

The Insolvency Act 1986

Administrator's progress report

Name of Company Survey Data Solutions Limited	Company number 07125592
In the High Court of Justice, Chancery Division, Manchester District Registry	Court case number 3077 of 2014

(a) Insert full name(s)
and address(es) of Joint
Administrator(s)

I(a)
Gordon Craig
Refresh Recovery Limited
West Lancashire Investment Centre
White Moss Business Park
Skelmersdale
Lancs WN8 9TG

(b) Insert dates

the Administrator(s) of the above company attach a progress report for the period

from

to

(b) 5 March 2015

(b) 21 August 2015

Signed 
Administrator

Dated 21 August 2015

Contact Details:

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

(Address as Above)	
	Tel
DX Number	DX Exchange

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff



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COMPANIES HOUSE

SATURDAY

Report to Creditors

**SURVEY DATA SOLUTIONS LIMITED
(COMPANY NUMBER: 07125592)**

**ADMINISTRATOR'S FINAL PROGRESS REPORT
IN ACCORDANCE WITH RULE 2.47 OF THE INSOLVENCY RULES 1986**

21 AUGUST 2015

**IN THE HIGH COURT OF JUSTICE
MANCHESTER DISTRICT REGISTRY**

NUMBER 3077 OF 2014

**REFRESH RECOVERY LIMITED
WEST LANCASHIRE INVESTMENT CENTRE
WHITE MOSS BUSINESS PARK
SKELMERSDALE
LANCASHIRE
WN8 9TG**

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5. Glossary

the Company	Survey Data Solutions Limited (registration number 07125592)
the Administrator	Gordon Craig of Refresh Recovery Limited, Maple View, White Moss Business Park, Skelmersdale Lancashire, WN8 9TG
Refresh Recovery	Refresh Recovery Limited
the Appointment Date	5 September 2014, being the date of appointment of the Administrator
the Appointor	The Director
the Director	Mr Lee Evans Mrs Nicola Evans
the Bank	Natwest Bank Plc
the Solicitors	Turner Parkinson LLP
HMRC	H M Revenue & Customs
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's property (floating charge assets less costs of realisation) shall be made available to the non-preferential unsecured creditors
QFC	Qualifying Floating Charge
CVA	Company Voluntary Arrangement
SoA	Statement of Affairs
RPS	Redundancy Payments Service

TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006
BIS	The Department of Business Innovation and Skills
ICAEW	The Institute of Chartered Accountants in England and Wales
the Act	the Insolvency Act 1986 (as amended)
the Rules	the Insolvency Rules 1986 (as amended)
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Category 1 Disbursements	The Administrator's firms external supplies of incidental services specifically identifiable to the case
Category 2 Disbursements	The Administrator's firms internal costs and expenses in dealing with the Administration that compromises a cost allocation
SIP 9	Statement of Insolvency Practice 9 (E & W), Remuneration of Office Holders
SIP 13	Statement of Insolvency Practice 13 (E & W), Acquisition of assets of insolvent companies by directors
SIP 15	Statement of Insolvency Practice 15 (E & W), Functions to Committees in formal insolvencies

6. Introduction

This is the final 6 monthly report from the Administrator as required by the Insolvency Act 1986 and includes certain information required to be provided to creditors in accordance with the rules

The Administrator was appointed Administrator of the Company in High Court of Justice, Manchester District Registry, Chancery Division, on the Appointment Date Court administration number 3077 of 2014

The appointment was made by the Appointor, in accordance with Paragraph 22 of Schedule B1 of the Act

3. Receipts and Payments

A receipts and payments account for the period 5 March 2015 to 21 August 2015 is attached at Appendix 1

4. Progress of the Administration

4.1 Administrator's Proposals & Creditors' Meeting

A meeting of creditors was held via correspondence on 29 September 2014 and the following proposals were approved

- 1 It is proposed that the Administrator will continue to manage the affairs of the Company in order to achieve the objective of the Administration which has been outlined above
- 2 When it is anticipated that no further realisations will be made in the Administration than would be available in a winding up, to take the necessary steps to put the Company into Creditors' Voluntary Liquidation (subject to 4 below)
- 3 If Creditors' Voluntary Liquidation is deemed appropriate, the Administrator be permitted to seek the appointment of Gordon Craig as Liquidator of the Company, without further recourse to creditors In accordance with paragraph 83(7) of the Act and Rule 2.117(3) of the Rules, creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after the receipt of these Proposals and before these Proposals are approved

