

AM03

Notice of administrator's proposals



Companies House

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1 Company details

Company number 03488086

Company name in full Aclaims Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Stephen

Surname Hunt

3 Administrator's address

Building name/number Tavistock House South

Street Tavistock Square

Post town London

County/Region

Postcode WC1H9LG

Country

4 Administrator's name ①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

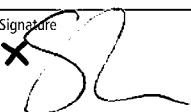
Use this section to tell us about
another administrator.

AM03
Notice of Administrator’s Proposals

6 Statement of proposals

<input checked="" type="checkbox"/>	I attach a copy of the statement of proposals	
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7 Sign and date

Administrator's Signature	<div>Signature</div> <div></div> <div>×</div>	×	
Signature date	<div><div>d</div>2</div> <div><div>d</div>2</div> <div><div>m</div>0</div> <div><div>m</div>4</div> <div><div>y</div>2</div> <div><div>y</div>0</div> <div><div>y</div>2</div> <div><div>y</div>2</div>		

AM03

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	Jun Wong
Company name	Griffins
Address	Tavistock House South
	Tavistock Square
Post town	London
County/Region	
Postcode	W C 1 H 9 L G
Country	
DX	
Telephone	020 7554 9600



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,
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



Aclaims Limited
In Administration
In the High Court of Justice
No. 000203 of 2022

Administrator's Report and Statement of Proposals pursuant to
Paragraph 49 of Schedule B1 to the Insolvency Act 1986 and under Rule
3.35 of the Insolvency (England & Wales) Rules 2016



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- 1 Introduction
 - 1.1 Stephen Hunt of Griffins was appointed as Administrator of Aclairs Limited (the Company) on 2 February 2022.
 - 2 Statutory Information
 - 2.1 Under the provisions of the Insolvency Act 1986 ("IA 1986"), the Administrator is required to send to creditors a Statement of Proposals for achieving the purpose of the administration. This document, together with its appendices, includes all matters which are required to be disclosed under Paragraph 49 of Schedule B1 to the IA 1986 and Rule 3.35 of the Insolvency (England & Wales) Rules 2016 ("IR 2016"), and together constitute the Administrator's Statement of Proposals to creditors.
 - 2.2 The deemed date of delivery of these proposals is 26 April 2022.
 - 2.3 In preparing the report, the Administrator has relied upon information provided by the Company's directors, management and other third parties. As investigations are continuing into the Company's affairs, it has not been possible to verify all such information and therefore the Administrator takes no responsibility for the completeness or accuracy of this information.
 - 2.4 Statutory Information relating to the Company is attached at Appendix C2.
 - 3 Estimated Return to Creditors
 - 3.1 From the information currently available to me, it is not possible, at this stage, to estimate whether there will be funds available to enable a dividend to be paid to creditors.
 - 4 Company History
 - 4.1 The Company was incorporated on 5 January 1998 and traded in owning, developing and operating real estate projects, from Acl House, Coombend, Radstock, BA3 3AS.
 - 4.2 The director has not provided any history or insights into the Company's business activities, and I therefore am unable to comment in relation to the Company's history. Further details into the events which led to the administration are detailed in Section 5 below.
- Overview of Financial Information
- 4.3 Extracts from the Company's unaudited accounts for the 12 months to 13 January 2019, 12 months to 13 January 2018 are shown below.
 - 4.4 A formal notice was sent to the Directors (Leasa Leanne Keen and Peter Keen) on 10 February 2022 requiring them to submit a Statement of Affairs. In accordance with Rule 3.29 of the IR 2016 he had 11 days from receipt of the notice to provide this. The notice informed the Director that it is an offence under paragraph 48(4) of Schedule B1 to the Insolvency Act 1986 if he fails, without reasonable excuse, to comply with this requirement. This was followed up by my staff on 25 February 2022 and 10 March 2022 for this information following which their son had indicated that



Peter Keen was recovering from an illness in Zambia and would make contact with him in this matter. However, to date, the Directors have not responded nor provided a Statement of Affairs.

- 4.5 Please note that the information below has not been verified by the Administrator or by the Company. Furthermore, the comments below each table reflect management's explanations of the amounts included on the profit and loss account and balance sheet.

	Unaudited Statutory Accounts to 13 January 2019 £	Unaudited Statutory Accounts to 13 January 2018 £
Summary Profit and Loss Account		
Turnover	525,145	-
Cost of Sales	(525,145)	-
Gross Profit	-	-
Gross Margin %	0%	0%
Other Expenses	(6,000)	(36,072)
Other income – Other loan interest	5,130	-
Gain on revaluation of tangible assets	166,860	-
(Loss)/Earnings Before Interest and Tax	165,990	(36,072)
	Unaudited Statutory Accounts to 13 January 2019 £	Unaudited Statutory Accounts to 13 January 2018 £
Summary Balance Sheet		
Tangible Assets	-	206,000
	-	206,000
Current assets:		
Stocks	525,145	-
Debtors	255,003	-
Cash at bank and in hand	4,100	100
Total Current Assets	784,248	206,100
Creditors falling due within one year	(158,057)	(-)



Net current assets	626,191	100
Creditors falling due after one year	(421,081)	-
Provision for liabilities	(39,140)	(39,140)
Net Assets	165,970	166,960
Issued and called up share capital	100	100
Revaluation reserves	-	166,860
Retained earnings	165,870	-
Total equity	165,970	166,960

