

# AM03

## Notice of administrator's proposals



Companies House

THURSDAY



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14/09/2017

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COMPANIES HOUSE

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at  
eshouse

### 1 Company details

Company number 0 8 5 0 1 5 3 7

Company name in full Construction Supplies and Consumables Limited

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

### 2 Administrator's name

Full forename(s) Gordon

Surname Craig

### 3 Administrator's address

Building name/number c/o Refresh Recovery Limited

Street West Lancashire Investment Centre, Maple View

Post town Skelmersdale

County/Region Lancashire

Postcode W N 8 9 T G

Country

### 4 Administrator's name ①

Full forename(s)

Surname

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

### 5 Administrator's address ②

Building name/number

Street

Post town

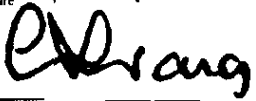
County/Region

Postcode

Country

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

AM03  
Notice of Administrator's Proposals

6	Statement of proposals		
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals		
7	Sign and date		
Administrator's Signature	<div>Signature ×  ×</div>		
Signature date	<div><div><div><div><sup>d</sup>1</div><div><sup>d</sup>2</div></div><div><div><sup>m</sup>0</div><div><sup>m</sup>9</div></div><div><div><sup>y</sup>2</div><div><sup>y</sup>0</div><div><sup>y</sup>1</div><div><sup>y</sup>7</div></div></div></div>		

# AM03

## Notice of Administrator's Proposals



### 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	Jessica Hodgson
Company name	Refresh Recovery Limited
Address	c/o Refresh Recovery Limited West Lancashire Investment Centre, Maple View
Post town	Skelmersdale
County/Region	Lancashire
Postcode	WN8 9TG
Country	
DX	
Telephone	01695 711200



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**refresh recovery**

# **Report to Creditors**

## **CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED IN ADMINISTRATION (COMPANY NUMBER: 08501537)**

**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS  
IN ACCORDANCE WITH PARAGRAPH 49 OF SCHEDULE B1 OF THE INSOLVENCY  
ACT 1986**

**12 SEPTEMBER 2017**

**IN HIGH COURT OF JUSTICE  
CHANCERY DIVISION  
MANCHESTER DISTRICT REGISTRY**

**COURT NUMBER 2643 OF 2017**

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

**CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED - IN ADMINISTRATION  
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12 SEPTEMBER 2017**

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**1. Glossary**

the Company	Construction Supplies and Consumables Limited (registration number 08501537)
the Administrator	Gordon Craig of Refresh Recovery Limited, West Lancashire Investment Centre, Maple View, White Moss Business Park, Skelmersdale, Lancashire, WN8 9TG
Refresh Recovery	Refresh Recovery Limited
the Appointment Date	20 July 2017 being the date of appointment of the Administrator
the Appointor	the Director
the Director	Laszlo Sipos
QFC	Qualifying Floating Charge
the QFCH	LLoyds Bank Commercial Finance Ltd
the Bank	Lloyds Bank Plc, the Company's bankers
the Solicitors	Pannone Corporate LLP
the Agents	Griffin James
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's property (floating charge assets less costs of realisation) shall be made available to the non-preferential unsecured creditors.
QFC	<i>Qualifying Floating Charge</i>
CVA	Company Voluntary Arrangement

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SoA	Statement of Affairs
RPS	Redundancy Payments Service
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006
BEIS	The Department of Business, Energy and Industrial Strategy
IPA	Insolvency Practitioners Association
the Act	the Insolvency Act 1986 (as amended)
the Rules	the Insolvency (England and Wales) Rules 2016
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Category 1 Disbursements	The Administrator's firms external supplies of incidental services specifically identifiable to the case.
Category 2 Disbursements	The Administrator's firms internal costs and expenses in dealing with the Administration that compromises a cost allocation
SIP 9	Statement of Insolvency Practice 9 (E & W), Remuneration of Office Holders
SIP 13	Statement of Insolvency Practice 13 (E & W), Acquisition of assets of insolvent companies by directors.
SIP 15	Statement of Insolvency Practice 15 (E & W), Reporting and providing information on their functions to Committees in formal insolvencies.

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**2. Introduction**

Gordon Craig was appointed as Administrator of Construction Supplies and Consumables Limited in High Court Of Justice, Chancery Division, Manchester District Registry on 20 July 2017 under Court administration number 2643 of 2017.

The appointment was made by the Director of the Company, ("the Appointor"), in accordance with Paragraph 22 of Schedule B1 of the Insolvency Act 1986.

The purpose of Administration, as defined under the provisions of the Enterprise Act 2002, as it amends the Act 1986, is for the Administrator to perform his functions with the following three objectives:

- Rescue the Company as a Going Concern;
- Achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up;
- Realise property in order to make a distribution to one or more secured creditors or preferential creditors;

In accordance with Paragraph 49 of Schedule B1 of the Act, the Administrator now reports to creditors and set out his proposals for achieving the purpose of Administration and for the conduct of the Administration.

This report also includes certain information required to be provided to creditors in accordance with Rule 3.35 and 3.36 of the Rules, which will be treated as delivered to creditors on 14 September 2017.

**3. Statutory Information**

A summary of the Company's statutory information, as shown at Companies House is set out in Appendix 1.



