

AM23

Notice of move from administration to dissolution



Companies House

SATURDAY



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30/11/2019

#86

COMPANIES HOUSE

1 Company details

Company number 0 9 5 3 9 7 5 7

Company name in full RS1 Services 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 in
Bristol - Company & Insolvency List (CHD)

Court number 2 4 1 o f 2 0 1 7

3 Administrator's name

Full forename(s) Andrew

Surname Beckingham

4 Administrator's address

Building name/number Leonard Curtis

Street 2nd Floor
40 Queen Square

Post town Bristol

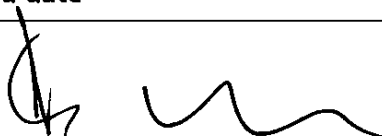
County/Region

Postcode B S 1 4 Q P

Country

AM23

Notice of move from administration to dissolution

5	Administrator's name ①	
Full forename(s)	David	
Surname	Smithson	
		① Other administrator Use this section to tell us about another administrator.
6	Administrator's address ②	
Building name/number	Leonard Curtis	
Street	2nd Floor 40 Queen Square	
Post town	Bristol	
County/Region		
Postcode	B S 1 4 Q P	
Country		
		② Other administrator Use this section to tell us about another administrator.
7	Final progress report	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
8	Sign and date	
Administrator's signature	Signature X  X	
Signature date	d 2 d 8 m 1 p y 20 y 1 y 9	



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

RS1 SERVICES LIMITED
(IN ADMINISTRATION)

Registered Number: 09539757

Court Ref: 241 of 2017

High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (CHD)

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
8 July 2019 to 28 November 2019

28 November 2019

Andrew Beckingham and David Smithson - Joint Administrators
Leonard Curtis
2nd Floor, 40 Queen Square, Bristol, BS1 4QP
Tel: 0117 929 4900 Fax: 0117 927 0000
recovery@leonardcurtis.co.uk
Ref: S/41/AJD/R900B/1010

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**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of RS1 Services Limited ("the Company") for the period from 8 July 2019 to 28 November 2019. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 8 July 2019 to 28 November 2019, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Andrew Beckingham and David Smithson were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (CHD), number 241 of 2017 on 8 January 2018. The Administration appointment was made by the Director. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Bristol office of Leonard Curtis, which is situated at 2nd Floor, 40 Queen Square, Bristol, BS1 4QP.
- 2.3 The principal trading address and registered office of the Company was Unit 3 Hardings Business Centre, Henstridge, Somerset BA8 0TF. Following the appointment, this was changed to 2nd Floor, 40 Queen Square, Bristol, BS1 4QP.
- 2.4 The registered number of the Company is 09539757. The business traded under its registered name.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were approved by creditors by deemed consent on 9 March 2018.

- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration was to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in administration), or if that is not achievable, to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 The objective of the administration has therefore been achieved on the basis that the Company's secured creditor, Bibby Financial Services Limited ("Bibby"), has been paid in full from debtor recoveries in accordance with an invoice factoring agreement.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 8 July 2019 to 28 November 2019. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

4.2 Sale of Business

As previously reported to creditors, the business and assets of the Company were sold on 19 January 2018 to an unconnected third party company, Zutron UK Limited ("Zutron"). The agreed sale consideration was an initial payment of £101 for the Company's small amount of chattels (which was received in full by solicitors Clarke Willmott LLP) and a sum of £60,000 in deferred consideration over 12 months with an additional uplift of 5% of monthly turnover should this exceed £100,000 in any month during that period.

Zutron was unable to make any of the deferred consideration payments due to the rapid terminal decline of the business following the sale. In light of the fact that Zutron had no other source of income and limited available assets, no recovery could be made.

4.3 Loan Accounts

As at the date of administration, it was understood that there were respective balances of £84,517 and £66,666 due to the Company from the director and a connected company, Response Security 1 Limited.

The Joint Administrators engaged in protracted discussions with the director and the connected company but were unable to agree formal settlement proposals. Debt collection agents Husband Collection Services Ltd were therefore instructed to assist with the recovery of the amounts outstanding, but in the absence of any tangible progress, the decision was made to issue petitions for the winding-up of the connected company and bankruptcy of the director.