Management and Employees

- 4.6 As at the date of Administration, it is believed that the Company did not employ any staff, other than its Directors.
- 5 Circumstances Leading to the Appointment of the Administrator
- 5.1 On 2 February 2022, Stephen Hunt was appointed as Administrator of the Company following an Administration Order granted by the Court on the application of the secured creditor MSP Capital Ltd ("MSP").
- 5.2 The Directors were liaising with MSP in relation to finalising the development of the land at Coombend, Radstock mentioned above, whilst living in Africa. A total of seven properties were built and sold prior to administration.
- 5.3 Following the sale of the properties, it is understood that the Directors ceased communication with MSP. After attempts to contact and negotiate with the Directors, MSP issued a formal demand for repayment dated 21 January 2022 to which no response was received.
- 5.4 The Administrator confirms that he is authorised to carry out all functions, duties, and powers.
- 5.5 It is implied that the Company centre of main interests (COMI) is in the UK and accordingly the proceedings will be defined as COMI proceedings as defined in the IR 2016.
- 6 Objectives of the Administration and the **Administrator's** Strategy for Achieving Them
- 6.1 The Administrator must perform his duties in the interests of the creditors as a whole in order to achieve the statutory purpose of the administration, which is to achieve one of the three objectives, which form a hierarchy, set out in the insolvency legislation, namely to:
- a) rescue the Company as a going concern, or



- b) achieve 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
- c) realise property in order to make a distribution to one or more secured or preferential creditors

6.2 The Administrator does not believe that objective a) is achievable as it was deemed impractical for the Company to repay its debts even over a period of time through an insolvency procedure, therefore hindering its ability to trade long term. A Company Voluntary Arrangement was also deemed inappropriate for this reason.

6.3 The Administrator does not believe that objective b) is achievable as the collection of assets and completion of document collection has improved the overall position, but the Administrator does not believe that ordinary, non-preferential creditors will receive a dividend (other than via the prescribed part) and, therefore, have not directly benefited. Accordingly, the Administrator does not consider it likely that the second objective will be achieved and have therefore proceeded to objective three.

6.4 The Administrator is seeking to pursue objective c), being to realise property in order to make a distribution to one or more secured creditors or preferential creditors through the sale of the properties owned by the Company, and if possible the recovery of the Director's loans and the insurance claim explained below.

7 Financial Position of the Company

7.1 The Company's Directors have been requested to submit a Statement of Affairs, being a summary of the Company's estimated financial position as at the date of administration, as per the requirements of the IA 1986.

7.2 The Directors have not, to date, submitted a signed Statement of Affairs. A list of the known creditors is attached at Appendix A1 for creditors' information.

8 **Management of the Company's Affairs since the Administrators' Appointment**

8.1 Immediately upon appointment, the Administrator undertook a review of the Company's affairs with particular regard to its financial and resource requirements.

8.2 After discussions with MSP and my instructed agent at The Landwood Group, a strategy was developed to attempt to realise the remaining land at the west side of Coombend, Radstock to parties who are considered viable potential purchasers. See below Freehold Land section for further details.

8.3 There have been no sales of any of the Company's assets to connected parties since the Administrators' appointment.

9 Realisation of Assets

Freehold Land

9.1 The Company is the registered proprietor of freehold land on the west side of Coombend, Radstock which is subject to a charge in favour of MSP. Further details of the charge are detailed at Section 12 below. Adjacent land has already been developed with seven properties which have been sold prior to administration.



- 9.2 My staff and I have undertaken searches of the land and adjoining land. The unsold land is an access lane off a main road with access conferred to the residents of the seven adjoining properties for their parking spaces located on the access lane. I have instructed Landwood Group to assist in formulating a strategy to realise the land.
- 9.3 In the first instance, a sale to the adjoining field owner was considered to allow access directly on their field from this access lane. However, further review noted that the field owners have an easier entry point further along the main road.
- 9.4 It is anticipated the most viable route for realisation would be a sale to a conglomerate of the residents with parking spaces on the land or a management company who may view this as an opportunity. My staff and I continue to liaise with Landwood Group in this matter.
- 9.5 At present I am unable to determine whether this work will provide a net financial benefit to creditors.

Insurance Claim

- 9.6 The land in Radstock owned by the Company was subject to contamination, which was rectified prior to administration. Correspondence with MSP indicate that the Director Peter Keen may have made an insurance claim in respect of costs for cleaning up the contamination with the Company's insurers.
- 9.7 I have had no response to correspondence issued to the Directors and no information in respect of insurers used by the Company. Higos Insurance Services Ltd confirmed that they have no live insurance policies for the Company and have not had insurance policies for the Company since 2020 and have not dealt with any claims from the Company.
- 9.8 The contractor who dealt with the remediation work on the site was also unable to provide any further information regarding the insurers and insurance claim.
- 9.9 I continue to investigate this matter to determine the Company's insurance and whether a claim had been made.
- 9.10 At present I am unable to determine whether this work will provide a net financial benefit to creditors.

Cash at Bank

- 9.11 I have written to TSB Bank in relation to an account held with them by the Company. The balance on the account is unknown, I have asked the bank to provide me with the details of the balance and remit any funds to the administration estate. I will carry out investigations to establish whether there were any other accounts held by the Company.
- 9.12 At present I am unable to determine whether this work will provide a net financial benefit to creditors.



Directors' Loan Account

- 9.13 Following an initial review of the financial accounts for the year ended 13 January 2019 provided by the Company's accountants, a Directors' loan account ("DLA") is listed with a sum of £178,036 owed to the Company.
- 9.14 Further investigations into the DLA are to be undertaken to determine whether amounts are still outstanding and recoverable.
- 9.15 At present I am unable to determine whether this work will provide a net financial benefit to creditors.

Professional Agents, Advisors, and Subcontractors

I have instructed the professional agents and advisors listed below. I have also set out the basis of the fee arrangement upon which they have been instructed, which is subject to review on a regular basis.

Name of Agent/Advisor	Basis of fee arrangement
The Landwood Group	Fixed fee of £700 to £1,400 upon realisation
Conveyancing solicitor – TBC	TBC

As referred to above, I have instructed Landwood Group to assist in the realisation of the Company's remaining freehold land on a realisation basis. I will report further in due course in respect of any fees and disbursements paid to them.

