

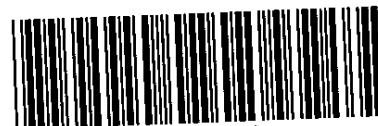
AM10

Notice of administrator's progress report



Companies House

FRIDAY



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15/05/2020

#15

COMPANIES HOUSE

1 Company details

Company number 0 7 6 4 2 7 4 1

Company name in full Norvap Engineering Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Lisa Marie

Surname Moxon

3 Administrator's address

Building name/number 7400 Daresbury Park

Street Daresbury

Post town Cheshire

County/Region

Postcode W A 4 4 B S

Country

4 Administrator's name ①

Full forename(s) Christopher Benjamin

Surname Barrett

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 7400 Daresbury Park

Street Daresbury

Post town Cheshire

County/Region

Postcode W A 4 4 B S

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	6	m	1	m	0	y	2	y	0	y	1	y	9
To date	d	1	d	5	m	0	m	4	y	2	y	0	y	2	y	0

7 Progress report

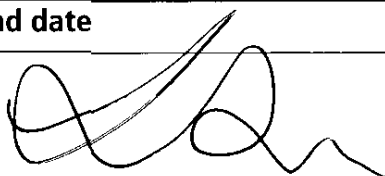
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	0	d	7	m	0	m	5	y	2	y	0	y	2	y	0
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**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 **Katie Smith**

Company name **Dow Schofield Watts Business Recovery LLP**

Address **7400 Daresbury Park**

Daresbury

Post town **Cheshire**

County/Region

Postcode **W A 4 4 B S**

Country

DX

Telephone **0844 7762740**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

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

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

Norvap Engineering Ltd (“the Company”) – In Administration
Company number: 07642741

Joint Administrators’ Third Progress Report

In accordance with the Insolvency Act 1986 and Rules 18.3 and 18.6
of the Insolvency (England and Wales) Rules 2016

Reporting period: 16 October 2019 to 15 April 2020

Contents	
1	Introduction
2	Administrators’ actions during the period
3	Proposed future actions of the Joint Administrators
4	Expenses of the administration
5	Outcome for creditors
6	End of administration
Appendices	
A	Statutory Information
B	Joint Administrators’ Receipts & Payments Account
C	Joint Administrators’ Remuneration & Expenses

1. Introduction

On 16 October 2018, Lisa Marie Moxon and Christopher Benjamin Barrett of Dow Schofield Watts Business Recovery LLP were appointed as Joint Administrators of the Company by its directors. Statutory information concerning the Company and the Joint Administrators is set out at **Appendix A**.

This is the Joint Administrators' third progress report to creditors showing how the administration has been conducted. The report covers the period from 16 October 2019 to 15 April 2020.

This progress report should be read in conjunction with the previous progress reports and the Joint Administrators' proposals which were issued to creditors on 11 December 2018. No decision of creditors regarding approval of the proposals was required and the Joint Administrators' proposals were deemed approved on 27 December 2018.

There have been no major deviations from or amendments to the approved proposals.

I consider that the EU Regulation on Insolvency Proceedings applies and that these are "main proceedings" as defined in Article 3 of the EU Regulation as the centre of main interests of the Company is in the United Kingdom.

2. Administrators' actions during the period

Following our appointment, we dealt with the initial statutory requirements, including statutory advertising and notifications to the Registrar of Companies, members and creditors of the Company, and took steps to achieve the purpose of administration.

2.1 Objective of the administration and the Joint Administrators' strategy

The purpose of an administration is to achieve one of the three hierarchical objectives set out in the insolvency legislation, which are 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.

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the financial circumstances of the Company meant that a Company Voluntary Arrangement was not appropriate.

The Joint Administrators' initial strategy was to try and achieve objective (b) through a sale of the business and certain assets of the Company following a short period of pre-appointment marketing. This would have increased the value of the assets to be realised, allowed the employees of the Company to transfer to a purchaser thereby limiting employee claims and achieved a better result for the Company's creditors as a whole. Due to the lack of interest in the business the objective could not be achieved.

As a result, we are seeking to achieve objective (c) and agents were instructed to sell the Company's tangible assets to allow a distribution to be made to secured and preferential creditors.