- 4 To seek an extension to the Administration period if deemed necessary by the Administrator
- 5 If, in accordance with Paragraph 84(1) of Schedule B1 of the Act, the Company has no property which would permit distribution to creditors, the Administrator is permitted to move the Company from Administration to dissolution rather than placing the Company into Creditors' Voluntary Liquidation
- 6 The Administrator shall have the authority to sanction and agree the fees of any solicitors or similar chattel agents by reference to the time given by such agents and their staff, in attending to matters arising in the Administration
- 7 Without prejudice to the provisions of Schedule B1 of the Enterprise Act 2002, the Administrator may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in their achievement of the stated purposes of the Administration Order or any variation thereto

The following additional resolutions were also approved at the meeting

- 1 Under Rule 2 67A of the Insolvency (Amendment) Rules 2010 and in the absence of a Creditors' Committee, the unpaid pre-administration costs as detailed in the Administrator's Proposals be approved These are as follows

Administrator's Pre Appointment Fees	£6,669 50 plus VAT plus disbs of £12 60
Winterhill Largo Valuers & Auctioneers	£1,500 plus VAT
Turner Parkinson LLP Pre Appointment Fees	£1,000 plus VAT plus disbs of £35
Taylors Solicitors Pre Appointment Fees	£1,500 plus VAT plus disbs of £13

- 2 Under Rule 2 106 of the Insolvency (Amendment) Rules 2010 and in the absence of a Creditors' Committee, the remuneration of the Administrator be fixed in reference to time properly spent by him and his staff in attending to matters arising from the Administration
- 3 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw Category 1 and 2 disbursements in accordance with his firm's published tariff
- 4 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Administrator be authorised to draw remuneration and disbursements as and when funds are available

- 5 The Administrator will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon his appointment as Administrator ceasing to have effect

Notice of the results of the creditors meeting was circulated to all known members and creditors on 29 September 2014. No Creditors' Committee was formed therefore the remuneration of the Administrator was fixed on a time costs basis and can be drawn when funds allow.

4.2 Asset Realisations

4.2.1 Chattel Assets

As creditors will recall the Directors of the Company advised they wished to purchase the assets of the Company and made an offer of £25,000 via another company which they jointly owned, Surveyme Limited ("Surveyme").

Winterhill Largo Valuers and Auctioneers ("Winterhill") had valued the Company's assets and recommended the acceptance of the offer, as it was not anticipated that a higher offer could be obtained from an alternative purchaser. In addition, it was probable that a goodwill payment of this quantum would only be obtained through a sale of the business to the former Directors.

In the period Surveyme paid the final balance of £3,000 which was due, therefore the balance was paid in full.

4.2.2 Bank Interest

In the period bank interest has been received amounting to £1.29 and interest of £2.50 for the full period of the Administration.

4.3 Creditors

4.3.1 Secured Creditors

The Company has no secured creditors.

4.3.2 Employees and Preferential Creditors

The Administrator is not aware of any employees or preferential creditors.

4 3 4 Other Creditors

Claims received to date total £117,764 48, which comprises claims from trade creditors and HMRC debt of £393 86 in respect of PAYE/NI and £230 23 in respect of VAT. No dividend is available to this class of creditor.

In accordance with Rule 2 33(l) of the Insolvency (Amendment) Rules 2003, the Administrator must estimate the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003. No floating charge has been granted, therefore the prescribed part will not apply. Similarly, the provisions of Section 176A(3) and 176A(5) of the Insolvency Act 1986 will not apply.

5 Investigation

As required under SIP 2 I have carried out the required investigations and can report that there are no matters to be pursued further. In accordance with the Company Directors Disqualification Act 1986 I have submitted a report on the conduct of the Company's Director to the Department of Business Innovation & Skills. As this is a confidential report I am not able to disclose the contents.

6. Administrator's Costs

6.1 Pre-Appointment Fees and Other Outstanding Costs

As previously advised the Administrator incurred pre-appointment time costs amounting to £8,847 00 which is comprised of 30 50 hours at an average cost of £290 07 per hour. The Administrator received no monies towards these costs and requested, at the meeting of creditors, that he be allowed to draw £6,669 50 plus VAT from the realisations of the Administration. This resolution was subsequently passed at the meeting and these fees have been drawn in full.