The choice of agent was made on the basis of their experience, ability, the nature and complexity of the assignment, and the basis of the fee arrangement with them.

A conveyancing firm and conveyancing costs are still to be determined.

- 10 Initial Investigations.
- 10.1 The Administrator is required to undertake investigation into the Company's affairs, as part of my duties, to establish what the Company's assets are and to consider the way in which the business has been conducted. The Administrator is also required, under the provision of the Company Directors Disqualification Act 1986, to report to the Secretary of State for Business, Energy and Industrial Strategy on the conduct of those who have acted as Directors of the Company in the period of three years prior to the date of administration.
- 10.2 If you have any information or concerns regarding the way in which the Company's business has been conducted or have any information regarding potential recoveries for the administration estate, please contact my office as soon as possible.
- 10.3 The Administrator will carry out an initial investigation, based on the information available to me, to assess whether there is a case for further, more detailed, investigation into any aspect of the Company's financial affairs.



- 10.4 This exercise is in the process of being conducted, considering the level of assets available to fund any identified further investigations or actions, and the materiality of any matters that have arisen.
- 10.5 Upon my appointment I undertook the following initial investigations:
- Identifying, securing, and obtaining the Company's banking information and documents, and undertaking initial enquiries with the Company's bankers;
 - Communication with the Company's accountant to establish what relevant information is in their possession and obtain if necessary;
 - Communication with the Company's solicitors in respect of any recent or ongoing legal issues and obtaining the relevant documents;
 - Making initial contact with the Company's directors & former directors, including the issue of a directors' questionnaire;
 - Establishing the location of, and securing, the Company's books and records and obtaining further records where available;
 - Liaising with agents and/or third parties who may have information and records relating to the trading and financial history of the Company;
 - Identifying assets and property currently owned and/or previously disposed of by the Company.
- 10.6 This work does not provide a direct financial benefit to the estate but is essential to:
- Establish the trading history of the Company;
 - Establish the financial history of the Company;
 - Determine the reasons for insolvency;
 - Establish whether any potential claims against third parties and whether any further investigations are required in respect of such claims.
- 11 Statutory and Professional Compliance
- 11.1 I am required to meet a considerable number of statutory and regulatory obligations. This work does not provide a direct financial benefit to creditors but is a necessary requirement of the administration process.
- 11.2 Whilst these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration. This ensures that my staff and I carry out our work to high professional standards.
- 11.3 In order that creditors can have an informed understanding of these matters, they are listed at Appendix B5.



12 Creditors' Communication and Claims

12.1 I am required to undertake certain tasks in relation to creditors' claims. This work does not provide a direct financial benefit to the estate but is essential to the efficient running of the case.

12.2 In order that creditors can have an informed understanding of these matters, they are listed at Appendix B5.

Claims

12.3 The current position as regards creditors' claims is detailed below.

Secured Creditors

12.4 MSP holds 2 fixed and floating charges over the Company's assets, which were registered on 11 September 2018. Additionally, Sarah Jane Banks and Clive John Banks hold a fixed and floating charge over the Company's assets, which was registered 22 May 2017.

12.5 At the date of administration the indebtedness was estimated at £300,288.08 to MSP and has not yet been agreed. Mrs and Mr Banks have confirmed that they do not have an outstanding claim against the Company, though have confirmed that they have claims against the Directors personally.

12.6 To date, no sums have been paid in respect of the MSP charge.

12.7 It is envisaged that MSP will suffer a shortfall against its lending, which is currently uncertain.

Preferential Creditors

12.8 No preferential claims have been received to date.

12.9 The Finance Act 2020 amended the IA 1986 such that HM Revenue & Customs (HMRC) now have secondary preferential status for certain taxes including VAT from 1 December 2020.

12.10 Based upon the information available from the Company, HMRC's indebtedness is uncertain. Any part of this debt which relates to Employers' National Insurance and Corporation Tax will rank as a non-preferential claim.

12.11 Dividend prospects are presently uncertain.

Non-Preferential Creditors

12.12 The summary of the Company's financial position enclosed at Appendix A1 shows non-preferential creditors with a total estimated value of £7,646.75, however, a comprehensive list has not yet been provided by the Director and the list is based on the information available to date.

12.13 I have to date received two claims totalling £7,764.72 but I have not adjudicated on either claim yet.

12.14 Dividend prospects are presently uncertain.



Prescribed Part

- 12.15 Where the Company has granted a floating charge on or after the 15 September 2003, Section 176A of the IA 1986 provides that a share of the assets subject to a floating charge is reserved for distribution to unsecured creditors in priority to the chargeholder, subject to certain exceptions. This share is known as the "prescribed part".
- 12.16 The prescribed part is calculated as a percentage of the value of the Company's net property. Net property is floating charge realisations, net of costs and preferential claims.
- 12.17 At this stage, it is not possible to estimate the value of the Company's property which is subject to the floating charge. I will continue to review the position to determine whether any prescribed part sum does become available to unsecured creditors.
- 13 Fees and Expenses

Post-Appointment Fees

- 13.1 Insolvency law currently allows fees to be calculated in three ways:
- As a percentage of the value of the property which I realise and/or distribute (often referred to as a "percentage basis");
 - By reference to the time properly given by me and my staff attending to the matters arising ("time costs basis"); or
 - A set amount (a fixed fee).
- The basis of our fees can be a combination of the above and different basis can be used for different parts of the work undertaken.
- 13.2 In this case I am proposing that my remuneration be approved by reference to time incurred and my estimated future time costs as set out in Appendices B2 & B3.
- 13.3 I am satisfied that the fee basis proposed represents the most appropriate mechanism in the circumstances of the case, for the following reasons:
- It ensures that creditors are only charged for work that is performed;
 - I am required to perform a number of tasks which do not relate to recoveries for the benefit of the estate (e.g. communication with creditors; statutory and administration tasks – see Appendix B1); and
 - I am unable to estimate with certainty the total amount of my fees necessary to complete all tasks required in the administration.

