. Signature of creditor (or person authorised to act on the creditor's behalf)

10. Date of signing:

11. Address of person signing (if different from 2 above)

12. Name in BLOCK LETTERS

13. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

I.D.R EUROPE LIMITED – IN ADMINISTRATION

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS