



Joint Administrators' Fourth Progress Report

The Mediterranean Insurance & Reinsurance Company Limited - In Administration

11 October 2017

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1 Introduction

- 1.1 Mike Rollings and Steve Butt were appointed as Joint Administrators of the Company by order of the High Court on 4 December 2015. The Administration order was extended by the consent of the creditors, until 3 December 2017.
- 1.2 The Administration is being handled by Rollings Butt LLP at 6 Snow Hill, London, EC1A 2AY. The Administration is registered in the High Court of Justice, Chancery Division, Companies Court, reference number 9278 of 2015.
- 1.3 The trading address of the Company was 20 St Dunstons Hill, London, EC3R 8HL. The business traded under the name MedRe.
- 1.4 The registered office of the Company has been changed from c/o Charles Taylor Insurance Services Ltd, Lloyds Chambers, Portsoken Street, London, E1 8BT to 6 Snow Hill, London, EC1A 2AY and its registered number is 01395873.
- 1.5 The Joint Administrators are required to provide a progress report for each six month period of the Administration from the date of their appointment. However, due to the initial extension of the Administration, the reporting cycle was amended and thus the previous reports cover the periods as detailed below:

- The pre-appointment period - “the Proposals”, dated 22 January 2016
- 4 December 2015 to 3 June 2016 - “the First Progress Report”, dated 30 June 2016
- 4 June 2016 to 16 September 2016 - “the Second Progress Report”, dated 28 September 2016
- 17 September 2016 to 16 March 2017 – “the Third Progress Report”, dated 10 April 2017

This report covers the period from 17 March 2017 to 16 September 2017 (“the Period”) and should be read in conjunction with the Joint Administrators’ previous reports.

- 1.6 As previously advised, a creditors’ committee (“the Committee”) was formed following the initial meeting of creditors, and currently comprises:
- Hannover Ruck SE
 - GIC of India
 - FAIR Reinsurance Pool
- 1.7 Creditors are reminded that the provisions of the Insolvency Rules allow a committee to comprise between 3 and 5 members. Should any creditor have an interest in being a member of the Committee please notify us using the contact details on the notification letter accompanying this report.

2 Progress of the Administration

- 2.1 In addition to the pursuance of the statutory objective of the Administration (i.e. **to achieve a better result for the Company’s creditors as a whole than would be likely if the Company were wound up, without first being in Administration**), the Joint Administrators have duties imposed by insolvency and other legislation, some of which may not provide any direct financial benefit to creditors.
- 2.2 This section of the report provides creditors with an update on the progress made in the Period from 17 March 2017 to 16 September 2017, both in terms of the achievement of the statutory objective and also work which is required of the Joint Administrators under other related legislation.
- 2.3 As previously advised, a large proportion of the professional costs incurred relate to the investigation into the matters associated with the reasons for the Company’s failure and the

claim against the Company's former Finance Director ("the former FD") and associated matters arising from this, further details of which were set out in the previous Progress Reports.

- 2.4 Attached at Appendix B is a time analysis outlining the time spent by the Joint Administrators and their staff during the Period together with a cumulative time analysis covering the period since the appointment at Appendix C.
- 2.5 Further information about the basis of remuneration agreed in this case and the Joint Administrators' fee estimates previously provided can be found in section 3 of this report, together with any relevant information about further fee estimates provided and remuneration approved by the Committee.

Administration (including statutory compliance & reporting)

- 2.6 As noted above, the Joint Administrators must undertake some work which may not bring any financial benefit to creditors generally, but ensures that certain statutory compliance requirements in accordance with the Insolvency Act 1986 and other related legislation are met. Details about the work that we anticipated would need to be done in this area was outlined in our initial fees estimate/information set out in the Proposals.
- 2.7 During the period covered by this progress report, the Committee were provided with an updated fee estimate for the period 4 June 2017 to 3 December 2017 ("the fee estimate"), which incorporated the estimated costs of this work and any significant variances from this estimate will be reported to the Committee accordingly.
- 2.8 Time costs incurred to 16 September 2017 are within the fee estimate provided to the Committee, however it is anticipated that costs in relation to investigations, 3rd Party Litigation and establishing a distribution mechanism are likely to exceed those provided for in the Fee Estimate. These variances will be reported to and discussed with the Committee at the appropriate time.

Case specific matters

- 2.9 Case specific refers to time incurred in dealing with matters specific to this Administration which are outside the scope of the other standard activity codes referred to elsewhere in this report.
- 2.10 The work undertaken here largely consists of liaising with the various regulators for the Company in relation to matters relevant to the Administration and establishing a distribution mechanism. The time incurred in relation to this is unlikely to have a direct financial benefit to the Company but is a necessary consequence of the Company being a regulated entity and the need to return funds to the creditors in as expedient a manner as possible and as referred to in section 2.18 onwards.
- 2.11 In addition to this, case specific time will include time in relation to specific 3rd Party Litigation. It is currently anticipated that this will have some direct financial benefit to the estate, albeit that this benefit cannot currently be quantified.

Solvency II Requirements

- 2.12 At the outset of the Administration, the Joint Administrators and their legal advisors had been concerned that the Company would not be able to meet the requirements of the Solvency II Directive 2009 ("Solvency II") which came into effect in 2016 and stipulates the level of capital that insurance companies are required to hold in proportion to the value of their policies.
- 2.13 As a consequence of these concerns, the Joint Administrators notified the FCA and PRA that they intended to seek relief under, and comply with the transitional measures referred to in, Article 308b of Solvency II. In short, this gave the Company an exemption to meeting the requirements of Solvency II subject to the termination of its activity before 1 January 2019.

- 2.14 However, it had become apparent by mid-2017, that the Company would be unable to complete the adjudication and processing of unsecured creditor claims, including the resolution of additional outstanding matters in the Administration, by 1 July 2018 being the last date by which deauthorisation could be applied for in order for activity to be deemed terminated by 1 January 2019.
- 2.15 However, following further correspondence with the PRA, it has been confirmed that companies either in run-off or financial difficulty (including insolvency) have until January 2021 to comply with the Solvency II requirements, by which time the Joint Administrators anticipate having concluded the Administration.

Creditors

- 2.16 Further information on the current estimated outcome for creditors in this case can be found at section 4 of this report. The Joint Administrators are not only required to deal with correspondence and claims from Unsecured Creditors, but also those of any secured and Preferential Creditors of the Company.
- 2.17 As previously reported it is the Joint Administrators' current understanding that there are no secured creditors, nor any outstanding employee liabilities or matters to be dealt with and as a consequence no preferential claims are anticipated. Whilst this work may not bring any financial benefit to creditors generally, the Joint Administrators are required by statute to undertake this work and it will not be possible to distribute funds to creditors in due course without it.

Distribution Mechanism

- 2.18 In order that dividends can be paid to creditors, the Joint Administrators must first establish a suitable mechanism by which claims can be adjudicated and a distribution can be made.
- 2.19 As previously reported, significant consideration has been given to the process by which funds are to be distributed to creditors by the Joint Administrators and their legal advisors including whether a Scheme of Arrangement under Part 26 of the Companies Act 2006 or a Company Voluntary Arrangement under Part 1 of the Insolvency Act 1986 would be appropriate.
- 2.20 However, given all of the relevant factors, and following consultation with the Company's legal advisors Cooley (UK) LLP ("Cooley"), and Counsel, and as anticipated in the Third Progress Report, the Joint Administrators are proposing to submit an application to Court, pursuant to Paragraph 63 of Schedule B1 to the Insolvency Act, which will seek an order giving directions including amongst other things, the creation of a Bar Date for claims in the Administration.
- 2.21 A further meeting is due to be held with Counsel to formulate the application to Court in respect of these matters once formulated further details of the proposed application will be discussed with the PRA and the FCA as well as the Committee. Notice of the application including details of the key deadlines will be circulated to creditors in due course. It is currently anticipated that this will occur before the end of 2017.

The Committee

- 2.22 The purpose of the Committee is to assist the Joint Administrators in the discharge of their functions and to determine the Joint Administrators' remuneration. The Committee are also tasked with representing the interests of the creditor body as a whole.
- 2.23 In addition to its statutory functions the Committee also serves to assist the Joint Administrators generally and act as a sounding board for them to obtain views on matters pertaining to the Administration. In this instance the Committee have been appraised of the investigations into the reasons for the failure of the Company and resultant claims and litigation arising from this as well as being asked to provide assistance to Charles Taylor Services ("CTS") in their run-off work for the Company. In particular the Committee have provided assistance where able to CTS in their attempt to make contact with creditors and debtors.

- 2.24 As advised previously, given the breadth and depth of the investigations that have been necessary in order to establish the reasons for the Company's insolvency and the subsequent litigation entered into, as well as the unforeseen additional complications that have arisen in respect of the run off work as referred to elsewhere in this report, time incurred on updating the Committee and providing the information requested and required to keep them apprised of the progress of the Administration has been significantly higher than anticipated at the outset of the Administration.
- 2.25 The Committee's input and assistance continues to be important in the upcoming months as a distribution mechanism and plan is drafted and an application is made to Court. The Joint Administrators ask that should any creditors have an interest in being a member of the Committee to please notify us using the contact details on the notification letter accompanying this report.

Investigations

- 2.26 As disclosed in the First Progress Report, some of the work the Joint Administrators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("the CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Administrators can pursue for the benefit of creditors.
- 2.27 As previously disclosed, following the granting of a World Wide Freezing Order by the Court, the Joint Administrators successfully brought a claim against the former FD and recovered £285,772 from his assets. Since the Third Progress Report, the Joint Administrators have not been made aware of any further assets belonging to the former FD against which could be realised in respect of their claim against him.
- 2.28 In addition to the claim brought against the former FD by the Joint Administrators, he was arrested by the Metropolitan Police in March 2016 and was charged later that year with fraud by abuse of position of trust and false accounting (contrary to the Theft Act 1968) ("the Charges").
- 2.29 In April 2017, the former FD attended a hearing at City of London Magistrates at which he pleaded guilty to the Charges, and on 26 May 2017 he appeared at the Central Criminal Court, referred to as the Old Bailey for sentencing.
- 2.30 He was sentenced to 5 years and 4 months in prison and was disqualified from acting as a director for a period of 10 years. The Joint Administrators continue to consider the extent to which the Company has claims against other parties arising from or connected with the Unsupported Debtors and the merits of pursuing such claims.
- 2.31 Full disclosure of these proceedings and all other relevant material has been provided to the Committee. In the interests of confidentiality and so as to protect the Company's position in relation to certain aspects of its claims, we are not at this stage able to provide further details to the wider body of creditors.

Realisations of Assets

Cash at Bank and Bank Interest

- 2.32 The Joint Administrators have now recovered funds held in a bank account in Bahrain totalling USD \$96,614 as referred to in the Third Progress Report. Now that these funds have been recovered, the Joint Administrators do not anticipate any further realisations from cash at bank.
- 2.33 As disclosed in the previous Progress Reports, a proportion of the Company's funds have been placed in interest bearing accounts for the benefit of the creditors throughout the duration of the Administration. The Joint Administrators continue to monitor the Company's cash requirements, and the decision to place funds on interest bearing accounts is reviewed each

time these accounts mature, in order to determine if this will still result in a net benefit to the Administration estate.

Litigation Proceeds

- 2.34 As previously advised and as stated in the investigations section of the report £285,772 has been realised as a consequence of litigation against the former FD of the Company and it seems unlikely that there will be any further significant realisations directly from his assets.
- 2.35 The Joint Administrators continue to investigate the potential for the Company to bring claims against other parties arising from or connected with the Unsupported Debtors and the merits of pursuing such claims. As disclosed above, in the interests of confidentiality and so as to the protect the Company's position in relation to certain aspects of its claims, we are not able to provide further details to the wider body of creditors at this time

Debtor collections

- 2.36 Since the date of the Third Progress Report, CTS have continued to pursue debtor balances on behalf of the Joint Administrators and a further £368,913 has been received from the Company's largest debtor as referred to in the Third Progress Report, though due to fluctuations in the exchange rate this is slightly less than the c£380,000 that was initially anticipated.
- 2.37 An additional £58,767 was received from two other debtors, and a further c.£91,000 has been reconciled in regard to three further debtors. Of this reconciled balance, one debtor who owes c£29,000 has confirmed that a bank transfer has been approved, and that funds should be transferred into the Administration account imminently. The other two debtors have yet to confirm their agreement to payment, but the Joint Administrators will continue to pursue these and other balances.
- 2.38 As detailed in the trading section of this report, the most recent agreement with CTS has now expired and it is the intention of the Joint Administrators to engage third party collection agents to pursue some of those debtors where CTS have been unsuccessful in reaching an agreement. It is proposed that agents will be engaged on a "no collection, no fee" basis and as there is a large number of debtors where the amounts owed are de minimis, agents will be instructed to pursue only those debtors where the balances and chances of success will outweigh the cost to creditors
- 2.39 The work undertaken to date by the Joint Administrators and their staff, and CTS, with regard to debtor collections has brought, and it is anticipated will continue to bring, a financial benefit to creditors which should result in a distribution to unsecured creditors of the Company.

Value Added Tax ("VAT")

- 2.40 The Joint Administrators continue to account for VAT in regard to expenses incurred in the Administration and reclaim VAT on those expenses.

Shareholders

- 2.41 The Joint Administrators continue to liaise with the Shareholders in relation to the Company's affairs, and particularly the Company's historic financial records.
- 2.42 Whilst the time incurred in this may not have a direct financial benefit for the estate, such information has assisted us (and CTS) in the recovery of debtors and our investigations into claims available to the Company in relation to the Unsupported Debtors.

Trading

- 2.43 As previously advised, the Joint Administrators appointed CTS as the Administration run-off agents for a period of 12 months at a set fee of £175,000. CTS were asked to initially focus on

asset recoveries, on behalf of the Company, and an updated reconciliation of the Company's creditor/debtor position, taking into account the discrepancies contained within the Company's previous records.

- 2.44 As a consequence of a number of factors including the discovery of the unexpired risks as previously reported, additional unforeseen difficulties in contacting many of the creditors and Debtors, as well as the limited nature of some of the records being held by both the Company and cedants themselves, CTS were unable to complete some of the work outlined in the post-Administration Run-Off Agreement prior to its expiration in May 2017.
- 2.45 As a consequence, the Joint Administrators agreed with CTS that the agreement would be extended for a period of 3 months from June 2017. As part of this work, CTS have now provided to the Joint Administrators:
- Financial Accounts as at 31 March 2017
 - Summary of reconciliations of the MedRe debtors and creditors to 31 March 2017
 - Schedule of Reserves currently retained by Cedants / from reinsurers
 - Schedule of Outstanding losses
- 2.46 This information is necessary in order to assist in agreeing creditors' claims and ultimately in assisting in the determination of such claims and in the facilitation of the the adjudication and distribution process.
- 2.47 Details of further work requested of CTS in the context of the establishment of a distribution mechanism and a bar date for proving of creditors claims will be set out in section 4 below.

3 Joint Administrators' Remuneration

- 3.1 As confirmed in the First Progress Report, upon their appointment it became the responsibility of the Committee to agree the basis and quantum of the Joint Administrators' remuneration.
- 3.2 Subsequently the Committee resolved that the basis of the Joint Administrators' remuneration should be fixed by reference to time properly spent in attending to matters arising in the Administration. In addition, it was agreed that the Joint Administrators would defer payment of 20% of the value of the time incurred by them on a monthly basis, with the balance of this deferral to be considered with the Committee at a later point in time.
- 3.3 The Joint Administrators have provided the Committee with fee estimates and details of the work they proposed to undertake for each 6 month period of the Administration to date. For the three 6 month periods that have now expired, the Committee have also been provided with a comparative analysis of the actual time costs incurred and an explanation of any significant variations from the initial estimates, a summary of which is provided below:

| Period | Fee estimate (£) | Actual time costs incurred (£) | Time costs net of 20% agreed deferral (£) |
|--------------------------------|-------------------|--------------------------------|---|
| 4 December 2015 to 3 June 2016 | 249,865.00 | 249,222.00 | 199,377.60 |
| 4 June 2016 to 3 December 2016 | 134,705.00 | 155,683.00 | 124,546.40 |
| 4 December 2016 to 3 June 2017 | 132,006.00 | 158,339.00 | 126,671.20 |
| Total | 516,576.00 | 563,244.00 | 450,595.20 |

**All figures shown exclusive of VAT*

The actual time costs shown in the table above are the gross value of time incurred at our standard charge out rates and include the 20% deferral referred to in section 3.2 above.

The Committee have also been provided with, and have approved a fee estimate for the period 4 June 2017 to 3 December 2017.

- 3.4 The Joint Administrators' time costs for the period 17 March 2017 to 16 September 2017 are £190,665. This represents 611.40 hours at an average rate of £311.85 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration.
- 3.5 Since the Third Progress Report was issued to creditors, the below costs have been submitted to and approved by the Committee:

| Period | Value of time incurred (£) | Approved remuneration (£) | 20% Deferred remuneration (£) |
|-------------------------------------|----------------------------|---------------------------|-------------------------------|
| 1 January 2017 to 31 January 2017 | 20,150.00 | 16,120.00 | 4,030.00 |
| 1 February 2017 to 28 February 2017 | 23,694.00 | 18,955.20 | 4,738.80 |
| 1 March to 31 March 2017 | 27,808.00 | 22,246.40 | 5,561.60 |
| 1 April 2017 to 30 April 2017 | 42,942.00 | 34,353.60 | 8,588.40 |
| 1 May 2017 to 31 May 2017 | 29,136.00 | 23,308.80 | 5,827.20 |
| 1 June 2017 to 30 June 2017 | 34,324.50 | 27,459.60 | 6,864.90 |
| 1 July 2017 to 31 July 2017 | 18,913.00 | 15,130.40 | 3,782.60 |
| Total | 196,967.50 | 157,574.00 | 39,393.50 |

*All figures shown exclusive of VAT

- 3.6 Time costs for 1 August 2017 to 30 September 2017 will be presented to the Committee for their review and approval at the next Committee meeting, scheduled to be held in mid-October 2017.
- 3.7 Also attached at Appendix C is a cumulative Time Analysis for the period from 4 December 2015 to 16 September 2017 which provides details of the Joint Administrators' time costs since appointment. The cumulative time costs incurred to date are £660,356 and this represents 2,141 hours at an average rate of £308.46 per hour.
- 3.8 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from:
<https://www.r3.org.uk/media/documents/publications/professional/Administration%20Creditor%20Fee%20Guide%20April%202017.pdf>
- 3.9 Attached at Appendix D is additional information in relation to the Joint Administrators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers. Attached at Appendix E is a narrative guide of the activities the Joint Administrators and their staff have undertaken in pursuit of the Administration objectives.
- 3.10 The following expenses have been paid since the Third Progress Report to creditors:

| Supplier/Service Provider | Services provided | Expenses paid (£) | Expenses paid (\$USD) | Disbursements (£) |
|---|--|-------------------|-----------------------|-------------------|
| Al Tamimi & Company Advocates and Legal Consultants | Legal advice - assistance in recovery of funds held in Bahrain | 2,003.00 | 4,381.96 | nil |
| Charles Taylor Services Limited | Administration Run-off services | 65,624.52 | nil | nil |
| Bank charges | Fees for processing non-£GBP currencies | 60.00 | 55.31 | nil |
| HMRC fees | Penalty notice on Company VAT return | 617.38 | nil | nil |
| Mail & Print | External print & postage provider | 268.53 | nil | nil |
| Cooley (UK) LLP | Legal advice - litigation and general administration matters | 82,141.00 | nil | 5,400.43 |
| Total | | 150,714.43 | 4,437.27 | 5,400.43 |

*All figures shown exclusive of VAT

4 Estimated Outcome for Creditors

Preferential Creditors

4.2 The Company had no remaining employees at the date of our appointment, nor is there believed to be any outstanding employee liabilities. As such, it is understood that the Company has no preferential creditors.

Unsecured Creditors

4.4 Based on current estimates and as previously advised, the Joint Administrators anticipate realising sufficient assets to enable a distribution to be made to unsecured creditors. However, given the uncertainty surrounding the value of realisations made from debtors of the Company (in particular the unsupported debtors and potential litigation) and the final total value of creditors' claims against the Company, the Joint Administrators are not in a position to estimate at this stage the value of any unsecured dividend.

4.5 As part of their work, CTS have reconciled the Company's accounts and creditor/debtor balances to 31 March 2017. There has been significant movement in some of these figures as a result of the continuation of closings being submitted and rendering of the outwards accounts through the course of CTS' run-off work, including cash being received from reinsurers and the allocation of balances previously held as "unallocated cash" within the Company's accounts. Fluctuations in exchange rates have affected, and will continue to affect, these balances, albeit that creditors' claims will be agreed in £GBP as at the date of the administration order.

4.6 As has been previously discussed, there has also been a significant impact upon certain creditor/debtor balances following the reconciliation and removal of the "unsupported debtor" balances, previously included in the company's accounts.

4.7 Despite this reconciliation work, and the more accurate creditor/debtor position, the Joint Administrators are not yet in a position to determine the total value of creditor claims in the Administration and this may remain the case until such time as the order sought as part of the application for the Court approved distribution mechanism (including provision for a formal bar date for claims) has been made, the bar date has passed and claims have been formally agreed.

4.8 As part of the distribution mechanism, it is likely that some further work in reconciling aspects of some of the creditor/debtor positions will be required of CTS, albeit that the scope of this work is yet to be agreed. However, creditors should please note that the scope of such work is unlikely to enable either CTS (or the Company acting by its Joint Administrators) to deal with all and any reconciliation queries that creditors may have especially given the age of some of these queries.

5 Status of Reinsurance Contracts Incepting Prior to Administration

5.1 As referred to in our previous Progress reports, during the course of their run-off work, CTS identified a number of reinsurance agreements with a number of parties ("the Agreements") which were ongoing prior to the date that run-off commenced.

5.2 It is our understanding that the Agreements had expired or were cancelled/terminated by agreement of the parties and/or treated by the parties as cancelled/terminated by their conduct.

5.3 However, in the interests of transparency, and for the avoidance of doubt, to the extent that any party to the Agreements continued to treat any of the Agreements as ongoing, by specific notice (and the contents of the Second Progress Report) and the general notice on the Joint Administrators firm's website the Joint Administrators served notices of cancellation/termination in respect of each and every one of the Agreements.

- 5.4 Despite this, attempts continue to be made by some of the parties to these Agreements to cede risks to the Agreements. These parties do not, in the main, appear to have provided documentary evidence in support of any contention that they should be able to continue to cede such risk to the Agreements or have responded to direct requests from CTS.
- 5.5 Since our last report, three debtors have been identified by CTS as continuing to attempt to cede risks to the Company. CTS have been in discussion with these debtors and agreements have been prepared whereby the debtors will be asked to acknowledge that they will have no claim for any current risks, and confirm that they will remit funds that are known to be due to the Company.

6 Limitation of Claims Against the Company

- 6.1 The laws of England and Wales include certain provisions which, broadly speaking, provide a defence to contractual claims if such claims are not brought within a certain period of time (the "Limitation Period").
- 6.2 The Limitation Period for contractual claims may not stop running as a consequence of an Administration Order being made against the Company. Consequently, depending on the governing law of the contracts between the Company and its creditors (and other relevant issues such as the date the creditors' cause of action against the Company arises) the Company may have a defence against the claims of certain creditors in circumstances where the Limitation Period for their claim (or certain parts of it) has expired
- 6.3 It is the responsibility of the creditors and **not** the Company or its Joint Administrators to identify and attend to any matters relevant to their claim, including, but not limited to issues relating to relevant Limitation Periods.
- 6.4 It is the Joint Administrators' current intention, subject to legal advice, to include provisions dealing with Limitation Period issues in the application to court referred to in section 2 above.

7 Extension of the Administration

- 7.1 The Administration was extended, with the consent of the Company's creditors in October 2016, for a period of 12 months to 3 December 2017. Without further extension, the Administration will expire on 3 December 2017.
- 7.2 It is the opinion of the Joint Administrators that an extension is required in order that the Joint Administrators can continue to recover funds to the benefit of the Administration estate and to allow for a distribution to be made to creditors in keeping with the statutory objective of the Administration; to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration).
- 7.3 It is not possible to extend the Administration again without applying to Court and as a consequence, a standalone application will be made to the Court to extend the Administration for a period of two years, to 3 December 2019.
- 7.4 The Committee have been consulted in respect of the reasons why the Joint Administrators believe that an extension is necessary.
- 7.5 Prior to submission of this application, the Joint Administrators will also seek formal confirmation from the PRA and the FCA that they do not object to the extension.
- 7.6 Formal confirmation of the result of the application will be provided to creditors in due course.

8 Ending the Administration

- 8.1 As explained in our previous Progress Reports, given the uncertainty surrounding the value of realisations and potential for a distribution, the Joint Administrators will continue to evaluate the best method of exit from the Administration and further information will be provided to creditors in relation to these matters as the Administration progresses.

9 Creditors' rights

- 9.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-Administration costs) which have been itemised in this progress report.
- 9.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Administrators, as set out in this progress report, are excessive.

10 Next Report

- 10.1 The Joint Administrators are required to provide a progress report within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised or the Joint Administrators need to seek some additional resolutions from creditors.

For and on behalf of
The Mediterranean Insurance & Reinsurance Company Limited


Steve Butt
Joint Administrator

**The Mediterranean Insurance & Reinsurance Company Limited
(In Administration)**

Summary of Receipts & Payments

| Statement of Affairs | From 04/12/2015 | From 17/03/2017 | From 17/03/2017 | Total | |
|----------------------------|--|---------------------|-------------------|-------------------|---------------------|
| (£) | To 16/03/2017 | To 16/09/2017 | To 16/09/2017 | (£) | |
| | (£) | (£) | (\$USD) | | |
| RECEIPTS | | | | | |
| 1,503,156.00 | Cash at Bank | 1,530,182.78 | 0.00 | 96,614.18 | 1,602,450.38 |
| 1,480,176.00 | Supported debtors | 635,198.59 | 369,972.62 | 77,148.05 | 1,062,878.11 |
| | Bank Interest | 2,164.97 | 476.38 | 0.00 | 2,641.35 |
| | Litigation Proceeds | 285,771.65 | 0.00 | 0.00 | 285,771.65 |
| | | 2,453,317.99 | 370,449.00 | 173,762.23 | 2,953,741.49 |
| PAYMENTS | | | | | |
| | Office Holder Pre-Admin. Fees | 83,067.50 | 0.00 | 0.00 | 83,067.50 |
| | Office Holder Pre-Admin. Expenses | 188.75 | 0.00 | 0.00 | 188.75 |
| | Office Holders Fees | 328,832.00 | 114,984.00 | 0.00 | 443,816.00 |
| | Office Holders Expenses | 2,700.00 | 400.00 | 0.00 | 3,100.00 |
| | Run Off Agents' Fees | 131,249.98 | 65,624.52 | 0.00 | 196,874.50 |
| | Process Server fees | 170.00 | 0.00 | 0.00 | 170.00 |
| | Specialist Tax Advisers | 1,100.00 | 0.00 | 0.00 | 1,100.00 |
| | Legal Fees | 383,949.16 | 84,144.00 | 4,381.96 | 471,370.87 |
| | Legal Disbursements | 42,435.46 | 5,400.43 | 0.00 | 47,835.89 |
| | Stationery & Postage | 218.53 | 268.53 | 0.00 | 487.06 |
| | Statutory Advertising | 534.50 | 0.00 | 0.00 | 534.50 |
| | Land Registry Searches | 7.00 | 0.00 | 0.00 | 7.00 |
| | Bank Charges | 30.65 | 60.00 | 55.31 | 132.02 |
| | HMRC Fees | 0.00 | 617.38 | 0.00 | 617.38 |
| | Irrecoverable VAT | 4,115.90 | 0.00 | 0.00 | 4,115.90 |
| | | 978,599.43 | 271,498.86 | 4,437.27 | 1,253,417.38 |
| UNSECURED CREDITORS | | | | | |
| (1,418,000.00) | Claims outstanding (gross) | NIL | NIL | NIL | NIL |
| (2,880,092.00) | Creditors -reinsurance operations | NIL | NIL | NIL | NIL |
| (212,430.00) | Other creditors incl tax/social security | NIL | NIL | NIL | NIL |
| (65,087.00) | Current expenses | NIL | NIL | NIL | NIL |
| | | NIL | NIL | NIL | NIL |
| (1,592,277.00) | Net Receipts/(Payments) | 1,474,718.56 | 98,950.14 | 169,324.96 | 1,700,324.11 |

*Exchange rate of \$1 = £0.748002 taken from XE.com as at 28/09/17

The Mediterranean Insurance & Reinsurance Company Limited - in Administration
Time Analysis for the Period 17 March 2017 to 16 September 2017

| Classification of Work Function | Partner | Manager | Associate | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---|---------------|---------------|---------------|---------------|-------------------|-------------------------|
| 100 : Administration & Planning | 0.00 | 0.00 | 4.40 | 4.40 | 880.00 | 200.00 |
| 101 : Administrative Set-Up | 0.00 | 0.00 | 0.40 | 0.40 | 80.00 | 200.00 |
| 104 : Case Management | 0.00 | 3.80 | 8.80 | 12.60 | 3,152.00 | 250.16 |
| 105 : Case Planning | 2.70 | 1.50 | 10.10 | 14.30 | 3,844.00 | 268.81 |
| 107 : Statutory Reporting | 12.50 | 2.20 | 18.40 | 33.10 | 10,369.00 | 313.26 |
| 108 : Statutory Compliance | 0.00 | 0.00 | 0.30 | 0.30 | 60.00 | 200.00 |
| 111 : Billing | 0.00 | 0.00 | 1.40 | 1.40 | 260.00 | 185.71 |
| 112 : Post Appointment Tax | 0.00 | 4.80 | 5.20 | 10.00 | 2,816.00 | 281.60 |
| 116 : Case Accounting | 0.40 | 2.60 | 14.90 | 17.90 | 3,283.00 | 183.41 |
| 117 : Bank Reconciliations | 0.10 | 0.90 | 1.50 | 2.50 | 617.00 | 246.80 |
| 118 : Receipts & Payments | 0.00 | 0.00 | 1.00 | 1.00 | 200.00 | 200.00 |
| Administration & Planning | 15.70 | 15.80 | 66.40 | 97.90 | 25,561.00 | 261.09 |
| 600 : Case Specific | 3.70 | 1.80 | 1.30 | 6.80 | 2,665.00 | 391.91 |
| 622 : Establishing Distribution Mechanism | 23.90 | 27.00 | 0.70 | 51.60 | 21,363.00 | 414.01 |
| 633 : 3rd Party Litigation | 6.10 | 4.00 | 1.30 | 11.40 | 4,607.00 | 404.12 |
| Case Specific Matters | 33.70 | 32.80 | 3.30 | 69.80 | 28,635.00 | 410.24 |
| 500 : Creditors | 0.70 | 0.00 | 11.90 | 12.60 | 2,709.00 | 215.00 |
| 505 : Creditors Committee | 23.10 | 35.30 | 71.50 | 129.90 | 38,192.50 | 294.01 |
| 508 : Employees | 0.00 | 0.00 | 0.30 | 0.30 | 60.00 | 200.00 |
| Creditors | 23.80 | 35.30 | 83.70 | 142.80 | 40,961.50 | 286.85 |
| 200 : Investigations | 0.90 | 11.20 | 3.80 | 15.90 | 5,075.00 | 319.18 |
| 203 : Investigatory Work | 14.90 | 58.30 | 49.10 | 122.30 | 35,482.00 | 290.12 |
| Investigations | 15.80 | 69.50 | 52.90 | 138.20 | 40,557.00 | 293.47 |
| 300 : Realisation Of Assets | 0.60 | 8.20 | 2.00 | 10.80 | 3,716.00 | 344.07 |
| 303 : Book Debts | 2.80 | 52.70 | 6.50 | 62.00 | 21,933.00 | 353.76 |
| 314 : Litigation | 2.90 | 9.70 | 27.90 | 40.50 | 10,497.00 | 259.19 |
| Realisation of Assets | 6.30 | 70.60 | 36.40 | 113.30 | 36,146.00 | 319.03 |
| 800 : Shareholders | 0.30 | 0.00 | 0.10 | 0.40 | 161.00 | 402.50 |
| Shareholders | 0.30 | 0.00 | 0.10 | 0.40 | 161.00 | 402.50 |
| 401 : Management Of Operations | 25.70 | 11.20 | 12.10 | 49.00 | 18,643.00 | 380.47 |
| Trading | 25.70 | 11.20 | 12.10 | 49.00 | 18,643.00 | 380.47 |
| Total Hours | 121.30 | 235.20 | 254.90 | 611.40 | 190,664.50 | 311.85 |

