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Notice of administrator's progress report



Companies House

SATURDAY



A15 *A81UAUM8* 23/03/2019 #377
COMPANIES HOUSE

1 Company details

Company number 0 2 2 8 2 2 4 3
Company name in full R. Crawford (Northern) Limited

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

2 Administrator's name

Full forename(s) Steven
Surname Muncaster

3 Administrator's address

Building name/number The Chancery
Street 58 Spring Gardens
Post town Manchester M2 1EW
County/Region
Postcode
Country

4 Administrator's name ^①

Full forename(s) Sarah Helen
Surname Bell

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

5 Administrator's address ^②

Building name/number The Chancery
Street 58 Spring Gardens
Post town Manchester M2 1EW
County/Region
Postcode
Country

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

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Notice of administrator's progress report

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Period of progress report

From date	^d 2	^d 4	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 3	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9

7

Progress report

☐ I attach a copy of the progress report

8

Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date

^d 2	^d 2	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
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Progress Report to Creditors

22 March 2019

R. Crawford (Northern) Limited (In Administration)

*Joint Administrators' Progress Report to Creditors
For the period from 24 August 2018 to 23 February 2019*

Duff & Phelps Ltd.
The Chancery
58 Spring Gardens
Manchester
M2 1EW

Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Agent / SIA	SIA Group (UK) London Ltd, independent agents instructed by the Joint Administrators to provide a valuation and recommendation on the assets of the Company
the Appointment Date	24 August 2018, being the date of appointment of the Joint Administrators
the Bank/ NatWest	National Westminster Bank PLC, with whom the Company banked prior to the Appointment Date
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration
the Company	R. Crawford (Northern) Limited (Company Number: 02282243)
CVA	Company Voluntary Arrangement
CVL	Creditors' Voluntary Liquidation
DBEIS	Department of Business, Energy, Innovation and Skills
the Directors	Dr James Briggs, Mr Thomas Briggs, Mr Jesper Christensen and Mr David Cotgrave, the directors of the Company as at the Appointment Date
Duff & Phelps	Duff & Phelps Ltd., The Chancery, 58 Spring Gardens, Manchester, M2 1EW
the Group	Maxilin Manufacturing Limited, Maxilin Limited and the Company
GMCA	Greater Manchester Combined Authority
Hadfield	Unit 14-15, Hadfield Industrial Estate, Waterside, Hadfield, Glossop, SK13 1BS
HMRC	HM Revenue & Customs
the Joint Administrators	Steven Muncaster and Sarah Bell of Duff & Phelps
the Leasehold Premises	Unit 14-15, Hadfield Industrial Estate, Waterside, Hadfield, Glossop, SK13 1BS and Springfield Oundle Road, Thrapston, Kettering, NN14 4PQ
Locksley	Locksley Limited, the holder of a fixed and floating charge debenture and a chattels mortgage over the assets of the Company
NDA	Non-Disclosure Agreement

NOIA	Notice of Intention to Appoint an Administrator
the Proposals	The Joint Administrators' Report and Statement of Proposals issued to creditors on 31 August 2018
the Purchaser	Paramount Retail Group Limited (Company Number: 07695545)
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
Secure Trust	Secure Trust Bank PLC, provider of an invoice finance facility and the holder of a fixed and floating charge over the Company's assets
the Secured Creditors	Secure Trust, Locksley and The Greater Manchester Combined Authority, being the holders of fixed and floating charges over the Company's assets
SIP16	Statement of Insolvency Practice 16 – Industry best practice in relation to pre-packaged sales in Administrations
the Shareholder	Maxilin Ltd, the sole shareholder of the Company
SOA	Statement of Affairs
SPA	Sale Purchase Agreement
Thrapston	Springfield Oundle Road, Thrapston, Kettering, NN14 4PQ
Tilley's	Tilley's Sweets Limited
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006
Turner Parkinson	Turner Parkinson LLP, the Joint Administrators' solicitor

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4. Statement of Creditors' Rights
5. Proof of Debt Form

1. Introduction

- 1.1 The Joint Administrators were appointed on the Appointment Date by the Directors of the Company.
- 1.2 In accordance with Paragraph 100(2) of Schedule B1 to the Act the functions of the Joint Administrators are being exercised by either of the Joint Administrators.
- 1.3 The purpose of this report is to provide an update to the creditors of the Company of the progress of the Administration for the Reporting Period.
- 1.4 This report should be read in conjunction with the Proposals.

