

AM10

Notice of administrator's progress report



Companies House

SATURDAY



A18 15/02/2020 #180
COMPANIES HOUSE

1 Company details

Company number 0 9 3 9 5 0 1 2

Company name in full Leisure & Development Limited

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

2 Administrator's name

Full forename(s) Damian

Surname Webb

3 Administrator's address

Building name/number RSM Restructuring Advisory LLP

Street 25 Farringdon Street

Post town London

County/Region

Postcode E C 4 A 4 A B

Country

4 Administrator's name ①

Full forename(s) Diana

Surname Frangou

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

5 Administrator's address ②

Building name/number RSM Restructuring Advisory LLP

Street St Philips Point

Temple Row

Post town Birmingham

County/Region

Postcode B 2 5 A F

Country

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

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Notice of administrator's progress report

6 Period of progress report

From date	d 0 d 2	m 0 m 8	y 2 y 0 y 1 y 9	
To date	d 0 d 1	m 0 m 2	y 2 y 0 y 2 y 0	

7 Progress report

<input checked="" type="checkbox"/> I attach a copy of the progress report	
--	--

8 Sign and date

Administrator's signature	Signature X <i>Tam Van</i> X			
Signature date	d 1 d 3	m 0 m 2	y 2 y 0 y 2 y 0	

In the matter of

Leisure & Development Limited In Administration

('the Company')

**In the High Court of Justice, Business and Property Courts in Birmingham, Companies and Insolvency
List no 8214 of 2018**

Joint Administrators' progress report

13 February 2020

**Damian Webb and Diana Frangou
Joint Administrators**

**RSM Restructuring Advisory LLP
St Philips Point
Temple Row
Birmingham
B2 5AF
Tel: 0121 214 3100
Email: restructuring.birmingham@rsmuk.com**

Sections

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2. Details of what remains to be done and matters preventing closure
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4. Receipts and payments summary
5. Joint Administrators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

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This report has been prepared in accordance with insolvency legislation to provide creditors with information relating to the progress of the administration in the period from 2 August 2019 to 1 February 2020. This report should be read in conjunction with previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the statutory requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Administrators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

1. Progress of the administration in the previous six months

1.1 Realisation of assets

The Joint Administrators are obliged to realise and get in the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to result in a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

1.1.1 Land and Properties

As previously reported, the Company (at the date of appointment) owned six properties in various locations around England and Wales. All these properties were subject to a first ranking legal charge in favour of National Westminster Bank plc ('NatWest') and a second ranking charge in favour of Together Commercial Finance ('Together'). The properties, which are detailed below, are collectively referred to as 'the Properties'.

As advised previously, Colliers International ('Colliers') have been engaged as our agents in this matter and have and continue to assist in various marketing and sale strategies. Sales of the Salutation Inn and Waves Bar and Resort completed in prior periods so we do not report those details below.

The Knighton Hotel

As previously reported, Colliers marketed the property and invited offers, however due to the lack of interest shown. Bond Wolfe Auctions were engaged to place the property into auction; however, the reserve price was not met, and the property was not sold at auction.

During the period under review, an interested party registered their interest in the property and submitted an offer of £300,000. Given the lack of other credible interest and the fact that the reserve price was not met at auction at a similar price, the offer was recommended by Colliers and subsequently approved by NatWest.

The sale of the Knighton completed on 24 September 2019.

The Radnorshire Arms ('the Radnorshire')

During the period under review, Colliers have continued to liaise with various interested parties in relation to the sale of the Radnorshire however no formal offers received to date have met the guide price and therefore no offers have been recommended to NatWest.

Colliers/the Joint Administrators remain in discussions with several interested parties and we are seeking a sale of the property in the next reporting period.

In the meantime, the Administrators have instructed various works to both repair and maintain the structure and presentation of the building itself, which have now been carried out.

The Bird in Hand Inn ('BIH')

During the period under review, a number of offers were received at levels that were recommended by Colliers. One was approved by NatWest and progressed to contract, however, the buyer has since withdrawn for personal reasons.