The Mediterranean Insurance & Reinsurance Company Limited - in Administration
Cumulative Time Analysis for the Period 4 December 2015 to 16 September 2017

| Classification of Work Function | Partner | Manager | Associate | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|--|---------------|---------------|---------------|-----------------|-------------------|-------------------------|
| 100 : Administration & Planning | 23.70 | 7.20 | 34.90 | 65.80 | 19,331.00 | 293.78 |
| 101 : Administrative Set-Up | 1.20 | 0.60 | 4.50 | 6.30 | 1,616.00 | 256.51 |
| 102 : Appointment | 4.60 | 1.30 | 3.00 | 8.90 | 3,099.00 | 348.20 |
| 103 : Background Information | 0.00 | 1.70 | 0.20 | 1.90 | 633.00 | 333.16 |
| 104 : Case Management | 2.80 | 15.40 | 50.00 | 68.20 | 16,683.00 | 244.62 |
| 105 : Case Planning | 31.30 | 5.10 | 34.30 | 70.70 | 22,929.50 | 324.32 |
| 106 : Maintenance Of Records | 1.00 | 0.00 | 2.60 | 3.60 | 970.00 | 269.44 |
| 107 : Statutory Reporting | 36.80 | 21.10 | 104.80 | 162.70 | 44,605.50 | 274.16 |
| 108 : Statutory Compliance | 4.70 | 1.50 | 12.90 | 19.10 | 5,178.50 | 271.13 |
| 109 : Review | 0.00 | 1.10 | 0.00 | 1.10 | 385.00 | 350.00 |
| 111 : Billing | 0.00 | 0.00 | 5.70 | 5.70 | 1,033.00 | 181.23 |
| 112 : Post Appointment Tax | 3.50 | 16.80 | 25.30 | 45.60 | 12,769.00 | 280.02 |
| 115 : Meetings | 5.00 | 3.40 | 7.60 | 16.00 | 4,859.00 | 303.69 |
| 116 : Case Accounting | 3.20 | 14.20 | 61.00 | 78.40 | 15,733.50 | 200.68 |
| 117 : Bank Reconciliations | 0.10 | 0.90 | 3.30 | 4.30 | 851.00 | 197.91 |
| 118 : Receipts & Payments | 0.00 | 0.00 | 6.80 | 6.80 | 1,199.00 | 176.32 |
| 702 : Liaison With Directors | 5.30 | 5.70 | 0.60 | 11.60 | 4,507.50 | 388.58 |
| Administration & Planning | 123.20 | 96.00 | 357.50 | 576.70 | 156,382.50 | 271.17 |
| 600 : Case Specific | 7.50 | 10.10 | 3.20 | 20.80 | 7,714.00 | 370.87 |
| 622 : Establishing Distribution Mechanism | 23.90 | 27.00 | 0.70 | 51.60 | 21,363.00 | 414.01 |
| 633 : 3rd Party Litigation | 6.10 | 4.00 | 1.30 | 11.40 | 4,607.00 | 404.12 |
| Case Specific Matters | 37.50 | 41.10 | 5.20 | 83.80 | 33,684.00 | 401.96 |
| 500 : Creditors | 17.50 | 2.70 | 82.10 | 102.30 | 24,369.00 | 238.21 |
| 505 : Creditors Committee | 97.50 | 105.80 | 231.60 | 434.90 | 129,936.00 | 298.77 |
| 508 : Employees | 0.00 | 0.00 | 0.80 | 0.80 | 160.00 | 200.00 |
| 510 : Pre Appointment Tax | 0.80 | 0.80 | 0.10 | 1.70 | 659.00 | 387.65 |
| Creditors | 115.80 | 109.30 | 314.60 | 539.70 | 155,124.00 | 287.43 |
| 200 : Investigations | 68.60 | 103.80 | 73.80 | 246.20 | 81,537.50 | 331.18 |
| 201 : CDDA Reports | 12.90 | 28.40 | 11.70 | 53.00 | 18,721.50 | 353.24 |
| 203 : Investigatory Work | 46.10 | 87.50 | 78.00 | 211.60 | 66,051.00 | 312.15 |
| 206 : Meetings With Directors | 6.00 | 0.50 | 4.90 | 11.40 | 3,834.50 | 336.36 |
| Investigations | 133.60 | 220.20 | 168.40 | 522.20 | 170,144.50 | 325.82 |
| 300 : Realisation Of Assets | 5.70 | 36.10 | 24.60 | 66.40 | 20,769.00 | 312.79 |
| 302 : Identifying, Securing, Insuring Assets | 0.80 | 0.00 | 0.70 | 1.50 | 490.00 | 326.67 |
| 303 : Book Debts | 4.80 | 53.40 | 10.00 | 68.20 | 23,760.00 | 348.39 |
| 314 : Litigation | 52.30 | 22.20 | 66.80 | 141.30 | 45,648.50 | 323.06 |
| Realisation of Assets | 63.60 | 111.70 | 102.10 | 277.40 | 90,667.50 | 326.85 |
| 800 : Shareholders | 3.00 | 0.00 | 0.20 | 3.20 | 1,450.00 | 453.13 |
| Shareholders | 3.00 | 0.00 | 0.20 | 3.20 | 1,450.00 | 453.13 |
| 401 : Management Of Operations | 83.80 | 19.20 | 34.80 | 137.80 | 52,903.50 | 383.92 |
| Trading | 83.80 | 19.20 | 34.80 | 137.80 | 52,903.50 | 383.92 |
| Total Hours | 560.50 | 597.50 | 982.80 | 2,140.80 | 660,356.00 | 308.46 |

