

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

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

1	Company details
Company number	0 3 0 3 8 3 0 4
Company name in full	Central Essex Interiors Limited

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

2	Court details
Court name	High Court of Justice Business and Property Courts of England and Wales
Court case number	C R - 2 0 2 3 - 0 0 5 8 0 1

3	Administrator's name
Full forename(s)	Gary
Surname	Thompson

4	Administrator's address
Building name/number	40a Station Road
Street	
Post town	Upminster
County/Region	Essex
Postcode	R M 1 4 2 T R
Country	

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Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ①

Full forename(s) Michael

Surname Kiely

① Other administrator

Use this section to tell us about another administrator.

6 Administrator's address ②

Building name/number 20 St Andrew Street

Street London

Post town

County/Region

Postcode E C 4 A 3 A G

Country

② Other administrator

Use this section to tell us about another administrator.

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s) The Director of The Company

Surname

8 Proposed liquidator's name

Full forename(s) Ulrick

Surname Frazer

Insolvency practitioner number 2 3 0 5 4

9 Proposed liquidator's address

Building name/number Devonshire House

Street 32-34 North Parade

Post town Bradford

County/Region

Postcode B D 1 3 H Z

Country

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Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name ^①

Full forename(s)

Surname

Insolvency practitioner
number**① Other liquidator**Use this section to tell us about
another liquidator.**11** Proposed liquidator's address ^②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidatorUse this section to tell us about
another liquidator.**12** Period of progress report

From date

d	2	d	5	m	1	m	0	y	2	y	0	y	2	y	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

To date

d	3	d	1	m	0	m	1	y	2	y	0	y	2	y	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

13

Final progress report

☒ I have attached a copy of the final progress report.**14**

Sign and date

Administrator's
signature

Signature

X



X

Signature date

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

**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	Robert Cogan
Company name	Quantuma Advisory Limited
Address	40a Station Road
Post town	Upminster
County/Region	Essex
Postcode	R M 1 4 2 T R
Country	
DX	
Telephone	01708 300170

**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

IN THE HIGH COURT OF JUSTICE BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES CR-2023-005801

**CENTRAL ESSEX INTERIORS LIMITED
(IN ADMINISTRATION)**

THE JOINT ADMINISTRATORS' FINAL ACCOUNT

31 January 2024

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Gary Thompson and Michael Kiely were appointed Joint Administrators of Central Essex Interiors Limited on 25 October 2023. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Gary Thompson and Michael Kiely of Quantuma Advisory Limited
The Company	Central Essex Interiors Limited (in Administration)
The Court	High Court of Justice Business and Property Courts of England and Wales CR-2023-005801
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 25 October 2023 to 31 January 2024

INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company subsequent to our appointment as Joint Administrators on 25 October 2023.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

The report has been prepared in accordance with insolvency legislation to provide members and creditors, the Registrar of Companies and the Court with details of the progress made during the Review Period.

The Joint Administrators' proposals were approved creditors on 17 January 2024. A formal notice confirming this was sent to all creditors on 18 January 2024. Attached at **Appendix 2** is a summary of the Joint Administrators Proposals, as approved.

Details of the appointment of the Joint Administrators

Gary Thompson and Michael Kiely of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 25 October 2023.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

THE PROGRESS OF THE ADMINISTRATION

As previously advised, upon appointment, the Joint Administrators undertook a review of the Company's affairs with particular regard to its financial and resource requirements. This assessment was carried out in liaison with the remaining management of the Company.

In order to seek to preserve the work in progress and retentions associated with the same, a quantity surveyor was instructed to ascertain information regarding retentions in order to preserve Goodwill under the contracts to retain as much value as possible. In addition, a valuation agent, Axia Valuation Services Limited ("Axia") was instructed to review the Company's assets and motor vehicles. However, due to the minimal value of the Company's assets together with the poor condition of the vehicles no value could be attributed to the either of these assets, therefore, they have no realisable value and have been written off.

In addition, the Joint Administrators made immediate contact with the Company's bankers in order to freeze the Company's bank accounts and to request the transfer of any credit balances to the Joint Administrators'. As a result, cash at bank was received in the sum of £506,479.