Colliers are now communicating with previously interested parties to seek reconfirmation of their interest. Details of any sale will be disclosed in my next report/final report to creditors.

The Castle Inn and Caravan Park

In our last report we advised that a previous offer which was recommended and approved by NatWest had been declined due to the proposed purchaser's attempts to price-chip after the offer was accepted.

As we advised, the Joint Administrators therefore re-opened communications with a number of parties who disclosed interest prior to the abandoned sale. Some of the interest was only in the former pub known as the Castle Inn and these parties sought to negotiate a deal without the Caravan Park. The Joint Administrators for ease preferred any sale to be for both the Castle and the Caravan Park unless a significantly enhanced offer was received.

An offer of £500,000 was received for both the Castle Inn and the Caravan Park, which was recommended to and subsequently approved by NatWest.

The sale completed on 6 August 2019.

1.1.2 Rental income

Income has been received from the tenant of the BIH, being the only remaining occupied premises. During the period, £11,250 has been received.

1.1.3 Caravan rent income

As stated in our last report to creditors, rent was being received from the caravan residents at the Castle. The Castle was sold on 6 August 2019.

All residents paid their monthly rent in advance and therefore when the last report was issued it disclosed caravan rent income up to 31 August 2019.

As the Castle was sold earlier in that month, the purchaser was entitled to an apportionment of the August 2019 rent. During the period a payment has been made to the purchaser for the caravan rent received from 6 August 2019 to 31 August 2019 in the sum of £399.16.

1.1.4 Pre-administration rent

One of the directors of the Company had collected rent from the Castle Inn's Caravan Park residents prior to our appointment.

During the period, the Joint Administrators reached a settlement with the director to refund the monies to the Company, net of certain costs incurred by him. The sum of £5,000 has been received into the administration estate.

1.1.5 Bank interest

During the period £45.94 of interest has been received from funds held in the administration bank account.

1.1.6 Interest earned in solicitors account

Also during the period, £21.54 has been received from funds being held in the our solicitors' client account prior to the transfer of the funds from the Castle and the Knighton sales.

1.1 Administration and planning

Certain aspects of the work that the Joint Administrators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Administrators are complying with both of their legislative and best practice responsibilities, and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy;
- Maintaining and updating computerised case management records;
- Dealing with routine correspondence not attributable to other categories of work;
- Ongoing consideration of ethical and anti-money laundering regulations;
- General taxation matters, including submitting a corporation tax return to HMRC;
- Preparation of receipts and payments accounts, maintenance of cashiering records; and
- Filing of statutory documentations with Companies House, Court and other relevant parties.

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

The only assets remaining to be realised are the two unsold properties, the Radnorshire and the BIH, as advised in section 1.1.1.

The Joint Administrators expect the sales to be completed in the next reporting period.

2.2 Extension of the administration

As set out in our prior report to creditors, the Joint Administrators extended the administration for 12 months following consent of the secured creditor, NatWest. The administration will therefore expire on 1 August 2020.

Any further extension, if required, will need to be granted by the court.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors, where known, are detailed in Appendix B, including any amount under the Prescribed Part. Please note that these are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. They may be subject to revision and additional costs.

The Joint Administrators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid. These matters include:

- Preparation and issue of progress reports and associated documentation;
- Maintenance of schedules of preferential and unsecured creditors' claims;
- Dealing with correspondence and telephone calls; and
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting purposes.

4 Receipts and payments summary

Attached at Appendix C is a summary of receipts and payments for the period from 2 August 2019 to 1 February 2020, together with cumulative figures.

Receipts and payments are shown net of VAT. As the Company was not VAT registered and consequently VAT is not recoverable from HM Revenue & Customs, the irrecoverable VAT is shown as a 'cost of realisation'.

5 Joint Administrators' remuneration, expenses and disbursements

5.1 Authority for remuneration

The Joint Administrators' remuneration was initially approved by the secured creditor, NatWest, on the following basis:

- Fees in respect of statutory costs at a fixed amount of £15,000 (plus VAT)
- £1,000 (plus VAT per site for initial attendance, information gathering and stabilisation of the occupied sites (totalling £3,000 plus VAT)
- Remuneration in respect of the realisations of the Company's properties and rental income on a percentage of 1.5% of gross realisations.