Court orders to wind up the connected company and declare the director bankrupt were made on 24 July 2019 and 21 October 2019 respectively. However, the Official Receivers responsible for both matters have subsequently confirmed that no dividend return is expected from either of the proceedings and therefore no recovery for the administration estate was possible.

5 INVESTIGATIONS

- 5.1 As previously reported, following their initial assessment, no detailed investigations were considered to be required by the Joint Administrators. Nothing further has been brought to the attention of the Joint Administrators in the period of this report.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**Pre-Administration Costs**

- 6.1 On 9 March 2018, creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £
Leonard Curtis Recovery Ltd	Assessing the financial position of the Company, providing insolvency advice, consideration of whether an Administration purpose could be achieved and dealing with the appointment papers. Marketing the business for sale as a going concern liaising with the secured creditor and other stakeholders.	7,060.00
Clarke Willmott LLP	Providing legal advice to the proposed Joint Administrators. Reviewing the appointment papers and filing in Court.	2,142.70

There were not sufficient funds available to enable settlement of these costs and they have been written-off accordingly.

Joint Administrators' Remuneration

- 6.2 On 9 March 2018, creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £42,500, as set out in a Fees Estimate. No remuneration has in fact been drawn, as noted at paragraph 6.9 below.
- 6.3 The Joint Administrators' time costs are summarised below for information purposes only:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	202.3	297.60	60,204.50
Time incurred in the period of this report	11.2	260.04	2,912.50
Total Joint Administrators' time costs	213.5	295.63	63,117.00

- 6.4 The time charged by the Joint Administrators for the period of this report amounts to £2,912.50. This represents 11.2 hours at an average rate of £260.04 per hour. A summary of time costs incurred in the period is attached at Appendix C. A description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.
- 6.5 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.
- 6.6 You will note that time costs incurred do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The only area where significant variance has occurred relates to asset realisations which is a result of the protracted recovery efforts in respect of the deferred sale consideration from Zutron and the loan account balances owing from the director and connected company (as detailed in section 4 above).
- 6.7 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from: <https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 6.8 If you would prefer this to be sent to you in hard copy please contact Andrew Dally of this office on 0117 929 4900.

- 6.9 There were not sufficient funds available to enable any remuneration to be drawn by the Joint Administrators and all time costs have been written-off accordingly.

Joint Administrators' Statement of Likely Expenses

- 6.10 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 9 March 2018 creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 6.11 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.12 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.13 During the Administration, the following professional advisors and / or subcontractors have been used due to their particular expertise and cost effectiveness in dealing with those specific matters indicated:

Name of Professional Advisor	Service Provided	Basis of Fees
Clarke Willmott LLP	Legal advice	Time costs
Husband Collection Services Ltd	Debt recovery services	% Commission

- 6.14 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.
- 6.15 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 6.16 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.17 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.18 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

7 OUTCOME FOR CREDITORS

7.1 Secured Creditors

Bibby provided funding in accordance with an invoice factoring agreement with the Company and held security by way of fixed and floating charges over the assets of the Company dated 20 July 2015. As reported above, Bibby have now been repaid in full.

7.2 Preferential Claims

Preferential claims represent those of employees' entitlements, relating to arrears of wages and holiday pay, within prescribed statutory thresholds. However, in this instance, all employees and their associated qualifying liabilities were transferred to the purchaser of the Company's business and assets in accordance with Transfer of Undertakings (Protection of Employment) Regulations 2006 and therefore no preferential claims were received.

7.3 Prescribed Part

As Bibby was repaid in full under its fixed charge there was no requirement to set-aside a prescribed part fund in this case.

7.4 Unsecured Non-Preferential Claims

There were not sufficient funds available to enable any form of distribution to unsecured creditors.

8 MATTERS STILL TO BE DEALT WITH

8.1 All matters have been dealt with and consequently the Administration has now concluded.

9 EXTENSIONS TO THE ADMINISTRATION

9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

9.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.

9.3 As you will be aware, the period of the administration in this case was extended until 7 January 2020 with the consent of:

- each secured creditor of the Company; and
- unsecured creditors via a decision procedure.