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**4. Background and Events leading to the Administrator's Appointment**

*Important Note: The information contained in this section has been provided by the Director of the Company.*

The Company was incorporated on 24 April 2013 under the name SYCP Logistics Limited, operating from SYCP House, Primrose Hill, Rotherham. Anthony Hughes was appointed as sole director and shareholder. Then in October 2013 Coral Wade took over as Director removing Andy Hughes as director, however the shares remained with Mr Hughes

Ms Wade decided on a new business structure for the Company and in January 2014 she changed the Company name to Construction Supplies and Consumables Limited and moved the Company to a Unit at Denaby Main Industrial Estate in Doncaster.

The Company acted as a broker and agent providing waste material contracts to commercial businesses under license. The Company worked on behalf other companies dealing with the waste management and recycling.

The Company operated a bank account with Lloyds Bank Plc. On 21 February 2014 the Company granted an all assets de, who created a charge against the Company 21 February 2014.

In its first year of trading, the Company made a small loss of £38 whilst it established contracts within the industry.

In February 2015 Ms Wade resigned as a director and Mr Laszlo Sipos was appointed also becoming sole shareholder of the business, bringing additional investment to the business to help it grow. Additionally, the Company moved its offices to The Store Room Fitzwilliam Road, Eastwood Trading Estate, Rotherham, South Yorkshire, S65 1SL.

In its second year the Company made a profit of £79,560.

The additional investment allowed the Company to expand its involvement within the business, entering into a finance agreement with Close Brothers to loan a large shredder and baler. This allowed its clients to utilise the equipment for a fee which increased the cash flow into the Company.

Due to the new revenue and additional contracts by the end of its third year the Company had made profits of £173,411.

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However by 2017, the Company's contracts began to decrease with customers moving to new businesses in the area. Falling behind in payments and with the Directors reluctant to seek new contracts due to the original business plan not succeeding, he decided it was time to seek professional advice.

On 6 June 2017 the proposed Administrator met with the Director to discuss the financial position of the Company. At this meeting, the Director advised that the Company was unable to pay its debts when they fell due and consequently was insolvent. Refresh Recovery discussed with the Director the various options available to the Company and recommended that the Company be placed into Administration.

The Administrator considered the position prior to accepting the appointment and, having regard to the ICAEW's ethical guidelines, considered that there were no circumstances preventing him from accepting the appointment. The Administrator served a Notice of Intention to appoint an Administrator on the QFCH on 11 July 2017, with no objections the Administrator was subsequently appointed on the Appointment Date. It should be noted that the Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

#### **5. Progress of the Administration**

Following the Administrator's appointment, the strategy for the Administration was carefully assessed to ensure that a coherent planned process for the case could be achieved.

The Administrator has also dealt with a number of statutory formalities which are required of him under related legislation. Typically, this includes issuing and filing all appointment notices with creditors and the Registrar of Companies and also advertising his appointment in the London Gazette.

Other statutory duties performed are outlined in further detail in the Administrator's Schedule of Fees and Expenses which can be found at Appendix 5. Please note that much of this work will have been performed to comply with statutory requirements and as such may not necessary add any value to the insolvent estate.

#### **5.1 Purpose of the Administration**

In accordance with the purpose of Administration, as outlined in Section 2, the initial objective of an Administration is to rescue the Company as a going concern. To achieve this objective the Company would require a significant capital injection from the Director which was not available

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and the Company could not offer any security to obtain any further financial support from third parties.

Alternatively this objective could have been achieved by the introduction of a CVA. However, due to the Company ceasing to trade the business did not generate any turnover to create a surplus that could be contributed to the CVA.

The Administrator therefore concluded that this objective was a not feasible option.

In accordance with the purpose of Administration, as outlined in Section 2, the objective of this Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up. In this regard it was anticipated that in the event of liquidation there would be a delay between the Director calling a meeting of members and creditors and the appointment of the Liquidator during which time creditors who had threatened legal action against the Company could have completed distraint action or commenced winding up proceedings. If the Company was not able to complete its obligations under its outstanding contracts, it would have been subject to considerable charges and would not of been in a position to collect any outstanding debtors due to a breach of contract. Therefore in the circumstances a moratorium was appropriate to protect the Company's financial position and reduce potential creditors of the Company.

Therefore the purpose of the Administration is achievable.

## **5.2 Asset Realisations**

The work undertaken by the Administrator and his staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Administration progresses and further updates will be provided to creditors in any subsequent progress reports.

### **5.2.1 Trading**

The initial plan was for the Administrator to trade the business for a short period in order to allow any final contracts to be completed. However by the time the Administrator came to file the Notice of Appointment, the Company had finalised all contracts however one contract was still outstanding for invoicing. Consequently a final invoice was raised by the Company on 24 July 2017 for £68,969.04 without the agreement of the Administrator. Unfortunately the

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Director had not realised that HMRC had had deregistered the Company for VAT and unwittingly included VAT on his invoices.

It should be noted that this invoice was raised incorrectly by the Company and details a VAT balance of £11,494.84. As detailed in section 5.3.3 the Company was deregistered for VAT on 1 May 2017, therefore upon the receipt of these funds the Administrator will return the VAT balance to the customer in order for them to correct the VAT position.

**5.2.2 Cash Bank**

As detailed above, the Administrator took steps to notify the bank of his intention to place the Company into Liquidation on 11 July 2017, however despite this notice, the Bank did not take steps to freeze the bank account. Consequently a large amount of funds has been withdrawn from the Company's bank account, including the balance of £68,969.04 detailed above, without permission of the Administrator.