As a result of the statutory requirements placed on the Joint Administrators from extending the administration for 12 months, NatWest approved an additional £20,000 (plus VAT) to be drawn from asset realisations.

NatWest have also approved the drawing of Category 2 disbursements.

5.2 Remuneration and expenses incurred in the period from 2 August 2019 to 1 February 2020 and since appointment

Sums drawn in respect of remuneration in the period covered by this report are shown in the receipts and payments account at Appendix C.

As advised, the Joint Administrators have authority to draw a total of £38,000 (plus VAT) on a fixed fee basis. To date £18,000 (plus VAT) has been drawn in relation to time spent on the administration and the initial information gathering and stabilisation of the occupied premises.

To date, following the sales of 3 of the Properties, the Joint Administrators are authorised to draw £22,740 (plus VAT) out of the proceeds on the basis of 1.5% of realisations. These have been paid out of the proceeds.

As the Joint Administrators' costs are being sought on a fixed fee and percentage basis, there is no requirement to report the amount of time costs incurred.

5.3 Expenses and disbursements

Attached are the Joint Administrators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Administrators have incurred in the period of the report are attached at Appendix F, along with cumulative figures.

The amount of the expenses incurred is higher than the estimate provided to creditors in the proposals, this is due to enhanced involvement from the solicitors, and a longer period of holding the Properties, including our agents being required to liaise with the on-site residents more frequently than expected and manage the holding period. The expenses are also higher due to the requirement to extend the administration which was not anticipated when the original estimate was provided.

5.3.1 Other professional costs

Whilst professional costs are not subject to approval by the relevant approving body, all professional costs are subject to review before being paid.

Harrison Clark Rickerbys Limited ('HCR'), solicitors, have been engaged as legal advisors in view of their expertise in these matters. They have advised on multiple matters including on tenants' rights, claims against the Properties and other tangible assets, licences and conveyancing in relation to sales during the period. We have agreed their remuneration based on their standard hourly charge-out rates, plus VAT and disbursements. During the period £27,921.95 (plus VAT) has been paid for their general advice, and an additional £8,000 (plus VAT) for their assistance in drafting and finalising the sales contracts. These fees were paid out of property sale proceeds with the consent of NatWest. Disbursements of £891.67 (plus VAT) have also been paid.

As previously reported, Aztec Asset Assured Limited ('AAA') have been engaged as property agents to assist with the rent roll, visits to the vacant sites to comply with insurance requirements, liaison with tenants and caravan site residents, general repairs and maintenance at the remaining properties and supervising interested party viewings. To date they have submitted invoices totalling £47,111.19 (plus VAT), of which the full balance has been paid.

As previously reported and advised in section 1.1.1, Colliers have been engaged as property agents to provide valuation advice and assist with marketing and sale of the Company's properties. Their remuneration has been agreed on the basis of their standard commission rates, plus disbursements and VAT, and a fixed cost where no marketing activity is carried out. To date, a total of £14,500 plus VAT has been agreed and paid, also from property sale proceeds with the consent of NatWest. Disbursements of £1,734.56 (plus VAT) have also been paid.

6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of the relevant legislation creditors have a right to request further information about remuneration or expenses (other than pre-administration costs) and to challenge such remuneration or expenses.

A request for further information must be made in writing within 21 days of receipt of this report.

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 court that the remuneration charged, the basis fixed or expenses incurred by the Administrator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Administrators' Fees, which provides information for creditors in relation to the remuneration of an Administrator, can be accessed at <http://rsm.insolvencypoint.com> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please contact Dan Evans of my office.



Damian Webb
RSM Restructuring Advisory LLP
Joint Administrator

Damian Webb and Dana Evans are authorised to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales.

RSM Restructuring Advisory LLP is a Limited Liability Partnership registered in England and Wales. It is a company limited by guarantee and is not a company limited by shares.