Time Costs Incurred to Date

- 13.4 The table at Appendix B2 details my time costs for the period 2 February 2022 to 28 March 2022, incurred by me and my staff, by grade, together with details of the average hourly rates.
- 13.5 Since my appointment, my staff and I have recorded time costs of £12,933.55 representing 55.75 hours at an average hourly rate of £231.99.



- 13.6 It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

Future Time Costs & Fee Estimate

- 13.7 Attached at Appendix C3 is an up-to-date estimate of future of time costs in the amount of £33,948.75. This represents 124 hours at an average rate of £273.78 per hour. Adding this estimate to the total of my time costs to date as set out in 13.5 above results in estimated total time costs of £46,882.30 representing 179.75 hours at an average hourly rate of £260.82.
- 13.8 Subject to receiving creditor approval to the basis of the Administrators' remuneration being calculated on the basis of time costs (see 17.5 below), this fee estimate will act as a cap and Griffins will not be able to draw remuneration in excess of this estimate without first seeking approval from creditors. At present, subject to receiving creditor approval to my remuneration I anticipate that there should be sufficient realisations to allow me to draw my estimated remuneration in full in respect of the assets not subject to a fixed charge.
- 13.9 MSP has agreed a fee in respect of realisation of the fixed charge assets which is based on a percentage of the recoveries of these assets and capped at £20,000. MSP has also provided initial funding of £10,000 which has been invoiced but not yet received.

Expenses

- 13.10 Expenses are any payments from the insolvency estate which are neither an office holder's remuneration, nor a distribution to a creditor or a member.
- 13.11 Expenses fall into two categories:
- Category 1 expenses: These are payments to persons providing the service to which the expense relates, who are not an associate of the office holder.
 - Category 2 expenses: These are payments to associates, or which have an element of shared costs.
- 13.12 Griffins do not utilise any service providers who are associates of the firm. Additionally, it is not Griffins' policy to charge, or re-charge, expenses that are not directly referable to the appointment in question.
- 13.13 The table below details the actual expenses (including disbursements) incurred to date and the projected future expenses and disbursements. This table should be read in conjunction with the Receipts and Payments Account at Appendix C1.



Nature of expense incurred	Notes	Expenses incurred in period of report	Estimated Future Expenses	Total Estimated Expenses
		£	£	£
Statutory Advertising		94.10	94.10	188.20
Specific Bond		240.00	-	240.00
Record storage		-	TBC	TBC
Companies House searches		-	-	-
Land Registry searches		12.00	-	12.00
Insurance		-	560.00	560.00
Agents fees		-	1,400.00	1,400.00
Legal fees	1	-	TBC	TBC
Corporation tax		-	TBC	TBC
Irrecoverable VAT		-	TBC	TBC
TOTAL		346.10	1494.10	1,840.20

Note 1: As noted in the body of the proposals above, conveyancing solicitors and their costs are still to be determined.

14 Duration

14.1 The appointment of the Administrator shall cease to have effect at the end of the period of one year beginning with the date of my appointment. However, pursuant to paragraph 76 of Schedule B1 of the IA86 this may be extended by either:

- An application to Court for a specified period, or
- By consent of the creditors for a specified period not exceeding one year.

14.2 It is unclear at present if an extension of the administration is likely to be sought in this case, but creditors will be kept advised of developments

15 Exit Routes

15.1 If the Administrator thinks the Company has no property which might permit a distribution to its non-preferential creditors, or if he considers that an exit into liquidation is not appropriate, he will send a notice to the Registrar of Companies in accordance with Paragraph 84 of Schedule B1 of the IA86 to bring the Administration to an end and three months after the filing of the notice, the Company will be deemed to be dissolved.

15.2 If the Administrator is of the opinion that a dividend will become available to the non-preferential creditors (other than by virtue of the prescribed part) it will be appropriate for the Company to move from administration into creditors voluntary



liquidation (CVL) pursuant to Paragraph 83 of Schedule B1 of the IA86. If applicable the Administrator will take steps to place the Company into CVL.

- 15.3 Should a dividend to non-preferential creditors not become available, but it is still appropriate for the Company to enter liquidation, the Administrator will petition the Court pursuant to Paragraph 79 of Schedule B1 of the IA86 for an order to bring the administration to an end and for the compulsory winding-up of the Company.

16 Administrator's Proposals

- 16.1 In order to achieve the purpose of the administration, the Administrator formally propose to creditors that:

- a) The Administrator will continue to manage the affairs, business, and property in order to achieve the purpose of the administration of the Company or protect and preserve the assets of the Company or maximise the realisations of those assets;
- b) The Administrator will investigate and, if appropriate, pursue any claims that the Company may have against any person, firm, or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company;
- c) The Administrator will make distributions to any secured or preferential creditors in accordance with Paragraph 65 of Schedule B1 of the IA 1986. Further, he may make a distribution to non-preferential creditors, having first sought the court's permission in accordance with Paragraph 65(3) of Schedule B1 of the Act where necessary.
- d) Under Rule 18.18(3) of IR 2016, and in the absence of a Creditors Committee, the remuneration of the Administrator be fixed by a decision of the creditors by a decision procedure by reference to time properly spent by him and his staff in attending to matters arising from the administration, not including the fixed charge realisations, subject to an authorised maximum of £46,800 (net of VAT).
- e) The Administrator end the administration in one of the following ways, appropriate to the circumstances of the case at the time:
 - In the event that there is no remaining property that might permit a distribution to the Company's creditors, he shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the IA86; or
 - In the event that the Administrator thinks that a distribution will be made to non-preferential creditors (and they have not sought the court's permission, and are otherwise unable, to pay the distribution whilst the Company is in administration), he shall send to the Registrar of Companies notice to move the Company from administration to creditors' voluntary liquidation. In such circumstances, Stephen Hunt will be appointed Liquidator and will be authorised to act and undertake his duties as Liquidator. Creditors may



nominate a different person or persons as the proposed Liquidator or Liquidators, but they must make the nomination or nominations at any time after they receive the Statement of Proposals, but before it is approved. Information about the process of approval of the Statement of Proposals is set out at 17 below, or

- Alternatively, and should there be no likely funds to distribute to non-preferential creditors, and it is still appropriate for the Company to be placed into liquidation, the Administrator may petition the Court pursuant to Paragraph 79 of Schedule B1 of the IA86 for an order to bring the administration to an end and for the compulsory winding-up of the Company.
- f) The Administrator be discharged from liability pursuant to paragraph 98 of Schedule B1 of the IA86, immediately upon his appointment as Administrator ceasing to have effect, unless the court specifies a different time.