The Administrator is taking steps to recover the balance of funds from the Bank as these should be made available for all creditors of the Company. Discussions are still ongoing with regard this matter and recoveries are uncertain at this point.

**5.2.3 Contribution to Costs**

Prior to the Administration the Director paid to the Refresh Recovery client account £2,000 as a contribution towards third party costs, of this balance £530 was used to pay legal fees incurred pre appointment on instruction of the Director. Consequently the remaining balance of £1,470 has been paid into the Administrators account.

**5.2.4 Encumbered Assets**

As detailed above, the Company had some large scale equipment on hire with Close Brothers Finance Ltd ("Close Brothers"). Upon the appointment of the Administrator Close Brothers advised that they would be arranging for the collection of the equipment which they wished to do immediately due to the large debt due of £442,385.72 and the possibility of the equipment being removed off the site.

On this basis the Administrator agreed to the collection of the goods but advised that there may potentially be equity in the agreement, so Close Brothers had to keep him advised of any sale

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or novation in order for any possible residual balance to be paid into the Administration for the benefit of creditors as a whole.

Close Brothers advised the Administrator that they had located their assets and having inspected them and assessed their condition they were arranging for a sale to be made to a third party that was interested in acquiring them. Both Close Brothers and the buyer acknowledged that the assets required an amount of re-instatement work and therefore agreed that the equipment would be sold on a "sold as seen" basis. The sale was agreed at £350,000.00 plus VAT which resulted in a loss to Close Brothers.

### **5.3 Creditors**

#### **5.3.1 Employees and Preferential Creditors**

The Administrator has not been advised of any preferential creditors within the Administration, and no claims have been received in this regard.

#### **5.3.2 Secured Creditors**

Following a review of the Register of Mortgages and Charges, held at Companies House on the 21 February 2014 a fixed and floating charge was granted to the QFCH and this was registered at Companies House on 25 February 2014.

The QFCH initially submitted a claim in the Administration for £3,553, however it is uncertain at this stage what their final claim will be due to the action being taken by the Administrator.

The Company has no further secured creditors.

It is anticipated that realisations will be sufficient to allow a dividend to be paid to this class of creditor.

#### **5.3.3 Unsecured Creditors**

The trade and expense creditors are estimated at £216,912. Included in this figure is an estimated deficiency of £23,000 due to Close Brothers for equipment that was leased by the Company and sold to a third party company after the Company entered Administration.

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There is an amount due to H M Revenue & Customs in respect of unpaid PAYE & NIC, VAT, Corporation Tax and Oil Duty estimated at £5,000, £12,048, £25,617 and £15,067 respectively. It should be noted that the Company was deregistered for VAT on 1 May 2017 according to HMRC, however the Director has advised that he was not aware of the position, consequently invoices continued to be raised including VAT, therefore it is likely that the claim from HMRC with regard VAT will increase as well as claims from other customers who have been charged VAT.

Based on current information, it is likely that there will be sufficient funds available in the Administration to enable a dividend to be paid to this class of creditor, however this depends on the claim which has been raised against the bank.

#### **5.4 Prescribed Part**

In accordance with Rule 3.35(6)(a)(i) of the Rules, the Administrator must estimate the amount of funds available to unsecured creditors in respect of the Prescribed Part. Even though the Secured Creditor had been granted a floating charge, at present the estimated realisations are such that the Secured Creditor will be repaid in full and there will be sufficient surplus funds to allow a dividend to unsecured creditors which are greater than the funds available for under the Prescribed Part. On this basis I have not prepared the Prescribed Part calculation.

However it should be noted that this may change dependant on the QFCH's position and any final claim submitted into the Administration.

#### **5.5 Limitation Act**

It should be noted that the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in Administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the Administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

#### **6. Financial Position**

A Statement of the Company's Affairs has not yet been received as requests to deliver a Statement of Affairs have not been responded to. Attached at Appendix 2 is a summary of the Estimated Financial Position of the Company as at 20 July 2017 together with a list of creditors

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names and addresses along with details of their debts (including details of any security held by them).

**7. Receipts and Payments**

*A Receipts and Payments account to date is attached as Appendix 4.*

**8. Investigation**

As required under SIP 2 an investigation into the affairs of the Company will be conducted to consider if there are any additional assets which would give rise to further recoveries, this will include reviewing the Company's records for antecedent transactions. The Administrator's initial assessment will be disclosed in the next progress report.

The Administrator also has a statutory obligation to carry out a preliminary review of the conduct of the Directors or Shadow Director of the Company at any time in the three years immediately preceding the Administrator's appointment and complete an online questionnaire for submission to the Directors Disqualification Unit of the BEIS. This online questionnaire has to be submitted within 3 months of the Administrator's appointment. Further information can be provided to BEIS after this date as and when it is received or determined as relevant.

If you are aware of any matters in connection with the conduct of the Directors, or have any concerns regarding the way in which the Company's business has been conducted or potential recoveries for the estate, which you think may be relevant to the investigations, please contact the Administrator in writing without delay. This request forms part of the usual investigation procedures and does not imply any criticism of the Directors.

**9. EC Regulation**

It is the Administrator's view that the EC Regulations apply and that these proceedings are the main proceedings as defined by Article 3 of the Regulation. The centre of main interest of the Company is in England.