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

Appendix A

Statutory and other information

Company Information	
Company name:	Leisure & Development Limited
Company number:	09395012
Date of incorporation:	19 January 2015
Trading name:	Leisure & Development Limited
Trading address	The Knighton Hotel, Broad Street, Knighton, Powys, LD7 1BL The Radnorshire Arms, High Street, Presteigne, LD8 2BE The Castle Inn, Ford Street, Leominster, Herefordshire, HR6 9UN Salutation Inn, Shoreswood, Berwick-Upon-Tweed, TD15 2NL Waves Bar And Resort, The Pavillion, Seaton, Cornwall, PL11 3JD Bird In Hand Inn, Waterloo Street, Ironbridge, Telford, TF8 7HG
Principal activity:	Hotels And Similar Accommodation
Registered office:	RSM Restructuring Advisory LLP, St Philips Point, Temple Row, Birmingham, B2 5AF

Administration information			
Joint Administrator:	Damian Webb and Diana Frangou		
Date of appointment:	2 August 2018		
Functions:	The Joint Administrators' appointment specified that they would have power to act jointly and severally. The Joint Administrators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment.		
Appointor:	Directors		
Details of any extension:	12 months by the secured creditor to 1 August 2020		
Proposed exit route:	Dissolution		
Correspondence address & contact details of case manager	Chris Lewis 0121 214 310 RSM Restructuring Advisory LLP, St Philips Point, Temple Row, Birmingham, B2 5AF		
Name, address & contact details of Joint Administrator	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Primary Office Holder Damian Webb RSM Restructuring Advisory LLP 25 Farringdon Street London EC4A 4AB 020 3201 8000 IP Number: 14970</p> </td> <td style="vertical-align: top;"> <p>Joint Office Holder: Diana Frangou RSM Restructuring Advisory LLP St Philips Point Temple Row Birmingham, B2 5AF 0121 214 3100 IP Number: 9559</p> </td> </tr> </table>	<p>Primary Office Holder Damian Webb RSM Restructuring Advisory LLP 25 Farringdon Street London EC4A 4AB 020 3201 8000 IP Number: 14970</p>	<p>Joint Office Holder: Diana Frangou RSM Restructuring Advisory LLP St Philips Point Temple Row Birmingham, B2 5AF 0121 214 3100 IP Number: 9559</p>
<p>Primary Office Holder Damian Webb RSM Restructuring Advisory LLP 25 Farringdon Street London EC4A 4AB 020 3201 8000 IP Number: 14970</p>	<p>Joint Office Holder: Diana Frangou RSM Restructuring Advisory LLP St Philips Point Temple Row Birmingham, B2 5AF 0121 214 3100 IP Number: 9559</p>		

Appendix B

Dividend prospects

	Owed*	Paid to date	Estimated future prospects
NatWest (first ranking fixed charge)	£6,202,405.45	£1,287,934.92	Shortfall
Together (second ranking fixed charge)	Nil by the Company, security granted for borrowing by an associated company/parties	Nil	Nil
Unsecured creditors	£306,961.36	Nil	None
Estimated net property	N/A – There will be a shortfall to the secured creditor under their fixed charge		
Estimated prescribed part available for unsecured creditors	N/A		

* Any estimated outcome for creditors is illustrative and may be subject to change.