Additional Information in Relation to the Joint Administrators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Director or Manager, and an Associate. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Charge Out Rates

- 2.1 Rollings Butt LLP's charge-out rates for the period 1 April 2015 to 31 March 2016 are detailed below:

| Grade | Rate (£ per hour) |
|-----------|-------------------|
| Partner | 445 |
| Director | 350 |
| Manager | 270 |
| Associate | 120-190 |

- 2.2 Rollings Butt LLP's charge-out rates for the period 1 April 2016 to date are detailed below:

| Grade | Rate (£ per hour) |
|-----------|-------------------|
| Partner | 470 |
| Director | 370 |
| Manager | 285 |
| Associate | 130-200 |

Please note this firm records its time in minimum units of 6 minutes.

3 Professional Advisors

- 3.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor | Nature of Advice | Basis of Fee Arrangement |
|---|--|--------------------------------|
| Cooley (UK) LLP | Legal advisers | Hourly rate and disbursements. |
| Al Tamimi & Company Advocates and Legal Consultants | Legal advisers (Bahrain) | Hourly rate and disbursements |
| Smith & Williamson LLP | Specialist tax advisers | Fixed fee |
| Charles Taylor Services Ltd | Run-Off Agents | Fixed fee |
| Lambert Smith Hampton Group Limited | Asset valuers | Percentage of realisations |
| Ashfords LLP | Legal advisers (specific claim issues) | Hourly rate and disbursements |

- 3.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

4 Joint Administrators' Expenses & Disbursements

- 4.1 The estimate of expenses (including disbursements) that were anticipated to be incurred at the outset of the Administration was provided to creditors in the Proposals and an updated schedule has been included in our subsequent Progress Reports.

Current position of Joint Administrators' expenses

- 4.2 An analysis of the expenses paid during the period of this report, together with those incurred but not yet paid at the date of this report is provided below:

| Supplier/Service Provider | Services provided | Paid in prior period (£) | Paid in this period** (£) | Incurred but not paid to date (£) | Total (£) |
|---|--|--------------------------|---------------------------|-----------------------------------|-------------------|
| Al Tamimi & Company Advocates and Legal Consultants | Legal advice - assistance in recovery of funds held in Bahrain | 1,182.21 | 5,280.71 | nil | 6,462.92 |
| Charles Taylor Services Limited | Administration Run-off services | 131,249.98 | 65,624.52 | 7,291.67 | 204,166.17 |
| Bank charges | Fees for processing non-£GBP currencies | 30.65 | 101.37 | nil | 132.02 |
| HMRC fees | Penalty notice on Company VAT return | 617.38 | nil | nil | 617.38 |
| Mail & Print | External print & postage provider | 218.53 | 268.53 | nil | 487.06 |
| Cooley (UK) LLP | Legal advice - litigation and general administration matters | 336,891.00 | 82,141.00 | 287,000.00 | 706,032.00 |
| Smith & Williamson LLP | Specialist tax advice | 1,100.00 | nil | nil | 1,100.00 |
| Legal disbursements | Counsel fees | 42,435.46 | 5,400.43 | 36,075.00 | 83,910.89 |
| Total | | 513,725.21 | 153,416.13 | 294,291.67 | 917,897.55 |

*All figures shown exclusive of VAT

**Exchange rate of \$1 = £0.748002 taken from XE.com as at 28/09/17

- 4.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. Category 1 disbursements charged in the Period are shown below:

| Category 1 Disbursements (17 March 2017 to 16 September 2017) | Total (£) |
|---|--------------|
| Postage & Couriers | 10.09 |
| Printing | 0.90 |
| | 10.99 |

*All figures are shown exclusive of VAT.

- 4.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Proposals and the Committee passed a resolution at their meeting on 12 May 2016 authorising the Joint Administrators to draw Category 2 disbursements as and when funds are available, in accordance with Rollings Butt LLP's published tariff (as below):

| Category 2 Disbursement | Cost |
|-------------------------|--------------------|
| Photocopying | 15 pence per sheet |
| Travel (car) | 45 pence per mile |

4.5 Category 2 Disbursements charged in the Period are shown below:

| Category 2 Disbursements (17 March 2017 to 16 September 2017) | Total (£) |
|--|---------------|
| Printing | 115.60 |
| | 115.60 |

*All figures are shown exclusive of VAT.

The Mediterranean Insurance and Reinsurance Company Limited - in Administration
Narrative Guide to Activities Undertaken by the Joint Administrators

| Analysis Code | Description | Narrative |
|------------------------------------|---------------------------|---|
| Administration and planning | | |
| 100 | Administration & Planning | <p>Periodic review of anti money laundering and ethical consideration checklists.</p> <p>Joint Administrators' statutory bond calculation and submission in accordance with Insolvency Practitioners Regulation 2005.</p> <p>Recording and analysing time incurred by the Joint Administrators and their staff.</p> <p>Complying with internal case management procedures</p> <p>Filing and status checklists</p> <p>IPS administration and maintaining/completing IP records</p> <p>Preparation for internal and external meetings, including document production and review</p> |
| 101 | Administrative Set-up | <p>Initial set-up of IPS (internal case management system) records.</p> <p>Setting up web portal to provide general creditor information</p> |
| 102 | Appointment | Initial notifications to the Registrar of Companies, Creditors, Shareholders, Directors, Court, PRA and FCA. |
| 103 | Background Information | <p>Gathering of initial information to enable statutory filing and reporting to be completed, including creditor details, management accounts for Statement of affairs, details of assets/cash at bank, information relating to insurance, debtor details.</p> <p>Retrieval of accounts and filings from Companies House and 3rd party Credit Search engines.</p> <p>Identify location of company books and records; retrieval of electronic records and storage.</p> |
| 104 | Case Management | <p>Complying with internal case management procedures.</p> <p>Checklists and status updates.</p> <p>Review of case workstreams to ensure appropriate staff assigned to appropriate tasks.</p> |
| 105 | Case Planning | <p>Initial formulation and ongoing documentation of strategy to achieve administration purposes.</p> <p>Ongoing consultation with legal advisors to ensure process and strategy are appropriate.</p> <p>Regular meetings with Administrators' staff to discuss status of case, future planning and strategy.</p> <p>Planning of future tasks necessary to achieve administration purposes.</p> |
| 106 | Maintenance of Records | <p>Periodic review of Joint Administrators' statutory bond.</p> <p>Maintaining and amending IPS (internal case management system) records.</p> |
| 107 | Statutory Reporting | <p>Review of Statement of Affairs and filing with the Registrar of Companies.</p> <p>Preparation of the Joint Administrators' proposals for achieving the statutory purpose of the administration</p> <p>Report to creditors regarding the outcome of the initial creditors meeting.</p> <p>Drafting and preparing statutory progress report to creditors, filing at the Registrar of Companies and Court.</p> |
| 108 | Statutory Compliance | <p>Advertisements in London Gazette and additional press as deemed necessary.</p> <p>Ensuring extension documentation is compliant.</p> |
| 109 | Review | <p>Director and Partner Reviews of Files.</p> <p>Analysis of Work in Progress.</p> |
| 111 | Billing | Preparation of the Joint Administrators' fee estimates in accordance with the Insolvency (Amendment) Rules. |
| 112 | Post Appointment Tax | <p>Initial information gathering relating to the Company's tax position.</p> <p>Initial notification and subsequent communications to/from HM Revenue & Customs</p> <p>Submission of relevant returns and ensuring all post-appointment tax liabilities are accounted for.</p> |