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**10. The Administrator's Proposals**

The Administrator's proposals are as follows:

1. It is proposed that the Administrator will continue to manage the affairs of the Company in order to achieve the objective of the Administration which has been outlined above.
2. When it is anticipated that no further realisations will be made in the Administration than would be available in a winding up, to take the necessary steps to put the Company into Creditors' Voluntary Liquidation should funds permit a distribution to creditors other than the Prescribed Part (subject to 5 below).
3. If Creditors' Voluntary Liquidation is deemed appropriate, the Administrator be permitted to seek the appointment of Gordon Craig as Liquidator of the Company, without further recourse to creditors. In accordance with paragraph 83(7) of the Act and Rule 3.60(6) of the Rules, creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after the receipt of these Proposals and before these Proposals are approved.
4. To seek an extension to the Administration period if deemed necessary by the Administrator.
5. If, in accordance with Paragraph 84(1) of Schedule B1 of the Act, the Company has no property which would permit distribution to creditors other than the Prescribed Part, the Administrator is permitted to move the Company from Administration to dissolution (Subject to 6 above).
6. For the Company to be placed into Compulsory Liquidation should the Administrator deem it necessary.
7. Without prejudice to the provisions of Schedule B1 of the Enterprise Act 2002, the Administrator may carry out all other acts that they may consider to be incidental to the proposals above in order to assist in his achievement of the stated purposes of the Administration Order or any variation thereto.



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**11. Agreement of Proposals**

As it is anticipated the Company has sufficient property to enable a distribution to the unsecured creditors other than from the prescribed part fund of any net floating charge property, under the Insolvency legislation, the Administrator is required to seek a decision from the Company's creditors as to whether they approve the Proposals.

It is the Administrators intention to deal with this via the deemed consent procedure provided for by the Insolvency legislation. In the absence of 10% in value of the Company's creditors objecting to the Proposed Decision by no later than **28 September 2017** (the Decision Date), creditors will be treated as having made the Proposed Decision. In order to object to the Proposed Decision, a creditor must have delivered a notice in writing of their objection, together with a proof in respect of their claim (unless one has already been submitted) to the Convener, whose contact details are below, by no later than the Decision Date, failing which their objection will be disregarded.

Creditors who meet certain thresholds prescribed by the Insolvency Act 1986, namely 10% in value of creditors, 10% in number of creditors or 10 creditors, may require a physical meeting to be held to consider the Proposed Decision. However, such a request must be made in writing to the Convener within 5 business days from 14 September 2017.

In order that the Convener can determine whether a threshold has been met, any such request must also be accompanied by a proof (unless one has already been submitted).

**12. Administrator's Fees and Disbursements**

**12.1 Administrator's Pre- Appointment Fees and Disbursements**

Pre-administration costs are defined as:

- (i) Fees charged, and
- (ii) Expenses incurred

by the Administrator, or another person qualified to act as an insolvency practitioner before the company entered Administration (but with a view to its doing so), and "unpaid pre-administration costs" are pre-administration costs which had not been paid when the company entered Administration.

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**12.2 Administrator's Pre- Appointment Fees**

The costs incurred prior to the appointment of the Administrator were minimal, therefore these will be written off by the Administrator.

**12.3 Administrator's Pre-Appointment Disbursements**

As detailed above, the Solicitors were paid £530 pre-appointment from the third party contributions which covered the costs of filing and serving the Notice of Intention to appoint an Administrator. This was made up of £400 plus VAT, plus court fees of £50.

In addition the Solicitors incurred costs in lodging the documents in court to appoint the Administrator, their costs amounted to £350 plus VAT plus disbursements of £50 and are still outstanding to date.

Approval for the unpaid costs of the Solicitors will be sought from the unsecured creditors.

**12.4 Administrator's Fees**

The proposals for the Administrator's fees are set out in detail in the Administrator's Schedule of Fees and Expenses which is attached at Appendix 5. Prior to the Administrator agreeing the basis of his remuneration, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors.

In addition, where the Administrator proposes to take all or any part of this remuneration based on the time he and his staff will spend dealing with the affairs of the insolvent company, a fees estimate must also be provided. This will outline the anticipated cost of that work, how long it is anticipated the work will take and whether any further approvals may be needed from creditors in due course.

In this case, the Administrator is not proposing to agree the basis of his remuneration as on time spent dealing with the Company's affairs, therefore he is not required to provided creditors with a fees estimate.

As creditors will note, it is proposed that the Administrator will be a fixed fee of £25,000 plus VAT and 20% of realisations plus VAT after deduction of the fixed fee. Approval for the

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payment of the Administrator's fees will be sought from the unsecured creditors. The fee will be drawn as and when funds permit.

#### **12.5 Administrator's Disbursements**

Details of the proposals for the Administrator's disbursements including an estimate of the costs to be incurred during the course of the Administration are set out in detail in the Administrator's Schedule of Fees and Expenses which is attached at Appendix 5. The following expenses have also been incurred to date and paid to date are shown net of VAT:

Supplier	Work Undertaken	Costs incurred	Costs paid	Total costs incurred	Total costs paid	Estimated total costs
Courts Advertising	Advertising	£84.60	£0	£84.60	£0	£84.60
Refresh Recovery	Photocopying	£0	£0	£0	£0	£45.00
Refresh Recovery	Postage	£0	£0	£0	£0	£70.00
Willis	Bordereau	£145.00	£145.00	£145.00	£145.00	£145.00
Refresh Recovery	Storage	£10.75	£0	£10.75	£0	£30.40

Category 1 disbursements will be drawn as and when funds permit. Approval of Category 2 disbursements will be sought from the unsecured creditors. The disbursements will be drawn as and when funds permit.