17 Approval of Proposals

- 17.1 In accordance with paragraph 52(1)(b) of Schedule B1 of the IA86, a decision of the non-preferential creditors is not required in respect of the Proposals in this instance. This is because, based upon the information currently available, the Company has insufficient property to enable a distribution to be made to non-preferential creditors other than by funds that may be available to be distributed in accordance with the Prescribed Part.
- 17.2 The Administrator must however seek a decision from creditors, if required to do so by creditors whose debts amount to at least 10% of the total debts of the Company. The request must contain the particulars prescribed by Rule 15.18 of the IR2016 and made within 8 business days of the delivery of this report. The expense of seeking the decision shall be paid by the creditor(s) requesting the decision, who will be required to lodge a deposit with the Administrator as security for his payment. The creditors may decide that the expenses of seeking a decision should be paid as an expense of the Administration, payable from the assets of the Company.
- 17.3 In accordance with the IR 2016, where the Administrator has not sought a decision of the creditors the Administrator's Proposals, as set out above, will be deemed to have been approved by creditors unless at least 10% by value of the Company's creditors requisition a meeting within 8 business days of the delivery of this report.
- 17.4 In the absence of a Committee the matters described in this Proposal are to be decided by the secured creditors. Therefore, this information is provided to other creditors for information purposes only.

Virtual Meeting

- 17.5 The Administrator is convening a virtual meeting of creditors to seek approval of the Proposals and the following decisions:



1. That a Committee be established if sufficient creditors are willing to be members of a Committee;
2. In the absence of a Committee to approve, that the Administrator's remuneration, not in respect of fixed assets, be calculated on the basis of time properly spent by the Administrator and his staff, subject to an agreed amount of £46,800 (net of VAT) without further recourse to creditors;
3. That the Joint Administrators be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule 131 of the Act, such discharge to take effect when the appointment of Joint Administrators ceases to have effect, as defined by the Act, unless the court specifies a time.

17.6 Should the Administrator's remuneration not be approved by creditors in accordance with Rule 18.18 of the IR 2016 an application may be made to Court in accordance with Rule 18.23 of the IR 2016 for an Order for it to be fixed.

17.7 The firm's charge-out rates are based upon individual experience, expertise, qualification, and grade. A hard copy of the Griffins' charge-out rates is available for download on the Griffins' website. Also available is further information regarding remuneration in a document entitled "A Creditors' Guide to Administrator's Fees". Both are available for download at the following address:
<http://www.griffins.net/technical/>.

18 Meeting of Creditors

18.1 As identified above I am convening a virtual meeting of creditors on 13 May 2022 at 11:00 am, the purpose of which is to approve the Administrator's Proposals, and to agree the basis of the Administrator's remuneration.

18.2 The function and purpose of a Committee is to:

- Assist the office holders in discharging their functions, and act in relation to them in such manner as may be agreed from time to time. The Committee may also require the office holders to attend before it at any reasonable time and furnish it with information relating to the exercise of their functions.
- Represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, it may also serve to assist the office holders generally and act as a sounding board for them to obtain views on matters pertaining to the Administration.

18.3 For further information on the rights, duties, and the functions of the Committee, please go to the following website:

<https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf>

18.4 The notice convening the virtual meeting is attached at Appendix D1.



- 18.5 Also provided at Appendix D2 is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder, if they wish to attend or be represented at the meeting). A Proof of Debt Form is provided at Appendix D3.
- 18.6 All proofs of debt must be delivered by: 4:00 pm on 12 May 2022
- 18.7 All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 11:00 am on 13 May 2022
- 18.8 Please note that completed proof of debt and proxy forms should be marked for the attention of Jun Wong and lodged with the Administrator at:

Griffins
Tavistock House South
Tavistock Square
London
WC1H 9LG
Email: jun.wong@griffins.net

- 18.9 If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.
- 18.10 Whilst a virtual meeting has been summoned, creditors who meet a statutory threshold as set out in the Notice attached at Appendix D1, can require that a physical meeting of creditors be convened. Such a request must be made to the Administrators within 5 business days of the date on which this Proposal was delivered. If you wish to request a physical meeting, please set out in writing which of the decision above you wish the meeting to consider.
- 18.11 Further information is provided in the covering letter and the notice at Appendix D1, including instructions how to access the virtual meeting.

19 Receipts and payments account

- 19.1 An account of the receipts and payments for the period of this report is at Appendix C1.
- 19.2 The receipts and payments account reflects actual payments made to date rather than accrued unpaid expenses.

20 Other Matters to Assist Creditors

Privacy

- 20.1 Griffin's Privacy Policy explains the measures I take to protect your data and the legal basis for doing so. Please review the Privacy Policy on the Griffins website: <http://www.griffins.net/data-privacy-notice/>.



Code of Ethics

- 20.2 I am bound by Code of Ethics for Insolvency Practitioners when carrying out all professional work relating to insolvency appointments. Please refer to the Institute of Chartered Accountants in England and Wales website for further details: <https://www.icaew.com/regulation/insolvency/sips-regulations-and-guidance/insolvency-code-of-ethics>

Our Relationship

- 20.3 I have no professional or personal relationships with the parties who approve my fees or who provide services to the estate where the relationship could give rise to a conflict of interest.