2. Joint Administrators' Report and Statement of Proposals

- 2.1 In accordance with Paragraph 52(1) of Schedule B1 to the Act, a creditors' meeting was not required to be held as it was anticipated at that time that there would be insufficient realisations to enable a distribution to be made to the non-preferential creditors of the Company. No meeting was convened and the Proposals were deemed to have been approved by the creditors on 27 September 2017.
- 2.2 As detailed in the Proposals, the purpose of an Administration is to achieve one of the following hierarchical objectives:
 - Rescuing the Company as a going concern;
 - Achieving 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
 - Realising property in order to make a distribution to one or more secured and/or preferential creditors.
- 2.3 In accordance with Paragraph 49(2) of Schedule B1 to the Act, the Joint Administrators note the following:
 - The first objective will not be achieved as there are insufficient funds and assets available to enable the Company to be rescued as a going concern;
 - The second objective has been achieved, due to the sale of the stock, WIP, plant, machinery, fixtures and fittings at a much higher price than would be expected if the Company was wound up. In addition, all employees have transferred across to the Purchaser under TUPE regulations as part of the sale; therefore, there is unlikely to be any preferential claims in the Administration; and
 - The third objective has also been achieved as Secure Trust have been repaid in full from book debt collections during the Reporting Period. Consequently, the transaction has enabled the statutory purpose to be attained.

3. Progress of the Administration

- 3.1 The manner in which the affairs and business of the Company have been managed during the Reporting Period and will continue to be managed and financed are set out below.

Asset Realisations

Sale of Business and Assets

- 3.2 As detailed in the Proposals, the business and assets of the Company were sold to the Purchaser on the Appointment Date for the sum of £90,000. A breakdown of the sale consideration is summarised below:

Asset	Consideration	
the Business Information	£	1
the Goodwill	£	1
the Intellectual Property	£	1
the Fixtures, Fittings and Equipment	£	2,497
the Plant and Machinery	£	42,500
Stock and WIP	£	45,000
Total	£	90,000

- 3.3 The total sale consideration was due and received upon completion and is shown in the Receipts and Payments account at Appendix 2.

Book Debts

- 3.4 Secure Trust provided an invoice discounting facility to the Company in respect of its book debts which were excluded from the sale. Secure Trust provided a deed of release in respect of their security held over the assets of the Company and commence the recovery of their debt via a collect out of the outstanding book debt ledger with the assistance of the Joint Administrators and the Company's management.
- 3.5 The Company's book debt ledger as at the Appointment Date had a value of £796,455 with a corresponding balance of £461,338 due to Secure Trust, subject to accruing interest and charges.
- 3.6 Total collections achieved during the Reporting Period amount to £582,638 which has enabled Secure Trust to be repaid in full, inclusive of interest and charges, and a credit balance of £29,671 available to the Administration estate. The credit balance is currently being held by Secure Trust and will be remitted to the Administration estate account in the near future. The collections achieved and distributions made to Secure Trust will be posted to the Joint Administrators' Receipts and Payments account upon receipt of the credit balance.
- 3.7 The remainder of the outstanding book debt ledger in the sum of £213,817 has been reassigned to the Joint Administrators. The Joint Administrators have instructed independent collection agents, Credet, to assist with the recovery of the outstanding ledger and collections are ongoing in this regard.
- 3.8 The quantum of the estimated future realisations from the book debt collections cannot be disclosed at this time as to not prejudice future recoveries. An update on the collections will be provided to creditors in future reports.

Cash at Bank

- 3.9 The Joint Administrators wrote to NatWest shortly following the Appointment Date to seek clarification on the quantum of funds held in the Company's account, if any. The Bank subsequently confirmed that a credit balance of £2,277 was held and transferred the balance across to the Administration estate account in full.