2.2 Joint Administrators' receipts and payments account

The Joint Administrators' receipts and payments account for the period from 16 October 2019 to 15 April 2020, and cumulatively from the commencement of the administration to 15 April 2020 is attached at **Appendix B**.

Asset realisations to date total £34,471. Payments totalling £28,688 have been made in respect of expenses of the administration. Further details are set out below.

The administration estate funds are held in an interest-bearing account in the name of the Company and controlled by the Joint Administrators.

2.3 Asset Realisations

Director's Loan Account

At the date of administration, the Company was owed the sum of £29,005 by its director, Philip Gostling, in respect of an overdrawn director's loan account ("DLA"). The estimated to realise value was shown as uncertain in the Joint Administrators' estimate of the Company's financial position enclosed with the proposals.

On 12 March 2019, a bankruptcy order was made against Mr Gostling following the presentation of a petition against him. A claim has previously been lodged in the bankruptcy estate in respect of the overdrawn DLA.

During the current period, the Joint Administrators have been in correspondence with the Trustee of the bankruptcy estate, who has advised that the dividend prospects for unsecured creditors remain uncertain at this time.

A further update will be provided in the next progress report.

Intercompany loan: Gostling Ltd – in Administration ("Gostling")

At the date of administration, the Company was owed the sum of £75,000 by Gostling in respect of an intercompany loan. The Company also owed the sum of £39,624 to Gostling as at the date of administration and therefore, after applying set off, the sum of £35,376 is due to the Company by Gostling. Gostling is a connected company by virtue of the common directorship and shareholding of Philip Gostling.

Gostling was placed into administration on 26 February 2019 with Henry Anthony Shinnars and Emma Louise Thompson of Smith and Williamson LLP being appointed as Joint Administrators. A claim has previously been lodged in the administration estate of Gostling in respect of the intercompany loan.

The Joint Administrators' most recent progress report indicates that there may be a prescribed part distribution to Gostling's unsecured creditors, however this is dependent on the level of book debt realisations. The exact timing and quantum of any such distribution therefore remain uncertain at this time.

A further update will be provided in the next progress report to creditors.

Intercompany loan – Arc Multi-Metal Services Ltd – in Liquidation ("Arc")

At the date of administration, the Company was owed the sum of £94,428 by Arc in respect of an intercompany loan. The Company also owed the sum of £78,909 to Arc as at the date of administration and therefore, after applying set off, the sum of £15,519 is due to the Company. Arc is a connected company by virtue of the common directorship and shareholding of Philip Gostling.

Arc was placed into liquidation on 15 November 2018 with Henry Anthony Shinnars and Andrew Stephen McGill of Smith & Williamson LLP as Joint Liquidators. A claim has previously been lodged in the liquidation estate of Arc in respect of the intercompany loan.

The Joint Liquidators have advised that it currently remains uncertain as to whether there are any prospects of a dividend distribution for Arc's unsecured creditors.

A further update will be provided in the next progress report to creditors.

Triumph Stag Motor Vehicle

During the course of the Joint Administrators' investigations, they identified that the Company had acquired a Triumph Stag motor vehicle in 2014, which at the date of the administration was free of any finance and was in the possession of the director.

As previously advised, the vehicle was sold to Joanne Gostling, the wife of the director, on 17 October 2019. The sale proceeds which were received by JPS and held in their client account were subsequently transferred to the administration account during the period.

Bank interest

Bank interest totalling £36 was received to the date of our previous progress report. During the current period a further £5 has been received bringing total interest received to £41.

2.4 Investigations

The Joint Administrators have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the date of administration and submit a confidential report to the Insolvency Service Disqualification Unit. The confidential report on the conduct of the directors of the Company was submitted to the Insolvency Service during the first period of the administration.

The Joint Administrators are also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf.

Appropriate investigations have been carried out and were concluded during the current period of the administration. There are no outstanding lines of enquiry.

2.5 Extension to period of administration

On 30 September 2019, the period of administration was extended by 12 months by consent of the Company's secured and preferential creditors in order to allow additional time to conclude the realisation of the Triumph Stag motor vehicle that was identified as belonging to the Company.

3. Proposed future actions of the Joint Administrators

In order to achieve the objective of the administration the Joint Administrators propose to finalise the recovery of the remaining assets and make a distribution to preferential creditors.