In addition the Administrator has incurred legal fees of £1,500 plus Vat, plus disbursements of £13, which were incurred with Turner Parkinson Solicitors in respect of preparing and lodging the Appointment documentation. The balance has been paid in full.

Legal fees were also incurred with Taylors solicitors for preparing the Sale and Purchase Agreement which amounted to £1,500 plus VAT, plus disbursements of £13. These have also been paid in full.

Winterhill issued an invoice for £1,500 plus VAT for valuing the chattel assets of the Company. Again these have been paid in full.

6.2 Administrator's Fees

It has been agreed by the unsecured creditors that the Administrator be remunerated on a time cost basis and be authorised to draw fees as and when funds allow. A summary of the Administrator's time costs to date is attached at Appendix 2.

Time costs of £4,803.50 have been incurred in the period which is comprised of 23.75 hours at an average cost of £202.25 per hour. Total time costs incurred to date amount to £14,714.50 which is comprised of 87.50 hours at an average cost of £167.78 per hour. To date the Administrator has drawn £13,720.22. Of the balance drawn by the Administrator, £4,420.22 has been drawn in this period.

6.3 Administrator's Disbursements

The following expenses have also been incurred to date and are shown net of VAT.

Supplier	Work Undertaken	Costs incurred since last report	Costs paid since last report	Total costs incurred	Total costs paid
Courts Advertising	Advertising	£84.60	£169.20	£253.80	£253.80
Refresh Recovery Limited	Photocopying	£29.25	£73.80	£103.05	£103.05
Refresh Recovery Limited	Postage	£9.62	£18.36	£27.98	£27.98
Willis	Bordereau	£0	£196.00	£196.00	£196.00
Refresh Recovery Limited	Mileage	£0	£0	£13.95	£13.95
Refresh Recovery Limited	Search Fees	£5.00	£5.00	£5.00	£5.00

All other costs incurred and paid are detailed on the attached receipts payments.

6.4 Administrator's Charge Out and Disbursement Rates

Details of my firm's current charge out and disbursement rates can be found in the attached schedule.

6.5 Creditors' Guide to Fees

A full copy of a creditors' guide to fees can be downloaded from the following site:

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors'-guides/creditors'-guide-administrators-fees-final.pdf>

If you would like to receive a hard copy please contact this office and one will be sent to you.

7. Creditors' rights

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrator provide further information about his remuneration or expenses which have been itemised in this progress report

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Administrator's remuneration, the remuneration charged or the expenses incurred by the Administrator as set out in this progress report are excessive

8. Conclusion of the Administration

In accordance with Paragraph 84(1) of Schedule B1 of the Insolvency Act 1986 and as proposed by creditors at the meeting of creditors I enclose herewith notice of the move from Administration into Dissolution



Gordon Craig
Administrator

**Survey Data Solutions Limited
(In Administration)**

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 05/09/2014 To 04/03/2015 (£)	From 05/03/2015 To 21/08/2015 (£)	Total (£)
IT System	1 00	1 00	0 00	1 00
Stock	1 00	1 00	0 00	1 00
WIP	1 00	1 00	0 00	1 00
Goodwill, Business Name & Company Info	5,000 00	5,000 00	0 00	5,000 00
Equipment	250 00	250 00	0 00	250 00
Intellectual Property	19,746 00	16,746 00	3,000 00	19,746 00
Contracts	1 00	1 00	0 00	1 00
Bank Interest Net of Tax		1 21	1 29	2 50
		22,001.21	3,001 29	25,002 50
PAYMENTS				
Bordereau		196 00	0 00	196 00
Pre-Administration Fee		6,669 50	0 00	6,669 50
Administrators Fees		9,300 00	4,420 22	13,720 22
Disbursements - Mileage		13 95	0 00	13 95
Companies House Search		0 00	5 00	5 00
Agents/Valuers Fees		1,500 00	0 00	1,500 00
Legal Fees		2,513 00	0 00	2,513 00
Postage		18 36	9 62	27 98
Photocopying		73 80	29 25	103 05
Statutory Advertising		169 20	84 60	253 80
		20,453.81	4,548 69	25,002 50
Net Receipts/(Payments)		1,547.40	(1,547 40)	0 00
MADE UP AS FOLLOWS				
		0.00	0 00	0.00