Appendix C

Summary of receipts and payments

Leisure & Development Limited in Administration Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 02/08/2019 To 01/02/2020 £	From 02/08/2018 To 01/02/2020 £
	SECURED ASSETS	
	(399 16)	9,575 84
	NIL	1,663 06
	NIL	215,000 00
	NIL	501,000 00
	300,000.00	300,000 00
	500,000.00	500,000 00
	21.54	21 54
	11,250.00	62,097 67
	<u>810,872.38</u>	<u>1,589,358 11</u>
	COSTS OF REALISATION	
	1,340.50	1,734 56
	20,875.00	61,611 19
	NIL	395 00
	NIL	560 75
	NIL	250.00
	16,306.12	21,789 45
	12,000.00	25,740 00
	8,000.00	14,000.33
	891.67	1,367.42
	27,921.95	72,921.53
	160.00	4,030.00
	NIL	5,933.16
	7,867.14	17,633.65
	15,089.80	37,693.69
	<u>(110,452.18)</u>	<u>(265,660 73)</u>
	SECURED CREDITORS	
(6,202,405.05)	703,126.32	1,287,934.92
	<u>(703,126.32)</u>	<u>(1,287,934.92)</u>
	ASSET REALISATIONS	
	45 94	87.84
	5,000 00	5,000.00
	NIL	13,219 75
	<u>5,045 94</u>	<u>18,307 59</u>
	COST OF REALISATIONS	
	34 54	123 92
	NIL	925 23
	NIL	15,000 00
	NIL	10,000 00
	NIL	150.00
	120.00	120 00
	NIL	5,215 05
	<u>(154 54)</u>	<u>(31,534 20)</u>
	DISTRIBUTIONS	
(1 00)	NIL	NIL
	NIL	NIL
<u>(6,202,406.05)</u>	<u>2,185.28</u>	<u>22,535.85</u>
	REPRESENTED BY	
		3,257 06
		19,278.79
		<u>22,535.85</u>

Appendix D

RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Central region are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Central region will be sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Central region current charge out and category 2 disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	500 – 595	525 - 625
Directors / Associate Directors	310 – 425	345 – 460
Manager	245	260 – 300
Assistant Managers	155 – 195	175 – 205
Administrators	140 – 160	110 – 175
Support staff	95	100

Category 2 disbursement rates	
Internal room hire	£25/80 per room
Subsistence	£25 per night
Travel (car)	42.5p per mile
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 2 August 2019 to 1 February 2020

Expenses (excluding category 2 disbursements)	Original estimate	£		Paid to date	Unpaid to date
		Incurred to date			
		2 August 2018 to 1 August 2019	2 August 2019 to 1 February 2020		
Type and purpose					
Bond	85.00	85.00	-	85.00	-
Statutory advertising	84.60	84.60	-	84.60	-
Website fee	13.00	13.00	-	13.00	-
Storage agent (collection/storage of records)	150.00	-	-	-	-
Valuation/marketing costs – Colliers costs estimated as fixed fee, 1.5% of gross realisations; and roof survey report	36,000.00	10,717.20	3,782.80	14,500.00	-
Colliers disbursements – travel to and from Waves and costs for EPC	-	394.06	1,340.50	1,734.56	-
Legal fees (including pre-appointment)	77,706.80	93,017.50	11,824.86	86,921.86	17,920.50
Legal disbursements – HCR	-	475.75	891.67	1,367.42	-
Security agents costs – AAA based on fixed fees for site attendance plus disbursements at cost	19,000.00	38,216.19	8,895.00	47,111.19	-
Land registry searches	23.00	23.00	-	23.00	-
Utilities	5,000.00	9,766.51	7,867.14	17,633.65	-
Insurance	30,000.00	36,649.02	7,832.36	21,789.45	22,691.93
Council Tax – for the Salutation Inn up to the sale	-	560.75	-	560.75	-
Auctioneers fees – Knighton Hotel	-	395.00	-	395.00	-
Repairs and maintenance to comply with insurance requirements	-	8,143.16	-	8,143.16	-
General fixed charge costs – Together re legal disbursements	-	250.00	-	250.00	-
Insurance claim	-	150.00	-	150.00	-
Septic Tank removal	-	160.00	160.00	320.00	-
Transaction costs	-	-	120.00	120.00	-
Sub Total	167,912.40	199,100.74	42,714.33	201,202.64	40,612.43

Continued on next page

Category 2 disbursements					
Recipient, type and purpose					
RSM Restructuring Advisory LLP – Mileage incurred by the Joint Administrators	-	632.75	-	632.75	-
Sub Total	Nil	632.75	Nil	632.75	Nil
Total	167,912.40	199,733.49	42,714.33	201,835.39	40,612.43

NOTE: This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

AM10

Notice of administrator's progress report



Presenter information

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

Contact name **Damian Webb**

Company name **RSM Restructuring Advisory LLP**

Address **25 Farringdon Street**

Post town **London**

Country/Region

Postcode

E	C	4	A	4	A	B
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Country

DX

Telephone **020 3201 8000**



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