Furthermore, the Company is due retention payments with a book value in the sum of £1,560,564. However, it has been advised by the Company that the collection of the debts in full will not be possible and elements of payment would be subject to the completion of further works, which is not possible due to the current status of the Company. As such, it is anticipated realisations of £500,000 will be made. The Joint Administrators have, given their knowledge and expertise in this area, instructed Leslie Keats Limited to assist with the same and their costs would be subject to successful collections being made. The Directors were also providing assistance with regard to information required to ensure that full sums can be received.

Following the meeting of creditors held on 17 January 2024, a majority creditor requested that the Joint Administrators move to conclude the Administration, exiting via a Creditors Voluntary Liquidation and that Frazer Ulrick of Rhodes Accounting Limited, be appointed as Liquidator of the Company.

The Joint Administrators' final receipts and payments account

Attached at **Appendix 3** is a receipts and payments account covering the period from 25 October 2023 to 31 January 2024. The Joint Administrators confirm that the account has been reconciled with that held at the bank.

In this section, a summary of main asset realisations during the Review Period and in the Administration as a whole, together with details of the associated costs incurred has been provided. For a detailed list of work undertaken by the Joint Administrators as a whole, please see **Appendix 6**.

Administration (including statutory reporting)

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Considering which exit route from Administration is appropriate and drafting this final report;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

Realisation of assets

As advised above, we are pleased to report that the sum of £506,479.00 has been realised in respect funds held in the Company's bank account.

Estimated future realisations

In addition, the Company is due retention payments which are anticipated to realise £500,000. Leslie Keats Limited has been instructed to assist with the recovery of the same. However, to date no recoveries have been made in this regard.

It will be for the for the appointed Liquidator to recover these debts.

Costs incurred but remaining unpaid

The following table summarises the costs incurred during the Review Period, but which as yet remain unpaid:

Cost Description	Amount (£)
Court Fees	54.00
Legal fees	220.00
TOTAL	274.00

These costs are included within the Estimated Outcome Statement at **Appendix 3**, as they will be discharged from the Administration estate funds.

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 'The Joint Administrators' Fees and Expenses'.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

There was a charge registered at Companies House in relation to Lloyds TSB Bank plc, that was created on 19 August 2003 and registered on 22 August 2003. We have been advised by the Directors that the charge has been repaid in full and that the relevant documentation will be filed at court in due course.

Preferential creditors

There are no known preferential claims.

Secondary Preferential creditors

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

HMRC was not estimated to have a secondary preferential claim.

Prescribed Part

The Act requires administrators to make a prescribed part of the company's net property, which is the balance remaining after discharging the preferential and secondary preferential claims but before paying the floating charge-holder, available for the satisfaction of unsecured debts.

In this case, the prescribed part provision does not apply, as there is no debt due to any secured creditor.

Unsecured creditors

Unsecured claims were estimated at £1,303,161.35 in the Directors' Estimated Statement of Affairs.

A dividend to unsecured creditors is expected and this will be paid by the Liquidators.

A Proof of Debt form is attached at **Appendix 7**.

INVESTIGATIONS

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 19 January 2024.

Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we reviewed shortly after appointment all the information available to us and conducted an initial assessment of whether there were any matters which may have led to any recoveries for the benefit of creditors.

We confirm that we did not identify any further assets or actions which would lead to a recovery for creditors.

ETHICS

Please also be advised that Joint Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Joint Administrator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

Other Information

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

Further Information

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally, the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about **Quantuma Advisory Limited**, including our complaints policy and Professional Indemnity Insurance, can be found at <https://www.quantuma.com/legal-information>.

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

Pre-Administration Costs

Included within the Joint Administrators' Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
Quantuma Advisory Limited	15,000.00	17 January 2024
Legal Fees Ellisons Solicitors	220.00	17 January 2024
TOTAL APPROVED	£15,220.00	

The Joint Administrators' Fees

The basis of the Joint Administrators' fees were fixed on 17 January 2024 by the resolution of creditors as follows:

That the Joint Administrators' fee be fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, such time to be changed at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time the work is performed as outlined in the Joint Administrators' fee estimate. The total quantum of the Joint Administrators' fees do not exceed £45,000 plus VAT."

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at **Appendix 5**.