We will continue to respond to any creditor queries and maintain records of creditor claims received.

As the Company has insufficient assets to allow a distribution to unsecured creditors it is intended that once all matters in the administration are concluded the Company will be moved to dissolution.

4. Expenses of the administration

Approval of remuneration and disbursements

The Joint Administrators' proposals stated that approval would be sought for the Joint Administrators to draw their remuneration by reference to time properly spent by them and their staff in dealing with matters relating to the administration of the Company. The Joint Administrators' remuneration on the basis outlined in the proposals was approved by the secured and preferential creditors on 5 June 2019.

It was also resolved that the Joint Administrators be authorised to draw category 2 disbursements at the rates set out in **Appendix C** of this report.

The Fees Estimate provided to creditors prior to obtaining fee approval was £36,447.50 and the expenses estimate was £6,455. Remuneration cannot be drawn in excess of the Fees Estimate without further approval from creditors.

Remuneration and disbursements charged and paid in the period

The Joint Administrators' time costs and disbursements incurred and drawn during the current period from 16 October 2019 to 15 April 2020, during the previous period, and cumulatively for administration to date are as follows:

Remuneration	Incurred (£)	Paid (£)
From appointment on 16 October 2018 to 15 October 2019	36,008.50	Nil
From 16 October 2019 to 15 April 2020	6,615.50	9,000.00
	<u>42,624.00</u>	<u>9,000.00</u>

Disbursements	Incurred (£)	Paid (£)
Category 1 disbursements from 16 October 2018 to 15 October 2019	901.94	Nil
Category 1 disbursements from 16 October 2019 to 15 April 2020	117.75	1,019.69
Category 2 disbursements from 16 October 2018 to 15 October 2019	91.80	Nil
Category 2 disbursements from 16 October 2019 to 15 April 2020	Nil	91.80
	<u>1,111.49</u>	<u>1,111.49</u>

Appendix C includes further details of these time costs and disbursements. This includes details of hourly charge out rates, a breakdown of the time costs incurred by work type and staff grade and an analysis of the disbursements incurred and paid.

At the date of this report the remuneration charged by the Administrators has exceeded the Fees Estimate. The original Fees Estimate was prepared on the basis that all matters relating to the administration would be concluded within 12 months of appointment and did not include any time costs in relating to an extension to the period of the administration.

Professional advisers and other expenses

The following professional advisers have been instructed to assist the Joint Administrators in this matter:

Professional Advisor	Nature of Work	Fee Arrangement
JPS Chartered Surveyors	Valuation of equipment and stock and motor vehicle, advice on sale strategy, advice on offers received.	Time Costs / Commission
Taylor's Solicitors LLP	Assistance with appointment formalities and advice on validity of security.	Time Costs

The choice of professionals and the Joint Administrators' fee arrangement with them was based on our assessment of the nature and complexity of the work required and their experience and ability to perform that work.

Details of the administration expenses incurred and paid during the current period from 16 October 2019 to 15 April 2020, during previous periods, and cumulatively for the whole administration are set out at **Appendix C**.

The expenses incurred or anticipated to be incurred during the administration have exceeded the expenses estimate due to the additional costs incurred in realising the asset identified during our investigations.

Pre-administration costs

On 13 August 2019, the secured creditors, and on 5 June 2019, the preferential creditors approved that the Joint Administrators be authorised to draw pre-administration costs of £11,181 plus VAT. The approved pre-appointment costs and amounts paid to date are as follows:

	Approved (£)	Paid (£)
Dow Schofield Watts Business Recovery LLP fees	4,654.50	4,654.50
Legal fees and disbursements: Taylor's Solicitors LLP	1,962.50	1,962.50
Agents' fees and disbursements: JPS Chartered Surveyors	4,564.00	4,564.00
Total	11,181.00	11,181.00

Creditors' guide to fees and creditors' rights regarding fees

Further information relating to administrators' remuneration can be found in the publication "A creditor's guide to administrators' fees" which can be accessed at the website of the Insolvency Practitioners' Association (www.insolvency-practitioners.org.uk > Regulation Guidance > Creditors Guides), or the Institute of Chartered Accountants in England & Wales (www.icaew.com > Technical Resources > By Industry or Sector > Insolvency > Creditors' guides to IP fees). The guide includes details of creditors' right to request information under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 and their right to challenge administrators' remuneration and expenses under Rule 18.34. A summary of these rights is also set out in **Appendix C**. A copy of the guide will be provided free of charge upon request to Dow Schofield Watts Business Recovery LLP.