Rates Refund

- 3.10 The Joint Administrators have received a rates refund in the sum of £108 during the Reporting Period.

Gross Bank Interest

- 3.11 Gross bank interest in the sum of £29 has been received during the Reporting Period.

Other Assets

Rent Deposit

- 3.12 In addition to the above, the Purchaser was provided with a License to Occupy for the premises at Thrapston and Hadfield from the Appointment Date to 24 November 2018, at which point the Licenses terminated. The Thrapston landlord held a rent bond of approximately £134,000 and the Joint Administrators are currently making enquiries as to whether a refund will be received for the benefit of the Administration estate.
- 3.13 There are no other known assets to be realised for the benefit of the Administration estate.

4. Investigations

- 4.1 The Joint Administrators have a statutory obligation to file a report with DBEIS concerning the conduct of all directors of the Company that served in the three years prior to the Joint Administrators appointment. The content of this report is confidential and has been submitted to the Insolvency Practitioners Compliance Unit.
- 4.2 There are no outstanding lines of enquiry.

5. Dividend Prospects / Prescribed Part

Secured Creditors

Secure Trust

- 5.1 Secure Trust hold a fixed and floating charge debenture dated 17 January 2018 in respect of all property or undertakings of the Company.
- 5.2 As at the Appointment Date, the outstanding indebtedness to Secure Trust was £461,338, subject to accruing interest and charges.
- 5.3 As detailed previously, collections during the Reporting Period amount to £582,638 and have enabled a distribution of £544,263 to be made to Secure Trust which has been sufficient to enable their debt to be repaid in full, inclusive of interest and charges.

The Greater Manchester Combined Authority

- 5.4 GMCA hold a fixed and floating charge debenture dated 5 July 2018 in respect of all property or undertaking of the Company.
- 5.5 As at the Appointment Date, the outstanding indebtedness to GMCA was £607,474, excluding contractual charges and ongoing interest. This debt would crystallise if a connected company failed to repay this loan.
- 5.6 It is understood that GMCA have been repaid in full by a connected party.

Locksley Limited

- 5.7 Locksley have a chattel mortgage and a debenture dated 22 January 2018 and 18 January 2018 respectively.
- 5.8 The outstanding indebtedness to Locksley as at the Appointment Date was approximately £1,650,000. A security review will be undertaken by the Joint Administrators to establish the value of this debt caught under the security. Any distributions made to Locksley is wholly reliant on the level of future asset realisations and the discharge of the costs of the Administration.

Preferential Creditors

- 5.9 Following the sale of the business and assets of the Company to the Purchaser, the Company's employees were transferred pursuant to TUPE to the Purchaser. Accordingly, it is anticipated there will be no preferential claims in relation to the employees.

Prescribed Part

- 5.10 The Prescribed Part is calculated as a percentage of net property, as follows:-
- Net property less than £10,000: 50% unless the Joint Administrator considers that the costs of making a distribution to the non-preferential creditors would be disproportionate to the benefits
 - Net property greater than £10,000: 50% up to £10,000 plus 20% thereafter to a maximum of £600,000.
- 5.11 As previously advised, the Company granted a floating charge to the Secured Creditors and therefore the Prescribed Part provisions apply in this instance.
- 5.12 The Joint Administrators are of the opinion, based on the current information available, that the non-preferential creditors may receive a distribution from the Prescribed Part in due course. However, the quantum and timing of any distribution from the Prescribed Part is currently uncertain as it is subject to the level of future asset realisations and the discharge of the costs of the Administration. An update on the Prescribed Part will be provided to creditors in future reports.

Non-Preferential Creditors

- 5.13 According to the books and records, the non-preferential creditors of the Company were estimated to total £1,890,937. The Joint Administrators have received non-preferential claims totalling £813,105 to date.

- 5.14 Based upon the information currently available, it is not anticipated that asset realisations will be sufficient to enable a distribution to be made to the non-preferential creditors, other than from the Prescribed Part, if any.
- 5.15 However, this may be subject to change and creditors of the Company should complete the Proof of Debt Form at Appendix 4 and return to the Joint Administrators in order to submit their claim for dividend purposes if not already done so.