Note
All Estate Bank Accounts are Interest Bearing

Refresh Recovery Limited

TIME & CHARGEOUT SUMMARIES (POST)

Survey Data Solutions Limited

From 5 Mar 2015 to 21 Aug 2015

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	6 70	1 60	7 25	7 30	22 85	4,693 50	205 40
Creditors	0 00	0 00	0 50	0 40	0 90	110 00	122 22
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	2,244 50	448 00	1,085 00	1,026 00		4,803 50	
Total Hours	6 70	1 60	7 75	7 70	23 75		
Average Rate	335 00	280 00	140 00	133 25			

Refresh Recovery Limited

TIME & CHARGEOUT SUMMARIES (POST)

Survey Data Solutions Limited

From 5 Sep 2014 to 21 Aug 2015

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	7 40	7 10	39 00	21 80	75 30	12,735 00	169 12
Investigations	0 00	0 00	5 00	0 00	5 00	700 00	140 00
Realisation of Assets	0 20	0 00	1 75	0 00	1 95	312 00	160 00
Creditors	0 10	0 00	1 75	2 20	4 05	498 50	123 09
Statutory Matters	1 40	0 00	0 00	0 00	1 40	469 00	335 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Fees Claimed £	3,048 50	1,988 00	6,650 00	3,028 00		14,714 50	
Total Hours	9 10	7 10	47 50	24 00	87 70		
Average Rate	335 00	280 00	140 00	126 17			

REFRESH RECOVERY LIMITED'S FEE AND EXPENSES

1. TIME COST AND CHARGES OUT RATES

The work involved in this Administration is detailed in the report to creditors

The current charge out rates for this Firm is as follows -

Grade of Staff	(£ per hour)
Insolvency Practitioner/Partner	335
Senior Manager	280
Manager	250
Case Supervisor	180
Senior Case Administrator	140
Case Administrator	100

All charge out rates are subject to periodic review. Any material amendments to charge out rates shall be advised to Creditors (or the Creditors' Committee, if appropriate) in subsequent statutory reports. Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried out as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff. Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

A creditors' guide to Administrator's fees is can be downloaded from the following site -

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-administrators-fees-final.pdf>

Please note that if you wish to have a hard copy of the Creditors' Guide to Fees please contact this office and a copy will be supplied to you free of charge.

2. EXPENSES & DISBURSEMENT COSTS

Where the Insolvency Practitioner in the firm acts as office-holder in an Administration, the firm will seek to re-charge these costs (plus VAT where applicable). In such cases to comply with Statement of Insolvency Practice 9 (SIP9), the standard disbursement cost and expense re-charge calculations will be based upon the firm's standard policy which is as follows:

Category 1 Disbursements

These costs will include, among other -

Statutory Advertising	As per advertisers/agents invoice
Statutory Bonding	Charged at cost
Postal Redirection	Charged at cost
Courier	Charged at cost
Postage	First class postal charges based on the weight of the circular
Storage	Pro rata per number of boxes per storage charge invoice. An external storage provider provides this facility to the firm. Current

charges are £2 50 for the box and £4 25 per box per annum for the storage

Room Hire No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost

Land Registry Searches As per Land Registry invoice

Companies House Search As per Companies House invoice

Travel Charged at costs for public transport, taxis and car parking

Category 2 Disbursements

This relates to expenditure which may be directly related to the Administration or where the costs is apportioned or allocated over a number of such cases and estimates are used in the calculation. Such disbursements require creditor approval.

Photocopier/Paper £0 15 per sheet – irrespective of size. Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper

Fax £0 60 per page sent. Based on the average costs involved in the use of fax machine consumables (toner cartridges, maintenance etc) and line costs

Stationery	Lever arch files	£3 63 each
	A-Z dividers	£2 69 each
	Multi punched pockets	£0 03 each
	C5 window envelopes	£0 04 each
	C4 (A4 unfolded) window envelopes	£0 08 each

Travel 45p per mile which is the cost reimbursed to staff

Telephone Conference and international calls are charged at cost

All the above costs are subject to periodic review. Any material amendments to costs shall be advised to Creditors (or the Creditors' Committee, if appropriate) in subsequent statutory reports.