5. Outcome for creditors

Secured Creditors

Assetz Capital Trust Company Limited ("Assetz") holds fixed and floating charges over the assets of the Company and was owed £4,594 at the date of administration. Assetz were provided with a cross guarantee from Gostling as additional security for the lending. Assetz have confirmed that they have recovered the

balance outstanding under the terms of the cross guarantee. As such there is no balance outstanding to Assetz.

The North West Fund for Business Loans LP ("NWF") holds fixed and floating charges over the assets of the Company and was owed £50,222 at the date of administration in respect of a cross guarantee given by the Company for monies advanced to Northwest Anaesthesia Ltd ("Northwest"). Northwest is a connected company by virtue of the common directorship and shareholding of Philip Gostling. Northwest went into liquidation on 19 November 2018 thereby crystallising the guarantee. It is unlikely that any distribution will be paid to NWF under the terms of their charge.

The Security Trustee Services Limited ("Rate Setter") holds fixed and floating charges over the assets of the Company and was owed £257,812 at the date of administration in respect of a cross guarantee given by the Company for monies advanced to Norvap Ltd. ("Norvap"). Norvap is a connected company by virtue of the common directorship and shareholding of Philip Gostling. Norvap went into liquidation on 16 October 2018 thereby crystallising the guarantee. It is unlikely that any distribution will be paid to Rate Setter under the terms of their charge.

Preferential Creditors

The Company's former employees had preferential claims in respect of wage arrears and unpaid holiday pay at the date of administration. The Redundancy Payments Service will have a preferential claim to the extent that it has paid the employees' preferential claims.

The preferential claims have been estimated at £17,841.50. A notice of intended dividend was issued to the preferential creditors on 16 April 2020 and a first and final dividend will be paid within two months from 14 May 2020.

Prescribed Part

In cases where a company gave a floating charge over its assets to a creditor on or after 15 September 2003, the prescribed part provisions set aside a proportion (the "prescribed part") of the funds that would otherwise have been available for distribution to floating charge creditors (the "net property") so that the prescribed part can be distributed to unsecured creditors.

As there are insufficient realisations to allow a distribution to the floating charge creditor, the net property and prescribed part are both nil.

Unsecured Creditors

The Company's unsecured creditors are estimated to total £2,928,492.

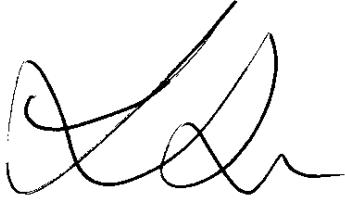
The level of asset realisations in this matter are insufficient to allow a distribution to unsecured creditors.

6. End of administration

Once the matters set out at section 3 above are concluded, it is the Joint Administrators' intention to exit the administration by moving the Company into dissolution. It is currently anticipated that this will take place before the next anniversary of our appointment.

The Joint Administrators have obtained the agreement of the secured and preferential creditors that upon the Company proceeding into dissolution, the Joint Administrators' discharge from liability, pursuant to paragraph 98 of Schedule B1 shall take effect 14 days following the filing of the notice of moving from administration to dissolution.

A final progress report will be issued to creditors at the end of the administration.

A handwritten signature in black ink, appearing to read 'Lisa Marie Moxon', with a stylized, cursive script.

Lisa Marie Moxon
Joint Administrator

Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association

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

Appendix A: Statutory Information

Company Information

Company Name:	Norvap Engineering Ltd
Trading Name:	N/a
Previous Name:	Acies Engineering Ltd
Company Number:	07642741
Date of Incorporation:	23 May 2011
Former Trading Address:	Units 1 & 2 Union Business Park, Snaygill Industrial Estate, Keighley Road, Skipton, BD23 2QR
Current Registered Office:	c/o Dow Schofield Watts Business Recovery LLP, 7400 Daresbury Park, Daresbury, Warrington, WA4 4BS
Former Registered Office:	C/o Oakfield Park Professionals Ltd, Unit 1 Union Business Park, Snaygill Industrial Estate, Keighley Road, Skipton, BD23 2QR
Principal Trading Activity:	Manufacturing of parts for anaesthetic vaporisers