#### **12.6 Creditors' Guide to Fees**

A full copy of a Creditors' Guide to Fees for Administrators can be downloaded from the following site:

[http://www.refreshrecovery.com/images/resources/Guide\\_to\\_Administrators\\_Fees\\_Oct\\_2015.pdf](http://www.refreshrecovery.com/images/resources/Guide_to_Administrators_Fees_Oct_2015.pdf)

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

#### **13. Conclusion of the Administration**

As it is currently estimated that the Company has sufficient funds available to permit a distribution to unsecured creditors other than the Prescribed Part, it is proposed that the Company is moved from Administration to Liquidation upon the conclusion of the Administrator's duties.

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**14 Liquidator's Fees and Disbursements**

As creditors will note, it is anticipated that the Company will be moved to Liquidation. Subject to creditors approving the Administrator continuing in office as Liquidator, it is necessary to agree the fee arrangement for his future role as the Liquidator.

**14.1 Liquidator's Fees**

The proposals for the Liquidator's fees are set out in detail in the attached Schedule of Fees and Expenses for a Liquidator following Administration which is attached at Appendix 6. As creditors will note, it is proposed that the Liquidator will be remunerated based upon a fixed fee of £15,000 plus VAT and 20% of further realisations plus VAT. The realisation fee will not apply to surplus funds on exit from Administration which are transferred to the Liquidator. The fee will be drawn as and when funds permit.

**14.2 Liquidator's Disbursements**

Details of the proposals for the Liquidator's disbursements including an estimate of the costs to be incurred during the course of the Liquidation are set out in detail in the Schedule of Fees and Expenses for a Liquidator following Administration which is attached at Appendix 6.

Category 1 disbursements will be drawn as and when funds permit. Approval of Category 2 disbursements will be requested from the creditors. The disbursements will be drawn as and when funds permit.

**14.3 Creditors' Guide to Fees**

A full copy of a Creditors' Guide to Fees for Liquidators can be downloaded from the following site:

**12.6 Creditors' Guide to Fees**

A full copy of a Creditors' Guide to Fees for Administrators can be downloaded from the following site:

[http://www.refreshrecovery.com/images/resources/Guide\\_to\\_Administrators\\_Fees\\_Oct\\_2015.pdf](http://www.refreshrecovery.com/images/resources/Guide_to_Administrators_Fees_Oct_2015.pdf)

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

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ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS  
12 SEPTEMBER 2017**

**15. Approval of Remuneration, Disbursements and Discharge**

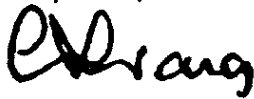
Agreement to the basis of the Administrator's remuneration, including pre-administration costs, his disbursements, discharge from liability of the Administrator upon his ceasing to act and approval of Liquidators fees and disbursements will be sought from the unsecured creditors.

**16. Creditors' Committee**

In accordance with the requirements of SIP15, the creditors shall have a right to establish a Creditors' Committee consisting of a minimum of 3 creditors and a maximum of 5 creditors, if it thinks it appropriate.

The purpose of the Creditors' Committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. In addition to its statutory functions, which are set out in the guidance note SIP15, it may also serve to assist the Administrator generally and act as a sounding board for him to obtain views on matters pertaining to the Administration. A copy of SIP15 can be downloaded from the following site:-

<http://www.refreshrecovery.com/images/resources/R3-Guide-to-Creditors-Committees.pdf>



Gordon Craig  
**Administrator**

## Appendix 1 – Statutory Information

**CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED - IN ADMINISTRATION  
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS  
12 SEPTEMBER 2017**

**Construction Supplies and Consumables Limited  
(Company number 08501537)**

<b>Company number</b>	08501537
<b>Date of Incorporation</b>	24 April 2013
<b>Nature of Business</b>	Wholesale of wood, construction materials and sanitary equipment
<b>Current Director</b>	Lazslo Sipos
<b>Registered Office</b>	
<b>Currently:</b>	c/o Refresh Recovery Limited Maple View White Moss Business Park Skelmersdale Lancashire WN8 9TG
<b>Previously:</b>	Office 15 The Store Room Fitzwilliam Road Eastwood Trading Estate Rotherham South Yorkshire S65 1SL
<b>Issued Share Capital</b>	1 share of £1 each
<b>Shareholders</b>	Lazslo Sipos (1 shares)