| Analysis Code | Description | Narrative |
|------------------------------------|-------------------------------------|---|
| Administration and planning | | |
| 115 | Meetings | Preparation for internal and external meetings, including document production and review. |
| 116 | Case Accounting | Insolvency accounting system administration. Opening of case bank accounts. Initial set-up and ongoing administration of bank accounts including holding funds in specific currencies. Correspondence with banks in order to place funds into interest bearing accounts. |
| 117 | Bank Reconciliations | Reconciling IPS and bank accounts. |
| 118 | Receipts & Payments | Preparing and processing Receipts and payments accounts for Creditors' Committee and statutory reporting purposes. |
| 702 | Liaison With Directors | Requesting, printing, reviewing information provided by Directors and 3rd parties. Email/telephone correspondence with the Directors relating to the Company (non investigative work) |
| Case Specific | | |
| 600 | Case Specific | Consultation and ongoing correspondence with regulatory bodies (PRA and FCA) to ensure Administration strategy is appropriate. Liaising with the PRA and FCA regarding distribution mechanism for return to creditors. Solvency II considerations and confirmation to PRA regarding considerations undertaken. Liaison with PRA regarding any proposed outsourcing agreements. Legal advice to ensure compliance with all relevant regulation and legislation within statutory periods including adherence to PRA and FCA regulation requirements |
| 622 | Establishing Distribution Mechanism | Liaison with legal advisers and Counsel to establish the most suitable distribution mechanism Attending Court hearings in respect of application for distribution mechanism Preparation of documents and analysis of information in relation to hearings and applications |
| 633 | 3rd Party Litigation | Liaising with legal advisers and Counsel in relation to claims on behalf of the Company Attending Court hearings in respect of claims made Preparation of documents and analysis of information in relation to Court hearings and applications Liaison with 3rd party funders in relation to claims and seeking funding |
| Creditors | | |
| 500 | Creditors | Preparation of documents for initial creditors' meeting, agendas, attendance registers, voting forms. Ongoing liaison with ad hoc queries from creditors by post, email, telephone. Review of creditor claims, logging onto IPS system. Adjudication of creditor claims. |
| 505 | Creditors Committee | Planning and preparation for Creditors' committee meetings. Attendance at Creditors' committee meetings and subsequent reporting. Seeking approval of Creditors committee as appropriate (fee resolutions, legal proceedings, case strategy and statutory matters). Completion of statutory filing for creditors committee. |
| 508 | Employees | Checking status of former employees and dealing with any employee issues that may arise. |
| 510 | Pre Appointment Tax | Review of pre appointment VAT and corporation tax. |

| Analysis Code | Description | Narrative |
|------------------------------|--|--|
| Investigations | | |
| 200 | Investigations | Preparation and submission of letters and questionnaires to company directors. Investigation into the pre Administration affairs of the company and where appropriate taking further action. Review of books and records of the company to identify any matters that may require further investigation Review and action on information provided by creditors (if any). Instruct solicitors (if appropriate) to assist with further enquireis into the company's affairs and any subsequent action required. Liaise with legal advisors and run-off agents on any matters that may require assistance during investigation Assistance with the provision and analysis of information necessary in order to make applications to Court. Attending Court hearings in relation to claims made on behalf of the Company. Correspondence with the Company's bankers and auditors, and investigation into banking and audit records. Correspondence with the Police in relation to claims and investigations made into the Company's affairs. |
| 201 | CDDA Reports | Review of questionnaires completed by Directors, preparation and submission of report in accordance with the Company Directors Disqualification Act 1986 ("CDDA"). Correspondence, information provision and additional reporting to statutory bodies in relation to submission of returns under the CDDA. |
| 203 | Investigatory Work | Correspondence with the Company's bankers and auditors, and investigation into banking and audit records. Consideration of information received in the context of the Administration |
| 206 | Meetings with Directors | Correspondence, meetings and updates with Non-Executive Directors |
| Realisation of Assets | | |
| 300 | Realisation Of Assets | Liaise with legal advisors in jurisdictions outside of the UK regarding UK Insolvency Recognition to transfer funds from foreign bank accounts Ongoing meetings, calls and emails with CTS re; collection debtors Regular review of update of creditor/debtor position |
| 302 | Identifying, Securing, Insuring Assets | Initial notification to insurers to provide open cover and ongoing review of Company assets and insurance provision. |
| 303 | Book Debts | Agreeing strategy for realisation of debtors with CTS Reviewing debtor recovery schedules and proposed settlement and other agreements |
| 314 | Litigation | Liaising with legal advisers in relation to general claims on behalf of the Company Attending Court hearings in respect of claims made Preparation of documents and analysis of information in relation to Court hearings and applications Correspondence in relation to World Wide Freezing Order and recoveries made under the terms of the order |
| Shareholders | | |
| 800 | Shareholders | Correspondence and meetings with shareholders |
| Trading | | |
| 401 | Management of Operations | Discussions with CTS in relation to the nature, scope and terms of an accelerated run-off agreement. Ongoing correspondence regarding run-off agreement and matters arising from CTS work that affects the Administration generally. Correspondence with legal advisors in relation to the nature, scope and terms of an accelerated run-off agreement. |