6. Joint Administrators' Receipts and Payments Account

- 6.1 The Joint Administrators' Receipts and Payments account for the Reporting Period is shown at Appendix 2.
- 6.2 As at the Reporting Period end date, there was a cash balance of £43,030.

7. Pre-Administration Costs

- 7.1 On 17 September 2018, the following amounts in respect of Pre-Administration costs (plus VAT and disbursements) were approved by the Secured Creditors to be paid out of the assets of the Company:

Name of Recipient	Total Amount Approved
Duff & Phelps	£37,294
Turner Parkinson	£5,000
SIA Group	£5,000
TOTAL	£47,294

- 7.2 I can confirm that the Pre-Administration costs incurred by SIA Group have been paid in full during the Reporting Period. The outstanding Pre-Administration costs will be paid in full in the near future.

8. Joint Administrators' Costs and Expenses

- 8.1 In addition to the Pre-Administration fees detailed above, the Secured Creditors also approved the following resolutions on 17 September 2018:
- The Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration;
 - The Joint Administrators' fee estimate in the sum of £63,115, and
 - The drawing of Category 2 Disbursements.
- 8.2 The total time costs incurred by the Joint Administrators during the Reporting Period amount to £72,228 which represents 298 hours at an average charge out rate of £243 per hour. The time costs incurred are analysed further at Appendix 3.
- 8.3 In accordance with SIP 9, the Joint Administrators have provided creditors with additional information regarding major areas of the time recorded below.
- An amount of £22,642 has been incurred under the heading Book Debts. This relates to time spent liaising with debtors and the Company's management in order to progress realisations and deal with any queries or disputes raised by the debtors. Time was also spent in correspondence with Secure Trust in order to provide regular updates on the collection process.

- An amount of £13,685 has been incurred under the heading Statutory Matters. This relates to time spent dealing with the statutory matters including the drafting and circulation of the Proposals.
 - An amount of £10,683 has been incurred under the heading Communications with Creditors / Employees. This has involved numerous correspondence with the creditors of the Company in respect of the progression of their claims, general queries and updates on the Administration process.
- 8.4 The Joint Administrators time costs incurred to date have exceeded the approved fee estimate as detailed above. Further time will be incurred by the Joint Administrators in dealing with the Administration, however, their fees will be limited to the level of the approved fee estimate, unless further approval is obtained from the creditors, and restricted to the level of asset realisations following the discharge of the costs of the Administration. It is therefore anticipated that an amount of time costs incurred will be written off in this instance.
- 8.5 An amount of £37,294 has been drawn in respect of the Joint Administrators' remuneration during the Reporting Period.
- 8.6 A statement of creditors' rights concerning the Joint Administrators' fees is enclosed at Appendix 4.
- 9. Extension of the Administration and Conclusion**
- 9.1 An Administration automatically comes to an end after one year, unless an extension is granted by the Court or with the creditors' consent.
- 9.2 It is not anticipated that an extension to the Administration will be required in this instance.
- 10. Next Report**
- 10.1 The Joint Administrators are required to provide a Progress Report within one month of every six months. It is anticipated that the next report will be the Joint Administrators final report and will be issued within one month of the anniversary of the Administration.
- 10.2 If you have any queries or require any further assistance, please do not hesitate to contact my colleague Tom Bond of this office.



Steven Muncaster
Joint Administrator

The affairs, business and property of the Company are being managed by the Joint Administrators, Steven Muncaster and Sarah Bell, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1

Statutory information

Statutory Information

Date of Incorporation	29 July 1988
Registered Number	02282243
Company Directors	James Briggs Thomas Briggs Jesper Christensen David Cotgrave
Shareholder	Maxilin Limited
Trading Address	Unit 14-15 Waterside Business Park Waterside, Hadfield Glossop. SK13 1BS
Registered Office	Maxilin House Sharples Vale Astley Bridge Bolton, BL1 6NR
Any Other Trading Names	N/A