## Appendix 2 – Creditors' List



**Refresh Recovery Limited**  
**Construction Supplies and Consumables Limited**  
**B - Company Creditors**

Key	Name	Address	£
CA00	A D Howells Haulage Contractors Limited	62 Fishguard Rd, Haverfordwest, SA61 2QA	10,260.00
CC00	Close Brothers Limited	Unit D, Telford Court, Chester Gates, Dunkirk, North Chester, CH1 6LT	23,000.00
CG00	Genesis Transport Limited	8 Blyth Close, Rothwell, Northants, NN14 6SZ	10,000.00
CH00	H M Revenue & Customs - VAT	Insolvency Claims Handling Unit, Benton Park View, Longbenton, Newcastle, NE98 1ZZ	12,047.90
CH01	H M Revenue & Customs - CT	CT Services, BX9 1AX	25,616.73
CH02	H M Revenue & Customs - Oil Duty	Durrington Bridge House, Barrington Road, Worthing, West Sussex, BN12 4SE	15,067.00
CI00	HM Revenue & Customs - PAYE & NIC	Insolvency Claims Handling Unit, Benton Park View, Longbenton, Newcastle, NE98 1ZZ	5,000.00
CI01	Interstellar Limited	24 Carse View, Bannockburn, Stirling, FK7 8LQ	48,022.00
CJ00	JMS Haulage Limited	1 Brooklands Rd, Adwick le Street, Doncaster, DN6 7BA	32,993.00
CL00	L W Groundworks	66 North Crescent, Rotherham, S65 2RQ	24,076.80
CL01	Lloyds Bank	Birmingham Business Centre, Lloyds Bank Commercial, Po Box 1000, BX1 1LT	3,553.01
CP00	Potteries Fuels	Security Given: Fixed & floating charge; Date Given: 21/02/2014; Amount: 3553	6,050.20
CV00	VNS Waste Solutions	c/o Atradius Collections, 3 Harbour Drive, Cardiff Bay, CF10 4WZ	62,510.24
		115 Greatportland Street, London, W1W 6QH	
<b>13 Entries Totalling</b>			<b>278,196.88</b>

Signature \_\_\_\_\_

## **Appendix 3 – Receipts and Payments Account**

**Construction Supplies and Consumables Limited  
(In Administration)**

**Summary of Receipts & Payments  
20 July 2017 to 12 September 2017**

<b>RECEIPTS</b>	<b>Total (£)</b>
Contribution From Third Party re: Costs	1,470.00
	<u>1,470.00</u>
<b>PAYMENTS</b>	
Bordereau	145.00
	<u>145.00</u>
<b>Balance In Hand</b>	<u>1,325.00</u>
	<u>1,470.00</u>

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Liquidator

## **Appendix 4 – Administrator's Schedule of Fees and Expenses**

**CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED - IN ADMINISTRATION**  
**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**  
**12 SEPTEMBER 2017**

**REFRESH RECOVERY LIMITED'S FEE AND EXPENSES FOR ADMINISTRATORS**

**1. TIME COST AND CHARGES OUT RATES**

Although a resolution for the Administrator's fees is not being sought on a time costs basis, it should be noted that the current charge out rates for this Firm are as follows:-

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

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

The expected work involved in this assignment will mainly relate to the following:

**Administration and Planning**

Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holder and his staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and regulation. Tasks under this heading will include inter alia:

- Case Planning
- Administrative set up including creation of files on firm's insolvency software
- Maintenance of records
- Opening, maintaining and managing the Estate accounts
- Post appointment Corporation Tax compliance
- Securing and Scheduling company's books and records
- Undertaking case progression reviews (typically at the end of month 1 and every six months thereafter) and general management of case
- Routine correspondence and e-mails

**Investigation**

The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holder is required by the *Statements of Insolvency Practice* to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors. If potential recoveries or matters for further investigation are identified then the office holder will need to investigate them in detail and to bring recovery actions where necessary. Such recovery actions will be for the benefit of the creditors. The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with his statutory obligations is of no direct benefit to the creditors, although it may identify potential recovery actions. Tasks under this heading will include inter alia:

- Recovering the books and records and reviewing the same
- Review and compliance with Statement of Insolvency (SIP 2)
- Sending out questionnaires to Director(s) and reviewing the same once completed.

**CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED - IN ADMINISTRATION**  
**ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS**  
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- Review and identify potential asset recoveries by seeking and obtaining information from relevant third parties, such as banks, accountants, solicitors etc
- Taking actions for recovery if any potential assets are identified
- Report to the Department of Business, Innovation and Skills in accordance with the Company Directors Disqualification Act 1986 ("CDDA").

**Realisation of assets**

This is the work that needs to be undertaken to realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors. Such realisations will be for the benefit of the creditors. Tasks under this heading will include inter alia:

- Review statement of affairs, accounts and books and records together with communications with director and other third parties to identify the assets of the company
- Chasing bank with regard funds held and potentially other third parties

**Creditors**

**Claims of creditors** - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Tasks under this heading will include inter alia:

- Communication with creditors by email, post or telephone
- Processing creditors' claims and maintaining up to date creditor information
- Requesting additional information from creditors in support of their proof of debt
- Dealing with pre-appointment taxation issues relating to VAT, PAYE/NI, CIS and Corporation tax
- Collating creditors' claims for handing over details to the Liquidator

**Statutory Matters**

The office holder is obliged follow various statutory and regulatory obligations. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow. Tasks under this heading will include inter alia:

- Notifying creditors of the office holder's appointment and filing statutory appointment documents at Companies House
- Arranging statutory advertising in London Gazette
- Notifications to HM Revenue & Customs re appointment and submission of VAT 769
- Obtaining a specific penalty bond and quarterly reviews
- Preparation of Proposals to be put to creditors
- Filing statutory documents at Companies House following approval or rejection of Proposals
- Establishing and holding periodic meetings of Creditors' Committee and associated filing formalities (if a Committee is formed)
- Submission of interim and final draft progress reports to members and creditors
- Submission of progress report and return to Companies House
- Submission of final return to Companies House