9.4 No further extensions are required.

10 ENDING THE ADMINISTRATION

10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix G is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.

- 10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

- 11.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix H, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully
for and on behalf of
RS1 SERVICES LIMITED



ANDREW BECKINGHAM
JOINT ADMINISTRATOR

Andrew Beckingham and David Smithson are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8683 and 9317, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Andrew Beckingham and/or David Smithson be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65(3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Andrew Beckingham and/or David Smithson be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 8 JANUARY 2018 TO 28 NOVEMBER 2019 INCORPORATING RECEIPTS AND PAYMENTS FOR THE PERIOD 8 JULY 2019 TO 28 NOVEMBER 2019

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Business Sale Proceeds	60,101	101.00	-	101.00
Net Trading Receipts	-	5,973.25	-	5,973.25
Balance at Bank	-	3,011.39	-	3,011.39
Bank Interest	-	36.33	10.75	47.08
	<u>60,101</u>	<u>9,121.97</u>	<u>10.75</u>	<u>9,132.72</u>
PAYMENTS				
VAT on Gross Trading Receipts		-	7,799.74	7,799.74
Legal Fees and Expenses		-	101.00	101.00
Insurance		728.00	-	728.00
Pension Contributions		63.96	-	63.96
Storage Charges		141.25	-	141.25
Tax on Bank Interest		-	5.32	5.32
Bank Charges		-	5.43	5.43
Other Standard Category 1 Expenses		288.02	-	288.02
		<u>1,221.23</u>	<u>7,911.49</u>	<u>9,132.72</u>
CLOSING BALANCE				<u>-</u>

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
8 JULY 2019 TO 28 NOVEMBER 2019**

	Total Units	Cost £	Average Hourly Rate £
Statutory and Review	3	103 50	345 00
Receipts and Payments	26	621 00	261 92
Insurance	1	39 50	395 00
Assets	32	885 50	276 72
Liabilities	39	858 00	220 00
General Administration	11	345 00	313 64
Total	112	2 912 50	
Average Hourly Rate (£)		260 04	
All Units are 6 minutes			

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work has not directly resulted in any monetary value for creditors, it has ensured that the case was managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category has comprised the following:

- Case management reviews. These have been carried out periodically throughout the life of the case;
- Allocation of staff, management of staff, case resourcing and budgeting. In general efforts have been made to keep case costs to a minimum where possible. However, given the nature of the this case, it has necessitated the ongoing attendance by senior members of staff;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice; and
- Completion of case closing procedures at the end of the case.

Receipts and Payments

This category of work has not resulted in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible and estate expenses are properly managed and kept to a minimum.

- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. The Joint Administrators will, as a minimum, issue a full report to creditors at least twice during the course of the administration;
- Completion of post appointment VAT and tax returns; and
- Managing estate expenses and settlement of costs incurred by the Joint Administrators.

RS1 SERVICES LIMITED – IN ADMINISTRATION

Insurance, Bonding and Pensions

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond has been reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

Assets

- Liaising with Husband Collection Services in relation to efforts to recover the loan account and inter-company account balances including the issue of bankruptcy and winding-up proceedings;
- Liaising with the Official Receiver in respect of the bankruptcy and winding-up proceedings; and
- Liaising with Clarke Willmott regarding recovery of the deferred consideration including an analysis of the purchaser's financial position following the cessation of trading.

Liabilities

- Preparation and submission of periodic progress reports to creditors; and
- Dealing with general enquiries from the Company's creditors.

General Administration

- General planning matters and practical issues;
- Maintaining the Joint Administrators' records; and
- Dealing with general correspondence.