Appointment details

Date of appointment:	16 October 2018
Appointment made by:	Philip Gostling
Court Name and Reference:	Business and Property Courts Manchester 2977 of 2018

Joint Administrators' names and address:	Lisa Marie Moxon (IP number 16370) and Christopher Benjamin Barrett (IP number 9437) Dow Schofield Watts Business Recovery LLP, 7400 Daresbury Park, Daresbury, Warrington WA4 4BS.
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Pursuant to Paragraph 100(2) of Schedule B1 of the Insolvency Act 1986, any function required or authorised to be done by the Joint Administrators may be done jointly by both of them or by any one of them.

Extension to period of appointment:	Extended to 15 October 2020
-------------------------------------	-----------------------------

Officers of the Company

Directors

Philip Gostling
Philip Gostling
Philip Gostling

Shareholding

100 Ordinary shares
1 Class A Ordinary shares
1 Class B Ordinary shares

Company secretary:

N/a

Share Capital

Allotted, called up and fully paid:

100 Ordinary shares of £1 each
1 Class A Ordinary shares of £1 each
1 Class B Ordinary shares of £1 each

Charges

Assetz Capital Trust Company Limited
The North West Fund for Business Loans LP
The Security Trustee Services

Fixed and floating charges created 13 November 2013
Fixed and floating charges created 10 June 2014
Fixed and floating charges created 25 September 2017

Norvap Engineering Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 16/10/2019 To 15/04/2020 £	From 16/10/2018 To 15/04/2020 £
	SECURED CREDITORS		
(4,593.72)	Assetz Capital Trust Company Limited	NIL	NIL
(257,812.00)	Security Trustee Services Limited	NIL	NIL
(50,221.50)	The North West Fund for Business Lo	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
(75,280.00)	Aldermore Bank Plc	NIL	NIL
(44,833.00)	Close Brothers Business Finance	NIL	NIL
39,000.00	Encumbered Plant & Machinery	NIL	NIL
25,500.00	Encumbered Plant & Machinery	NIL	NIL
1,610.71	Encumbered Plant & Machinery	NIL	(1,900.00)
10,000.00	Encumbered Plant & Machinery	NIL	NIL
(1,610.71)	Hitachi Capital (UK) Plc	NIL	1,256.56
(27,803.00)	Societe Generale Equipment Finance	NIL	NIL
		NIL	643.44
	ASSET REALISATIONS		
	Bank Interest Gross	4.86	40.50
Uncertain	Director's Loan Account Philip Gostling	NIL	NIL
5,250.00	Equity in Hitachi Capital Agreement	NIL	5,250.00
Uncertain	Intercompany - Arc Multi Metal	NIL	NIL
Uncertain	Intercompany - Gostling Limited	NIL	NIL
	Motor Vehicle	7,500.00	7,500.00
1,350.00	Office Equipment	NIL	1,350.00
6,550.00	Plant and Machinery	NIL	6,550.00
11,850.00	Stock	NIL	11,850.00
	Sundry Refund	NIL	31.25
		7,504.86	32,571.75
	COST OF REALISATIONS		
	Agent's disbursements	350.00	350.00
	Agents Fees	950.00	4,072.34
	Courier Charge	NIL	65.00
	Insurance of Assets	NIL	168.00
	Legal Fees	NIL	1,404.50
	Office Holders Expenses	1,111.49	1,111.49
	Office Holders Fees	9,000.00	9,000.00
	Pre Appointment Agents' Fees	NIL	4,564.00
	Pre Appointment Legal Fees	NIL	1,962.50
	Pre-Appointment Fees	NIL	4,654.50
	Statutory Advertising	NIL	79.45
		(11,411.49)	(27,431.78)
	PREFERENTIAL CREDITORS		
(19,626.18)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(76,691.78)	Employees - Redundancy / PILON	NIL	NIL
(30,444.40)	H.M Revenue & Customs	NIL	NIL
(57,589.96)	Intercompany - Diamondyze Ltd	NIL	NIL
(10,500.00)	Intercompany - Express Dispense Limi	NIL	NIL
(79,426.00)	Intercompany - Northwest Anaesthesia	NIL	NIL
(570,575.12)	Intercompany - Norvap Ltd	NIL	NIL
(21,496.00)	Intercompany - Norvap Service Limited	NIL	NIL
(2,032,799.55)	Trade & Expense Creditors	NIL	NIL