**Fee Proposal**

In the absence of a Creditors' Committee, a resolution will be put to the creditors that the Administrator's fee will be on a fixed fee basis of £25,000 (plus VAT) and 20% of realisations (plus VAT) after deduction of the fixed fee. In calculating this fixed fee, consideration has been given both to the work to be undertaken as set out above and time cost incurred in similar Administrations dealt with by Refresh Recovery. In addition to the normal compliance matters, Administrations with more

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realisable assets involve considerable additional work both in dealing with the realisation of those assets and also with dealing with creditors which are generally of a higher value and volume. Therefore it is considered that the proposed fixed fee and 20% realisations fee after deduction of the fixed fee is an appropriate, reasonable and commensurate reflection of the work likely to be carried out by the Administrator. The fixed fee will be drawn as soon as funds allow after payment of the Pre-Appointment fees and disbursements and the Administrator's category 1 & 2 disbursements. The payment of the fee relating to the realisation of assets will, of course, be paid following the realisations having been achieved and will not be paid on estimated realisations. The Administrator's fee will be sought from the unsecured. Where this is calculated on a fixed fee basis, consideration has been given both to the work to be undertaken as set out above and time cost incurred in similar Administrations dealt with by Refresh Recovery.

A creditors' guide to Administrator's fees is attached. A full copy of this guide can be downloaded from the following site:-

[https://www.r3.org.uk/media/documents/publications/professional/Guide\\_to\\_Administrators\\_Fees\\_Oct\\_2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_Fees_Oct_2015.pdf)

## **2. EXPENSES & DISBURSEMENT COSTS**

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

### **Category 1 Disbursements**

These costs will include, among other:-

Statutory Advertising:	As per advertisers/agents invoice currently £84.60 per advert
Statutory Bonding:	Charged at cost –see below
Postal Redirection:	Charged at cost – see below
Courier :	Charged at cost – see below
Postage:	First class postal charges based on the weight of the circular.
Storage:	Pro rata per number of boxes per storage charge invoice. An external storage provider provides this facility to the firm. Current charges are £2.50 for the box and £4.08 per box per annum for the storage
Room Hire:	No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost
Land Registry Searches:	As per Land Registry invoice
Companies House Search:	As per Companies House invoice
Travel:	Charged at costs for public transport, taxis and car parking
Legal Costs:	As per agreed rates – see below
Valuers' fee	Valuation and Asset realisation fee as per agreed rates – see below
Book Debt collection agents	As per agreed rates – see below

### **Category 2 Disbursements**

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

Photocopier/Paper:	£0.15 per sheet – irrespective of size. Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper
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Travel: 45p per mile which is the cost reimbursed to staff

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

The estimated disbursements (plus VAT where applicable) in respect of this case are as follows:

**Category 1 Disbursements**

Statutory Advertising:	£84.60
Statutory Bonding:	£145.00
Postage:	£70.00
Storage:	£30.40

**Category 2 Disbursements**

Photocopier/Paper:	£45.00
<b>Total Estimated Disbursements</b>	<b>£375.00</b>



## **Appendix 5 – Liquidator's Schedule of Fees and Expenses**

**CONSTRUCTION SUPPLIES AND CONSUMABLES LIMITED - IN ADMINISTRATION  
ADMINISTRATOR'S REPORT TO CREDITORS AND STATEMENT OF PROPOSALS  
12 SEPTEMBER 2017**

**REFRESH RECOVERY LIMITED'S FEE AND EXPENSES FOR A  
LIQUIDATOR FOLLOWING ADMINISTRATION**

**1. TIME COST AND CHARGES OUT RATES**

Although a resolution for the Liquidator's fees is not being sought on a time costs basis, it should be noted that the current charge out rates for this Firm are as follows:-

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

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

The expected work involved in this assignment will mainly relate to the following:

**Administration and Planning**

Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and regulation. Tasks under this heading will include inter alia:

- Case Planning
- Administrative set up including creation of files on firm's insolvency software
- Maintenance of records
- Opening, maintaining and managing the Estate accounts
- Post appointment Corporation Tax compliance
- Securing and Scheduling company's books and records
- Undertaking case progression reviews (typically at the end of month 1 and every six months thereafter) and general management of case
- Routine correspondence and e-mails

**Investigation**

The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors. If potential recoveries or matters for further investigation are identified then the office holder will need to investigate them in detail and to bring recovery actions where necessary. Such recovery actions will be for the benefit of the creditors. The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligations is of no direct benefit to the creditors, although it may identify potential recovery actions. Much of this work has been undertaken in the Administration and therefore the Liquidator will continue with any investigations instigated by the Administrator.

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**Realisation of assets**

This is the work that needs to be undertaken to realise the assets in the case not realised in the Administration. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors. Such realisations will be for the benefit of the creditors. Tasks under this heading will include inter alia:

- Review information received from the Administrator regarding outstanding realisations and a review of statement of affairs, accounts and books and records.

**Creditors**

Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions. Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors. Tasks under this heading will include inter alia:

- Communication with creditors by email, post or telephone
- Processing creditors' claims and maintaining up to date creditor information
- Requesting additional information from creditors in support of their proof of debt
- Dealing with pre-appointment taxation issues relating to Corporation tax
- Adjudicating creditors' claims
- Issuing Notice of Intended Dividend and Notice of Declaration of Dividend
- Payment of dividends

**Statutory Matters**

The office holder is obliged follow various statutory and regulatory obligations. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow. Tasks under this heading will include inter alia:

- Notifying creditors of the office holder's appointment and filing statutory appointment documents at Companies House
- Arranging statutory advertising in London Gazette
- Obtaining a specific penalty bond and quarterly reviews
- Establishing and holding periodic meetings of Liquidation Committee and associated filing formalities (if a Committee is formed)
- Submission of interim and final draft progress reports to members and creditors
- Submission of annual progress report and return to Companies House
- Holding final meetings of members and creditors
- Submission of final return to Companies House following final meetings of members and creditors.