Contact Us

- 20.4 I endeavour to provide the best possible standards at all times.
- 20.5 If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact Joanne Wilson in the first instance at joanne.wilson@griffins.net.
- 20.6 A copy of our complaints procedure and details of our firm's professional indemnity insurance can be found at: <https://www.griffins.net/legal-information/>.

20.7 Creditors Insolvency guides

- 20.8 Creditors can find more information on the insolvency process at: <http://www.creditorinsolvencyguide.co.uk/>.

21 Next Report

- 21.1 I will report again following the six-month anniversary of my appointment or sooner if the administration of the estate is complete.

Yours sincerely
For and on behalf of Aclairs Limited


Stephen Hunt
Administrator

Dated: 22 April 2022



Financial Information

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A1. Company Creditors



Aclaims Limited (In Administration)
Griffins
Aclaims Limited
Company Registered Number: 03488086
Company Creditors

Appendix A1

Company Creditors

Key	Name	Address	£
CA00	A.R Purnell Ltd	Ashen Cross Quarry, Catsgore Ln, Somerton, TA11 7JW	1.00
CA01	Archaeologist		1.00
CA02	A Roberts		1.00
CB00	Buildbase Limited	Ground Floor, Boundary House 2 Wythall Green Way, Wythall, Birmingham,, United Kingdom, B47 6LW	1.00
CF00	Fixed by Fordy	Charmborough Farm Rural Business Park, Unit 9 Charlton Rd., Radstock, BA3 5FX	1.00
CF01	Fuel		1.00
CG00	Gemech Ltd	1 Roman Farm Rd, Bristol, BS4 1UL	1.00
CG01	Gas		1.00
CL00	Legal		1.00
CP00	Pivotal Design & Consultancy Limited	The Mount, Western Gardens, Combe Martin, Devon, England, EX34 0EY	1,339.32
CP01	Pack Masonry LTD	Leigh House Farm, Leigh Park Rd, Bath, Bradford-on-Avon, BA15 2RB	1.00
CP02	Planning Portal Limited	Quayside Tower, 252-260 Broad Street, Birmingham, United Kingdom, B1 2HF	1.00
CP03	Parking		1.00
CP04	Phone		1.00
CR00	Richardson Swift LTD	11 Laura Place, Bath, Somerset, BA2 4BL	6,285.40
CR01	R.O. Dando and Sons Ltd	R.O. Dando and Sons Ltd, The Bungalow, Moorledge Road, Chew Magna, Bristol, BS40 8TA	1.00
CR02	R.J.KING & SONS (SCRAP MERCHANTS) LIM	Belle Vue, Pitway Lane,, Farrington Gurney, Bristol, BS39 6TX	1.00
CR03	RADSTOCK BUILDERS AND MINI DIGGER HI	72 Staddlestones, Midsomer Norton, Radstock, Somerset, BA3 2PX	1.00
CS00	Site food and working lunch		1.00
CT00	Towens Waste Management Ltd	Plot 2, Warne Rd, Weston-super-Mare, BS23 3UU	1.00
CT01	Total Building Control	West House, Bathampton Ln, Bathampton, Bath, BA2 2QH	1.00
CT02	THOMPSONS HARDWARE LTD	1 Park Square, Great Ayton, Middlesbrough, England, TS9 6BP	1.00
CW00	Western Power Distribution	Avonbank, Feeder Road, Bristol, BS2 0TB	1.00
CW01	Work wear/ miscellaneous		1.00
24 Entries Totalling			7,646.72



Fee Information Pack

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- B1. Griffins' Time Analysis for the period 2 February 2022 to 28 March 2022 provided in accordance with the Statement of Insolvency Practice 9
- B2. Griffins' Time Analysis of Estimated Future Time Costs
- B3. Statutory and Creditor Compliance Tasks



Time Costs for the period 02-Feb-22 to 28-Mar-22

	Time costs incurred in period							
	Partner	Manager	Other Senior Professional	Administrators	Assistants & Support Staff	Total Hours	Total Cost	Blended Rate Per Hour
							£	£
Realisations of Assets	0.17	3.83	4.25	10.33	-	18.58	4,773.66	256.88
Land and Property	0.17	3.50	4.00	8.00	-	15.67	4,101.58	261.80
Insurance Claim re Contamination	-	0.33	0.25	2.33	-	2.92	672.08	230.43
Investigations	-	0.25	1.08	8.50	-	9.83	2,027.05	206.14
Initial Investigations	-	0.25	1.08	8.50	-	9.83	2,027.05	206.14
DLA	-	-	-	-	-	-	-	-
Statutory & Compliance	0.08	5.33	1.67	13.00	1.33	21.42	4,897.85	228.69
Creditors	-	0.25	0.50	5.17	-	5.92	1,234.99	208.73
Total	0.25	9.67	7.50	37.00	1.33	55.75	12,933.55	231.99

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

Appendix B2

Combined Hours / Costs Table as at 28-Mar-22

	Time costs incurred in period			Projected future time costs			Combined Hrs / Costs		
	Total Hours	Total Cost	Blended Rate Per Hour	Total Hours	Total Cost	Blended Rate Per Hour	Combined Total Hours	Combined Total Cost	Blended Rate Per Hour
		£	£		£	£		£	£
Realisations of Assets	18.58	4,773.66	256.88	51.25	14,391.25	280.80	69.83	19,164.91	274.44
Land and Property	15.67	4,101.58	261.80	40.75	11,386.25	279.42	56.42	15,487.83	274.53
Insurance Claim re Contamination	2.92	672.08	230.43	10.50	3,005.00	286.19	13.42	3,677.08	274.07
Investigations	9.83	2,027.05	206.14	38.50	11,187.50	290.58	48.33	13,214.55	273.40
Initial Investigations	9.83	2,027.05	206.14	22.00	6,580.00	299.09	31.83	8,607.05	270.38
DLA	-	-		16.50	4,607.50	279.24	16.50	4,607.50	279.24
Statutory & Compliance	21.42	4,897.85	228.69	25.25	6,290.00	249.11	46.67	11,187.85	239.74
Creditors	5.92	1,234.99	208.73	9.00	2,080.00	231.11	14.92	3,314.99	222.23
Total	55.75	12,933.55	231.99	124.00	33,948.75	273.78	179.75	46,882.30	260.82