Norvap Engineering Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 16/10/2019 To 15/04/2020 £	From 16/10/2018 To 15/04/2020 £
		NIL	NIL
(102.00)	DISTRIBUTIONS Ordinary Shareholders	NIL	NIL
		NIL	NIL
(3,260,294.21)		(3,906.63)	5,783.41
	REPRESENTED BY		
	Bank 1 Current		1,330.66
	Vat Payable		(380.00)
	Vat Receivable		4,832.75
			5,783.41

Appendix C: Information relating to the Administrators' Remuneration and Expenses

1. Time recording policy

Work undertaken on insolvency appointments is recorded in 6 minute units on an electronic time recording system. Time properly incurred on cases is charged at the hourly charge-out rate of the grade of staff undertaking the work.

The current hourly charge-out rates are as follows:

Staff grade	Hourly rate (£) from 1 April 2020
Partner and Insolvency Practitioner	320
Manager	245-265
Assistant Manager	195-240
Senior Case Administrator	155-190
Case Administrator	105-150
Trainee Case Administrator	135
Cashier	80-100

The hourly charge-out rates are reviewed annually and may increase during the course of the administration.

2. Existing Fee Arrangements

The existing fee arrangements were decided by the secured and preferential creditors on 5 June 2019.

The Joint Administrators are authorised to draw their remuneration on the basis of time properly spent in dealing with this matter, and they are permitted to charge Category 2 disbursements in accordance with the tariff set out below. The Administrators' Fees Estimate provided to creditors when initially seeking fee approval was £36,447.50.

3. Time and Charge out summary

For the period of the report, from 16 October 2019 to 15 April 2020, a total of 39.3 hours have been spent at an average charge out rate of £168.33 bringing the time costs for this period to £6,615.50. A summary table is shown overleaf.

From the commencement of the administration to 15 April 2020, the total time costs incurred are £42,624.00, this being 239.6 hours spent at an average charge out rate of £177.90. The second table overleaf shows a summary of these costs.

The fees drawn to date total £9,000.

Time Entry - SIP9 Time & Cost Summary

N007 - Norvap Engineering Ltd
All Post Appointment Project Codes
From: 16/10/2019 To: 15/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.00	1.10	4.40	1.30	8.80	1,666.50	189.38
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.90	4.70	18.30	1.00	25.90	4,267.00	164.75
Investigations	0.00	0.00	1.30	0.00	1.30	143.00	110.00
Realisation of Assets	0.60	0.00	2.70	0.00	3.30	539.00	163.33
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.50	5.80	26.70	2.30	39.30	6,615.50	168.33
Total Fees Claimed						9,000.00	
Total Disbursements Claimed						1,111.49	

Time Entry - SIP9 Time & Cost Summary

N007 - Norvap Engineering Ltd
All Post Appointment Project Codes
To: 15/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	10.30	9.70	20.20	8.00	48.20	9,359.00	194.17
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	10.00	25.80	92.50	11.80	140.10	23,070.50	164.67
Investigations	2.30	10.20	11.80	0.00	24.30	4,684.00	192.76
Realisation of Assets	7.20	5.60	14.00	0.20	27.00	5,510.50	204.09
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	29.80	51.30	138.50	20.00	239.60	42,624.00	177.90
Total Fees Claimed						9,000.00	
Total Disbursements Claimed						1,111.49	

4. Description of work carried out during the period

The work carried out during this period of the administration can be summarised as follows:

4.1 Administration and planning

- Processing bank receipts and payments;
- Maintaining financial records and carrying out bank reconciliations;
- Case reviews; and
- Dealing with taxation returns and correspondence.

4.2 Realisation of Assets

- Liaising with agents regarding completion of the sale of vehicle;
- Liaising with director's Trustee in Bankruptcy and the Insolvency Service; and
- Pursuing recovery of intercompany debtors.

4.3 Investigations

- Concluding outstanding investigation issues.