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS
FROM 8 JANUARY 2018 to 28 NOVEMBER 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	Cost £
Statutory and review	85	2,574.00	302.82	132	3,323.00	251.74	749.00
Receipts and payments	37	961.00	259.73	89	2,140.00	240.45	1,179.00
Insurance, bonding and pensions	59	1,357.00	230.00	57	1,247.50	218.86	(109.50)
Assets	374	11,836.00	316.47	840	28,047.50	333.90	16,211.50
Liabilities	154	4,262.00	276.75	259	6,631.00	256.02	2,369.00
Trading	276	8,086.00	292.97	276	8,086.00	292.97	-
Debenture Holder	77	3,201.00	415.71	45	1,915.00	425.56	(1,286.00)
General Administration	71	1,567.00	220.70	92	2,318.00	251.96	751.00
Appointment	103	3,978.00	386.21	93	3,613.00	388.49	(365.00)
Post Appointment Creditors Meeting	79	2,081.00	263.42	174	4,002.00	230.00	1,921.00
Investigations	89	2,597.00	291.80	78	1,794.00	230.00	(803.00)
	1,404	42,500.00	302.71	2,135	63,117.00	295.63	20,617.00

APPENDIX E

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 8 JANUARY 2018 to 28 NOVEMBER 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	-	-	-	-
Bond Fee	AUA IRS	Insurance bond	45.00	90.00	-	90.00	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	70.00	98.00	28.00	28.00	70.00
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	166.04	83.02	-	83.02	-
Storage Costs	Storage 2000	Collection and storage of books and records	500.00	141.25	-	141.25	-
		Total standard expenses	873.04	499.27	28.00	429.27	70.00

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Legal Fees	Clarke Willmott	Costs of appointed solicitors	6,000.00	101.00	-	101.00	-
Insurance	AUA IRS	Open cover insurance for trading period	728.00	728.00	-	728.00	-
Debt collection expenses	Husband Collection Services	Costs incurred in relation to recovery of loan account balances	-	N/A	-	N/A	-
Bank Charges	Allied Irish Bank	Electronic transfer fees	618.93	12.66	-	5.43	7.23
Travel Expenses	National Rail	Rail travel to trading premises	75.00	-	-	-	-
Pension Contributions	True Potential Trustees	Employer pension contributions	-	63.96	-	63.96	-
Staff Mileage	LC staff	Category 2 disbursement requiring specific creditor / committee approval	75.00	-	-	-	-
		Total case specific expenses	7,496.93	905.62	-	898.39	7.23

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors.

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search

RS1 SERVICES LIMITED – IN ADMINISTRATION

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case		
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service		
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	Type	First 100	Every addtl 10
		ADM	£14.00	£1.40
		CVL	£7.00	£0.70
		MVL	£7.00	£0.70
		CPL	£7.00	£0.70
		CVA	£10.00	£1.00
		BKY	£10.00	£1.00
		IVA	£10 p.a. or £25 for life of case	
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00		
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case		
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£85.95 plus VAT per advert Dependent upon advert and publication		
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges		

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION

ATTACHED OVERLEAF

AM23

Notice of move from administration to dissolution



Companies House

SATURDAY

A31

A8JB387Y

30/11/2019

#84

COMPANIES HOUSE

1 Company details

Company number 09539757

Company name in full RS1 Services 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 in
Bristol - Company & Insolvency List (CHD)

Court number 241 of 2017

3 Administrator's name

Full forename(s) Andrew

Surname Beckingham

4 Administrator's address

Building name/number Leonard Curtis

Street 2nd Floor

40 Queen Square

Post town Bristol

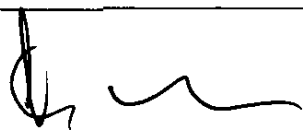
County/Region

Postcode BS14QP

Country

AM23

Notice of move from administration to dissolution

5	Administrator's name ①	
Full forename(s)	David	
Surname	Smithson	
① Other administrator Use this section to tell us about another administrator.		
6	Administrator's address ②	
Building name/number	Leonard Curtis	
Street	2nd Floor	
	40 Queen Square	
Post town	Bristol	
County/Region		
Postcode	B S 1 4 Q P	
Country		
② Other administrator Use this section to tell us about another administrator.		
7	Final progress report	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
8	Sign and date	
Administrator's signature	Signature X  X	
Signature date	d 2 8 m 1 1 y 2 0 y 1 9	

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS

AM23

Notice of move from administration to dissolution



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	Andrew Dally
Company name	Leonard Curtis
Address	2nd Floor
	40 Queen Square
	Bristol
Post town	
County/Region	
Postcode	B S 1 4 Q P
Country	
DX	
Telephone	0117 929 4900



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