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

Post-Appointment Statutory and Professional Compliance

I undertake the following tasks:

Statutory

- Notify creditors of my appointment and advertise the appointment in the Gazette;
- Obtain a Specific Penalty bond for a sum equal to the company's assets subject to the statutory provisions;
- To prepare and issue the Administrator's Proposals, to seek relevant creditors' approvals, and issuing notice of the outcome;
- To provide creditors with the opportunity to establish a Committee when a decision procedure is required;
- Submit a report on the conduct of the directors to the Department for Business, Energy & Industrial Strategy
- Establish whether the Company has an occupational pension scheme and, if so, comply with Section 120 Pensions Act 2004 and submit a Section 120 Notice to the Pension Protection Fund, The Pension Regulator and to the Trustees of the Pension Fund if applicable;
- Establish whether the Company has complied with obligations under the Pension Auto Enrolment and liaise with the Pension Regulator where necessary.

Professional Compliance

- On appointment, set the case up on our insolvency database and maintain and separately record all financial records on the case, including the recording of creditors and employees;
- Undertake a one-month case review to ensure that all initial statutory matters have been completed, asset realisation and initial investigations commenced;
- Obtain & request the Company's books and records.

Bi-Annual/Annual Statutory and Professional Compliance

In addition to the tasks identified above, each year I undertake the following tasks:

Statutory

- Prepare and issue a Progress Report to creditors every six months;
- Submit VAT returns to HM Revenue and Customs, to ensure that any VAT refunds or payments are received or paid;
- Submit annual tax returns to HM Revenue and Customs.



Professional Compliance

- Undertake bi-annual case reviews to ensure that the case is being progressed efficiently and in a timely manner; statutory duties have been undertaken; consider any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensure that any identified matters are addressed;
- Maintain the case cash book, by undertaking monthly Bank reconciliations.

Closing Statutory and Professional Compliance

After concluding all case related matters, I am required to:

Statutory

- Consider which exit route from Administration is appropriate and filing the necessary documents to affect the exit;
- Prepare and issue a final progress report to creditors
- Retain and store the estate records for a minimum of 6 years after the granting of my release or discharge as officer holder or 6 years after the date on which any security or caution maintained in the case expires or otherwise cases to have effect, whichever is the latter.

Professional Compliance

- Reconcile the cash book ready for closure.

Tasks in relation to creditors' claims

I undertake the following tasks:

- Ensure that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Company's records.
- Enter proof of debt forms/claims as and when they are received;
- Before paying a dividend, review the level of funds available and ensure that all costs and expenses have been paid in accordance with the rules of priority;
- Assignment of the right to dividend, where notice is given to the office holder by a person entitled to a dividend that he wishes the dividend to be paid to another person;
- Deal with enquires from creditors;
- Adjudicate on claims;
- Calculate the prescribed part;
- Declare and pay a dividend, if sufficient funds are available.



**Administrator's Receipts and Payments Account and Company and Office Holder
Information**

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C1 Administrator's Receipts and Payments Account

C2 Company and Office Holder Information



Administrator's Receipts and Payments Account for the period 2 February 2022 to 28 March 2022

Statement of Affairs £		From 02/02/2022 To 28/03/2022 £	From 02/02/2022 To 28/03/2022 £
	SECURED ASSETS		
Uncertain	Freehold Land & Property	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(300,288.08)	MSP Capital Ltd	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
Uncertain	Cash at Bank	NIL	NIL
Uncertain	Directors' Loan Account	NIL	NIL
Uncertain	Insurance Claim	NIL	NIL
		NIL	NIL
	COST OF REALISATIONS		
	Statutory Advertising	94.10	94.10
		(94.10)	(94.10)
	SECONDARY PREFERENTIAL CREDITORS		
Uncertain	HMRC	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
Uncertain	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(300,388.08)		(94.10)	(94.10)
	REPRESENTED BY		
	Disbursement account		(112.92)
	VAT Receivable		18.82
			(94.10)

Note:

The negative balance on the Disbursement Account (formerly known as No 2 Account or Client Number 2 Account) represents sums paid by Griffin's which are yet to be recovered from the estate.


 Stephen Hunt
 Administrator



Company and Office Holder Information

Company information

Company Name:	Aclaims Limited
Company number:	03488086
Trading name:	Aclaims Limited
Nature of business:	Owning and operating real estate
Trading address:	Acl House, Coombend, Radstock, BA3 3AS
Registered office:	Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG
Former registered office:	Acl House, Coombend, Radstock, BA3 3AS
Date of Incorporation:	5 January 1998

Officers of the Company

Directors	Appointed	Resigned
Peter Keen	13 January 2017	-
Leasa Leanne Keen	5 October 2017	-
Louise Glover	5 August 2013	13 January 2017
Robin Clifford Glover	5 January 1998	13 January 2017
Peter Frank Price	5 January 1998	10 July 2007

Company Secretary	Appointed	Resigned
Peter George Keen	13 January 2017	-
Robin Clifford Glover	5 January 1998	10 July 2007
MKL SECRETARIES LIMITED	10 July 2007	13 January 2017

Shareholders	Share Capital
Leasa Keen	75 Ordinary £1 Shares
Peter Keen	25 Ordinary £1 Shares



Creditor Documentation

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- D1 Notice of Decision Procedure by Virtual Meeting
- D2 Proxy Form
- D3 Proof of Debt Form
- D4 Notice of Invitation to Form a Creditors' Committee



Notice of Decision Procedure by Virtual Meeting

Company Name: Aclaims Limited (In Administration) ("the Company")

Company Number: 03488086

In the High Court of Justice No. 000203 of 2022

This Notice is given under Rule 15.8 of the Insolvency (England and Wales) Rules 2016 ("IR 2016"). It is delivered on 26 April 2022 by the Administrator of the Company, Stephen Hunt, of Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG (telephone number 0207 554 9600), who was appointed by the Holder of Qualifying floating Charge Holder.