4.4 Creditors

- Recording and maintaining the list of creditors;
- Liaising with secured creditors;
- Dealing with employee related matters;
- Recording creditor claims;
- Reporting to creditors and members; and
- Responding to creditor queries.

Staff of different levels were involved in the activities above depending on the experience required.

5. Disbursements

Disbursements policy

Office holders' disbursements fall under two categories:

Category 1 disbursements consist of external supplies of goods or services specifically relating to the case. Where such costs are paid by Dow Schofield Watts Business Recovery LLP, creditor approval is not required for those costs to be recharged to the insolvency estate. Category 1 disbursements will typically include costs such as statutory advertising, specific bond insurance, company search fees, storage, postage, external room hire and travel expenses (excluding business mileage).

Category 2 disbursements are costs that are directly referable to the case but not to a payment to an independent third party. They include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Such disbursements can only be charged to the insolvency estate with the approval of creditors. It is our policy to seek creditor approval for the payment of the following Category 2 disbursements:

Disbursement type	Rate
Mileage	45p per mile

The following disbursements have been incurred since the commencement of the administration:

	This period		Previous period(s)		Cumulatively	
	Incurring (£)	Paid (£)	Incurring (£)	Paid (£)	Incurring (£)	Paid (£)
Category 1 disbursements						
Bordereau	Nil	117.60	117.60	Nil	117.60	117.60
Mail redirection	Nil	204.00	204.00	Nil	204.00	204.00
Postage	117.75	698.09	580.34	Nil	698.09	698.09
Subtotal	117.75	1,019.69	901.94	Nil	1,019.69	1,019.69
Category 2 disbursements						
Mileage	Nil	91.80	91.80	Nil	91.80	91.80
Total disbursements	117.75	1,111.49	993.74	Nil	1,111.49	1,111.49

The above costs exclude VAT.

6. Professional advisors and expenses

The following expenses have been incurred since the commencement of the administration in connection with the instruction of the following parties:-

	This period		Previous period(s)		Cumulatively	
Name	Incurring (£)	Paid (£)	Incurring (£)	Paid (£)	Incurring (£)	Paid (£)
JPS Chartered Surveyors (agents)	Nil	1,300.00	4,422.34	3,122.34	4,422.34	4,422.34
Taylor's Legal Services Limited (solicitors)	Nil	Nil	1,404.50	1,404.50	1,404.50	1,404.50
Total	Nil	1,300.00	5,826.84	4,526.84	5,826.84	5,826.84

The above costs exclude VAT and are in addition to the pre-administration expenses set out at section 4 above.

7. Creditors' rights

Under rule 18.9 of the Insolvency (England and Wales) Rules 2016, creditors are entitled to request information from the office-holders about their remuneration or expenses set out in this report.

Any request must be made by a secured creditor, an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or by any unsecured creditor with the permission of the court. A request, or an application to the court for permission, must be made within 21 days of receipt of the report or account.

The office-holder must, within 14 days of receipt of such a request respond by: providing all of the information requested; providing some of the information requested; or declining to provide the information requested.

The office-holder may respond by providing only some of the information requested or decline to provide the information if: the time or cost of preparation of the information would be excessive; disclosure of the information would be prejudicial to the conduct of the proceedings; disclosure of the information might reasonably be expected to lead to violence against any person; or the office-holder is subject to an obligation of confidentiality in relation to the information. An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

A creditor may apply to the court within 21 days of: the office-holder giving reasons for not providing all of the information requested; or the expiry of the 14 days within which an office-holder must respond to a request. The court may make such order as it thinks just.

Under rule 18.34 of the Insolvency (England and Wales) Rules 2016, an application to court may be made on the grounds that the office-holders' remuneration is in all the circumstances excessive, the basis of remuneration is inappropriate, or the expenses incurred by the office-holders are in all the circumstances excessive.

Any application may be made by a secured creditor, an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question), or by any unsecured creditor with the permission of the court. The application must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

If the court considers the application to be well-founded, it must make one or more of the following orders: an order reducing the amount of remuneration; an order reducing any fixed rate or amount; an order changing the basis of remuneration; an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration; an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by the liquidator to the company; any other order that it thinks just.

Unless the court orders otherwise, the costs of the application must be paid by the applicant and are not payable as an expense of administration.