The Joint Administrators believed this case generally to be of average complexity and no extraordinary responsibility had to date fallen upon them.

"A Creditors' Guide to Administrators' Remuneration" effective from 1 April 2021 is available for download at <http://www.quantuma.com/guide/creditors-guide-fees> together with Schedule of Current Charge Out Rates and Chargeable Expenses.

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost.

Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows:

Work category	Original fees estimate			Actual time costs incurred to date		
	Number of hours	Blended hourly rate £	Total fees £	Number of hours	Average hourly rate £	Total time costs £
Administration (including statutory reporting)	65.30	242.58	15,840.50	74.20	310.94	23,072.00
Cashiering	6.50	137.77	895.50	0.80	120.00	96.00
Closing procedures	5.80	235.52	1,366.00	0.10	140.00	14.00
Creditors	57.50	243.16	13,981.50	66.05	298.80	19,735.95
Investigations	57.00	272.89	15,554.50	11.50	217.74	2,504.00
Realisation of Assets	51.40	290.78	14,946.00	27.50	388.85	10,693.50
	243.50	257.02	62,584.00	180.15	56,115.45	311.49

Joint Administrators' Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and paid during the period are detailed below. This also includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses exceeded that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses			
Legal Fees	220.00	220.00	
Court Fees	54.00	54.00	
TOTAL	274.00	274.00	

The category 1 expenses paid for in the Review Period total £908.00 and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

No category 2 expenses have been charged.

Other professional costs

Solicitors

As previously advised, Ellisons Solicitors were instructed by the Joint Administrators to advise on all legal issues arising in general and matters surrounding the appointment of the Joint Administrators'. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' timecosts for the Review Period amount to £220.00.

Agents & Valuers

As previously advised, Axia was instructed to provide a desktop valuation of the Company's assets. However, as no value could be attributed to the assets, they agreed that they would not charge any fees for the valuation.

All professional costs are reviewed and analysed before payment is approved.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>>. A copy of 'A Creditors Guide to Administrators Fees' effective from 1 April 2021 together with Quantum Advisory Limited current and historic charge-out rate and expenses policies may be found at <http://www.quantuma.com/guide/creditors-guide-fees> . A hard copy of both the Creditors' Guide and the charge-out rate and expenses policies may be obtained on request.

Payment of the Joint Administrators' unpaid fees and costs

In accordance with the Insolvency Act 1986, all unpaid fees (subject to any approved fees estimate) and costs, as described in the sections above, are charged on and payable out of the Company's property. Thus, the Joint Administrators will be responsible for discharging these sums from the assets and funds handed over to them by the Joint Administrators.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

THE OUTCOME OF THE ADMINISTRATION

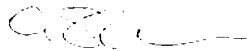
Comparison of the outcome with the Joint Administrators' Proposals

Attached at Appendix 2 is a summary of the Joint Administrators' Proposals as approved.

It had been envisaged that the second Administration objective would be achieved, namely that there would be a better result for creditors as a whole than would be likely if the Company were wound up (without first being in Administration). As described above, it can be seen that this Administration objective was achieved.

The Joint Administrators are now moving to conclude the Administration, exiting via a Creditors Voluntary Liquidation and that Frazer Ulrick of Rhodes Accounting Limited, be appointed as Liquidator of the Company.. The newly appointed Liquidator will continue to pursue the remaining assets and other matters described in this report.

If you require any further information, please contact Robert Cogan on 01708 300 170.



Gary Thompson
Joint Administrator

**Central Essex Interiors Limited
(IN ADMINISTRATION)**

APPENDIX 1

STATUTORY INFORMATION

Company Name	Central Essex Interiors Limited
Previous Names	Not Applicable
Proceedings	In Administration
Court	High Court of Justice Business and Property Courts of England and Wales
Court Reference	CR-2023-005801
Date of Appointment	25 October 2023
Joint Administrators	Gary Thompson Michael Kiely Quantuma Advisory Limited 40a Station Road, Upminster, Essex, RM14 2TR
Registered office Address	c/o Quantuma Advisory Limited 40a Station Road, Upminster, Essex, RM14 2TR
Company Number	03038304
Appointment by	The Directors

THE JOINT ADMINISTRATORS' PROPOSALS, AS APPROVED

1. "The Joint Administrators shall continue to manage the business, affairs and property of the Company. In particular they do all such things and generally exercise all their powers as Joint Administrators as they consider desirable or expedient at their discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to their activities."
2. "The Joint Administrators' shall move to conclude the Administration and exit via a Creditors Voluntary Liquidation, by no later than 31 January 2024."