**Fee Proposal**

Prior to an insolvency practitioner agreeing the basis of his remuneration as liquidator, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors- see above.

In addition, where the liquidator proposes to take all or any part of this remuneration based on the time he and his staff will spend dealing with the affairs of the insolvent company, a fees estimate must also be provided. This will outline the anticipated cost of that work, how long it is anticipated the work will take and whether any further approvals may be needed from creditors in due course.

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In this case, I am not proposing to agree the basis of my remuneration as liquidator based on time spent dealing with the Company's affairs, therefore am not required to provide creditors with a fees estimate. I am required to confirm the basis or bases I am seeking in the alternative and details of the work proposed to be done in this case, which can be found below.

In the absence of Liquidation Committee, a resolution will be put to the meeting of creditors that the Liquidator's fee will be on a fixed fee basis of £15,000 (plus VAT) and 20% of realisations (plus VAT). The realisation fee will not apply to cash passed from the Administrator to the Liquidator. In calculating this fixed fee, consideration has been given both to the work to be undertaken as set out above and time cost incurred in similar liquidations dealt with by Refresh Recovery. In addition to the normal compliance matters, liquidations with more realisable assets involve considerable additional work both in dealing with the realisation of those assets and also with dealing with creditors which are generally of a higher value and volume. The latter will also involve adjudication of claims and payments of dividends. Therefore it is considered that the proposed fixed fee and 20% realisations fee after deduction of the fixed fee is an appropriate, reasonable and commensurate reflection of the work likely to be carried out by the Liquidator. The fixed fee will be drawn as soon as funds allow after payment of the Statement of Affairs fee and the Liquidator's category 1 & 2 disbursements. The payment of the fee relating to the realisation of assets will, of course, be paid following the realisations having been achieved and will not be paid on estimated realisations.

A creditors' guide to Liquidator's fees is attached. A full copy of this guide can be downloaded from the following site:-

[https://www.r3.org.uk/media/documents/publications/professional/Guide to Liquidators Fees Oct 2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide%20to%20Liquidators%20Fees%20Oct%202015.pdf)

## **2. EXPENSES & DISBURSEMENT COSTS**

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

### **Category 1 Disbursements**

These costs will include, among other:-

Statutory Advertising:	As per advertisers/agents invoice currently £84.60 per advert
Statutory Bonding:	Charged at cost –see below
Postal Redirection:	Charged at cost – see below
Courier :	Charged at cost – see below
Postage:	First class postal charges based on the weight of the circular.
Storage:	Pro rata per number of boxes per storage charge invoice. An external storage provider provides this facility to the firm. Current charges are £2.50 for the box and £4.08 per box per annum for the storage
Room Hire:	No charge is made for meeting within the firm's office but charges made by others (including charges by the Landlord for rooms at West Lancashire Investment Centre) are charged at cost
Land Registry Searches:	As per Land Registry invoice
Companies House Search:	As per Companies House invoice
Travel:	Charged at costs for public transport, taxis and car parking
Legal Costs:	As per agreed rates – see below
Valuers' fee	Valuation and Asset realisation fee as per agreed rates – see below
Book Debt collection agents	As per agreed rates – see below

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**Category 2 Disbursements**

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

Photocopier/Paper:	£0.15 per sheet – irrespective of size. Based on average costs of machine consumables (toner cartridges, maintenance etc) and paper
Travel:	45p per mile which is the cost reimbursed to staff

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

The estimated disbursements (plus VAT where applicable) in respect of this case are as follows:

**Category 1 Disbursements**

**Category 1 Disbursements**

Statutory Advertising:	£84.60
Statutory Bonding:	(N/A paid in ADM)
Postage:	£70.00
Storage:	£30.40

**Category 2 Disbursements**

Photocopier/Paper:	£45.00
<b>Total Estimated Disbursements</b>	<b>£230.00</b>

## Appendix 6 – Proof of Debt

## Proof of Debt Form

### Construction Supplies and Consumables Limited - In Administration

1	Creditor Name (If a company, please also state company registration number)	
2	Address of creditor for correspondence	
3	Email address for creditor	
4	Total amount of claim, including VAT and outstanding uncapitalised interest  <i>Note: Any trade or other discounts (except discount for immediate or early settlement) which would have been available to the company but for the insolvency proceedings should be deducted from the above claim where relevant. Where any payment is made in relation to the claim or set-off applied after date of winding-up, this should be deducted</i>	£
5	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount	£
6	Details of any documents by reference to which the debt can be substantiated (please attach copies)	
7	Particulars of how and when the debt was incurred by the Company	
8	Particulars of any security held, the value of the security, and the date it was given	Value = £ Date given     /     /
9	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates	
10	Signature of creditor or person authorised to act on his behalf	
11	Name in BLOCK CAPITALS	
12	Position with or in relation to creditor  Address of person signing (if different from 2 above)	