Creditors are invited to attend a virtual meeting for the purposes of considering the following (for the full wording of proposed decisions, see the proxy form):

1. That a Committee be established if sufficient creditors are willing to be members of a Committee;
2. In the absence of a Committee to approve, that the Administrator's remuneration, not in respect of fixed assets, be calculated on the basis of time properly spent by the Administrator and his staff, subject to an agreed amount of £46,800 (net of VAT) without further recourse to creditors;
3. That the Joint Administrators be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule 131 of the Act, such discharge to take effect when the appointment of Joint Administrators ceases to have effect, as defined by the Act, unless the court specifies a time.

The virtual meeting, which will be conducted via the Microsoft Teams online conferencing facility, to be held as follows:

Date: 13 May 2022

Time: 11:00 am

To access the virtual meeting, please visit the following website: <https://www.griffins.net/creditors/>

The virtual meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

Also provided is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder, if they wish to attend or be represented at the meeting).

All proxy forms, together with a proof of debt if one has not already been submitted, must be completed and returned by one of the methods set out below:

By post to: Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG

By email to: jun.wong@griffins.net

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below.

All proofs of debt must be delivered by: 4:00 pm on 12 May 2022

All proxy forms must be delivered to the convener or chair before they may be used at the



Notice of Decision Procedure by Virtual Meeting

meeting fixed for 11:00 am on 13 May 2022

If the Administrator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the IR 2016 must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:

- 10% in value of the creditors
- 10% in number of the creditors
- 10 creditors

Creditors who have taken all steps necessary to attend the virtual meeting under the arrangements made by the convener, but are not able to attend the whole or part of the meeting, may complain under Rule 15.38 of the IR 2016. The complaint must be made as soon as reasonably practicable and in any event no later than 4pm on the business day following the day on which the person was, or appeared to be, excluded; or where an indication is sought under Rule 15.37, the day on which the complainant received the indication.

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the IR 2016. Any such appeal must be made not later than 21 days after the Decision Date.

Dated 22 April 2022

Signed



Yours sincerely

For and on behalf of Aclaims Limited

Stephen Hunt
Administrator
(IP No. 9183)
Griffins
Tavistock House South
Tavistock Square
London, WC1H 9LG



Proxy Form

Please give full name and address for communication

Name of creditor

Address of creditor

Name of proxy holder

Please insert name of person (who must be 18 or over) or "chairman of the meeting" (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 _____

2 _____

3 _____

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the virtual meeting of creditors to be held on 13 May 2022 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

1. For the appointment of

..... (Name) representing

..... (Name of Creditor) as a member of the Committee

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space opposite.

2. In the absence of a Committee to approve, that the Administrator's remuneration, not in respect of fixed assets, be calculated on the basis of time properly spent by the Administrator and his staff, subject to an agreed amount of £46,800 (net of VAT) without further recourse to creditors;

PLEASE INDICATE AS APPLICABLE [For/Against]

3. That the Joint Administrators be discharged from liability in respect of any action undertaken by them pursuant to Paragraph 98 of Schedule 131 of the Act, such discharge to take effect when the appointment of Joint Administrators ceases to have effect, as defined by the Act, unless the court specifies a time.

PLEASE INDICATE AS APPLICABLE [For/Against]

4. Insert further resolutions as applicable

.....



Proxy Form

This form must be signed

Signature: _____ Date: _____

Only to be completed if the
creditor/member has not
signed in person

Name in CAPITAL LETTERS – _____
Position with creditor or relationship to creditor or other authority for signature

Are you are the sole member/shareholder of the creditor? Yes / No



Proof of Debt Form

Date of Insolvency – 2 February 2022		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of Administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the Administrator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish for any dividend payment that may be made to be paid via electronic means please provide bank details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account: Account name: Sort code: IBAN: SWIFT/BIC: Bank Address:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO



Notice of Invitation to Form a Creditors Committee

Company Name: Aclaims Limited (In Administration) ("the Company")

Company Number: 03488086

In the High Court of Justice no. 000203 of 2022

This Notice is given under Rule 3.39 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It is delivered by Stephen Hunt, Administrator who was appointed by Qualifying Floating Charge Holder.

Creditors are invited to nominate a representative as a member to the committee (which may include themselves) by completing the proxy form and returning this to Stephen Hunt the Administrator by one of the following methods:

By email to: jun.wong@griffins.net

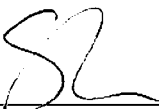
By post to: Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for your nomination to be delivered to the address above by the time set out below.

All nominations must be delivered by: 4:00 pm on 12 May 2022

Nominations can only be accepted if Stephen Hunt is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, go to: https://www.r3.org.uk/liquidation/creditors_committees_and_commissioners_a_guide_for_creditors

Signed:  _____

Dated: 22 April 2022

Yours sincerely
For and on behalf of Aclaims Limited

Stephen Hunt
Administrator
Administrator (IP No. 9183)
Griffins
Tavistock House South
Tavistock Square
London, WC1H 9LG



Notice of Invitation to Form a Creditors Committee

On behalf of (name of Creditor) _____

at (address of Creditor) _____

I nominate the following creditor(s) to be member(s) of a Creditors' Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in Capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

☐ Yes / ☐ No