"That Frazer Ulrick, of Auker Rhodes Accounting Limited, be appointed as Liquidator of the Company."
3. That no Creditors' Committee shall be established.
4. That the Joint Administrators' fee be fixed by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, such time to be changed at the prevailing standard hourly charge out rates used by Quantum Advisory Limited at the time the work is performed as outlined in the Joint Administrators' fee estimate. The total quantum of the Joint Administrators' fees do not exceed £45,000 plus VAT."
5. The Joint Administrators' costs of mileage incurred as a Category 2 expenses according to HMRC's calculated rate are approved.
6. The pre-Administration costs as specified in the Joint Administrators' Proposals are approved.
7. The expenses of this requisitioned decision are to be payable as an expense of the Administration.

THE JOINT ADMINISTRATORS' FINAL RECEIPTS AND PAYMENTS ACCOUNT

Statement Of Affairs £		25/10/2023 to 31/01/2024 £	Total £
	ASSET REALISATIONS		
500,000.00	Retentions	-	-
2,700.00	Motor Vehicles	-	-
506,478.72	Cash at Bank	506,478.72	506,478.72
	Bank Interest	491.22	491.22
<u>1,009,178.72</u>		<u>506,969.94</u>	<u>506,969.94</u>
	COST OF REALISATIONS		
	Court Fees	54.00	54.00
	Legal Fees	220.00	220.00
	Joint Administrators' Fees	45,000.00	45,000.00
	VAT Receivable	9,010.80	9,010.80
		<u>54,284.80</u>	<u>54,284.80</u>
	CASH IN HAND		<u><u>452,685.14</u></u>

**Central Essex Interiors Limited
(IN ADMINISTRATION)**

APPENDIX 4

ESTIMATED OUTCOME STATEMENT

	R&P to date £	Estimated Future R&P £	Estimated Final R&P £
ASSETS NOT SPECIFICALLY PLEDGED			
Realisations			
Retentions	-	500,000.00	500,000.00
Motor Vehicles	-	-	-
Cash at Bank	506,478.72	-	506,478.72
Bank Interest	491.22	-	491.22
	<u>506,969.94</u>	<u>-</u>	<u>1,006,969.94</u>
Less: Costs of Realisation			
Court Fees	54.00	-	54.00
Legal Fees	220.00	-	220.00
Joint Administrators' Fees	45,000.00	-	45,000.00
VAT Receivable	9,010.80	-	9,010.80
	<u>54,284.80</u>	<u>-</u>	<u>54,284.80</u>
Surplus Available to Unsecured Creditors			<u>952,685.14</u>
 Creditors Statement of Affairs	 1,303,161.00		
 Estimated Dividend Available	 73.11	 Pence in the £	

APPENDIX 5

Time Entry - SIP9 Time & Cost Summary

[illegible]

DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Reports	
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims. Dealing with unclaimed dividends
Dealing with HMRC/RPO claims	

Description of work undertaken	Includes
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Para 49 Administrators' Proposals	
<u>INVESTIGATIONS</u>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Motor Vehicles	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate

<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<u>CLOSING PROCEDURES</u>	
Filing final statutory returns at Companies House/Court	

Current Charge-out Rates of the staff who have worked on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken
Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Staff	Charge out rates
	£
CEO/Managing Director	545
Appointment Taking Directors	495
Director	450
Senior Manager	400
Manager	360
Assistant Manager	325
Senior Administrator	275
Administrator	220
Assistant Administrator	175
Case Accountant	120
Support Staff/Executive Assistant	120

**Central Essex Interiors Limited
(IN ADMINISTRATION)**

APPENDIX 7

PROOF OF DEBT - GENERAL FORM
Date of Resolution for voluntary winding up

DETAILS OF CLAIM		
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 liquidation, 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 liquidator 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 any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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