Appendix 2

Joint Administrators' Receipts and Payments Account

R. Crawford (Northern) Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 24/08/2018 To 23/02/2019 £	From 24/08/2018 To 23/02/2019 £
SECURED ASSETS		
Business Information	1.00	1.00
Goodwill	1.00	1.00
Intellectual Property	1.00	1.00
	<u>3.00</u>	<u>3.00</u>
ASSET REALISATIONS		
Plant & Machinery	42,500.00	42,500.00
Fixtures, Fittings & Equipment	2,497.00	2,497.00
Stock & WIP	45,000.00	45,000.00
Debtors	2,173.72	2,173.72
Cash at Bank	2,277.20	2,277.20
Rates Refund	107.75	107.75
Bank Interest Gross	29.28	29.28
	<u>108,984.95</u>	<u>108,984.95</u>
COST OF REALISATIONS		
Joint administrators' remuneration	37,294.00	37,294.00
Joint administrators' disbursements	169.37	169.37
Agents/Valuers Fees	4,681.85	4,681.85
Agents/Valuers Disbursements	318.15	318.15
Data Room	500.00	500.00
Statutory Advertising	84.60	84.60
	<u>(43,047.97)</u>	<u>(43,047.97)</u>
	<u>51,539.98</u>	<u>51,539.98</u>
REPRESENTED BY		
Floating/main current account		43,030.39
General VAT control account		8,509.59
		<u>51,539.98</u>

Appendix 3

Analysis of Time Charged and Expenses Incurred

90051 R. CRAWFORD (NORTHERN) LIMITED

ANALYSIS OF TIME COSTS FOR THE POST APPOINTMENT PERIOD

ADM-Admin. - Post Appt.

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case Diary management	0.00	2.30	3.75	15.80	0.00	21.85	4,382.00	200.55
Cashiering & accounting	0.00	2.30	1.70	9.60	0.00	13.60	3,332.75	245.06
Dealings with Directors and Management	0.00	4.80	0.00	5.00	0.00	9.80	2,440.00	248.98
IPS set up & maintenance	0.00	1.90	1.55	6.15	0.00	9.60	2,261.25	235.55
Statement of affairs	0.00	0.00	0.75	3.05	0.00	3.80	762.75	200.72
Statutory matters (Meetings & Reports & Notices)	0.00	15.50	7.80	31.60	0.00	54.90	13,684.50	249.26
Strategy planning & control	3.00	3.10	0.00	3.05	0.00	9.15	3,301.50	360.82
Tax Compliance / Planning	0.00	0.00	0.00	0.40	0.00	0.40	72.00	180.00
Creditors								
Communications with Creditors / Employees	0.00	0.00	16.05	48.50	0.00	64.55	10,682.50	165.49
Non Pref Creditors / Employee claims handling	0.00	0.00	0.00	9.90	0.00	9.90	1,343.50	135.71
Pref claims adjudication & distribution	0.00	0.00	0.00	0.40	0.00	0.40	72.00	180.00
Investigations								
CDDA & reports & Communication	0.50	0.00	1.00	9.75	0.00	11.25	2,305.00	204.89
Financial review and investigations (S238/239 etc)	0.00	0.00	4.75	-1.50	0.00	3.25	1,181.25	363.46
Realisation of Assets								
Book debts	0.00	32.30	35.05	3.00	0.00	70.35	22,641.75	321.84
Freehold and Leasehold Property	0.00	0.00	5.75	4.50	0.00	10.25	2,454.25	239.44
Hire Purchase and Lease Assets	0.00	0.00	4.00	0.00	0.00	4.00	1,140.00	285.00
Other Tangible Assets	0.00	0.00	0.10	0.00	0.00	0.10	28.50	285.00
Sale of business	0.00	0.00	0.50	0.00	0.00	0.50	142.50	285.00
Total Hours:	3.50	62.20	82.75	149.20	0.00	297.65		242.66
Total Fees Claimed: £	1,855.00	23,451.50	23,630.75	23,290.75	0.00		72,228.00	

Category 2 Disbursements:

**R. Crawford (Northern) Limited
Joint Administrators' Expenses**

Company	Activity	Fee Basis	Reporting Period	
			Incurred	Amount Paid
			(£)	(£)
Professional Advisors				
Ansarada	Data Room Hosting	Fixed Fee	500.00	500.00
Courts Advertising Ltd	Statutory Advertising	Fixed Fee	84.60	84.60
TOTAL			584.60	584.60

The Joint Administrators' choice of professional advisors was based on their perception of the experience and ability of the respective firms/individuals to perform their work, the complexity and nature of the assignment and the basis of their fee.

**R. Crawford (Northern) Limited
Joint Administrators' Disbursements**

		Reporting Period	
		Incurred	Amount
		(£)	Paid
			(£)
Category 1			
Bond Premium		225.00	0.00
	TOTAL	£225.00	£0.00
Category 2			
	TOTAL	£0.00	£0.00

The above costs exclude VAT

Appendix 4

Statement of Creditors' Rights

STATEMENT OF CREDITORS' RIGHTS

If you require a copy of any relevant rule or section, please contact Tom Bond on 0161 827 9166.

This notice is accompanied by the Joint Administrators' Statement of Proposals

Information for creditors on remuneration and disbursements of Administrators

Information regarding the fees and disbursements of Administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Administrators' Fees". This can be viewed and downloaded from the Joint Administrators' website at <http://www.duffandphelps.com/uk-restructuring/creditor-guides> (click on the document 'Administration (appointment from 1 October 2015)'). Should you require a copy, please contact this office.

Creditors may requisition a decision to be made by all of the creditors for approval of the Joint Administrator' Proposals under para 52(2) Schedule B1 Insolvency Act 1986

The Joint Administrators shall seek a decision from the Company's creditors as to whether they approve the proposals if requested by creditors of the Company, whose debts amount to at least 10% of the total debts of the Company. Such a request must be received by the Joint Administrators within 8 business days of the date on which the Joint Administrator's statement of proposals is delivered.

The request for a requisitioned decision must include a statement of the purpose of the proposed decision and either—

(a) a statement of the requesting creditor's claim together with—

- a list of the creditors or contributories concurring with the request and of the amounts of their respective claims or values, and
- confirmation of concurrence from each creditor; or

(b) a statement of the requesting creditor's debt and that that alone is sufficient without the concurrence of other creditors

Creditor/s may be requested to meet the costs of a requisitioned decision and a deposit will be required for this purpose. These costs may be ordered to be paid as an expense of the Administration if the creditors so resolve.

A requisitioned decision must be made within 28 days of receiving the deposit or the expiry of 14 days without the Administrator informing the requesting creditor of the deposit sum.

Appendix 5

Proof of Debt Form

Administration Claim Form

R. Crawford (Northern) Limited - In Administration Date of Administration: 24 August 2018	
Name of creditor (If a company please also give company registration number).	
Address for correspondence	
Tel No:	REF: Contact:
Total amount of claim, as at date of Administration Order, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into Administration, less any payments made after that date in respect of such claim, and any adjustment by way of set off.	DETAIL CLAIM: £
If the amount above includes outstanding uncapitalised interest please state amount.	£
Details of any documents by reference to which the debt can be substantiated.	
Particulars of how debt arose and date incurred (use space overleaf if necessary)	
Particulars of any security held, the value of the security, and the date it was given.	
Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
Signature of creditor or person authorised to act on his behalf: Name in BLOCK LETTERS:	
Position with or in relation to creditor:	
Address of person signing (if different from 2 above):	

PLEASE ATTACH ANY DOCUMENTARY EVIDENCE OF CLAIM (eg statements, invoices)

Admitted to vote for <div style="text-align: right;">£</div>	Admitted for dividend for <div style="text-align: right;">£</div>
Date	Date
Chairman / Administrator	Administrator

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Notice of administrator's progress report



Presenter information

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

Contact name Tom Bond

Company name Duff & Phelps Ltd.

Address The Chancery

58 Spring Gardens

Post town Manchester, M2 1EW

County/Region

Postcode

Country

DX

Telephone +44 (0) 161 827 9000



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