



TUESDAY



A10 \*A79VPUB6\* #311  
10/07/2018  
COMPANIES HOUSE

<b>1 Company details</b>	
Company number	0 3 3 1 1 6 6 5
Company name in full	EPM Technology Limited

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

<b>2 Administrator's name</b>	
Full forename(s)	Stephen Gerard
Surname	Clancy

<b>3 Administrator's address</b>	
Building name/number	The Chancery
Street	58 Spring Gardens
Post town	Manchester M2 1EW
County/Region	
Postcode	
Country	

<b>4 Administrator's name ●</b>	
Full forename(s)	Matthew
Surname	Ingram

● **Other administrator**  
Use this section to tell us about  
another administrator.

<b>5 Administrator's address ●</b>	
Building name/number	35 Newhall Street
Street	Birmingham
Post town	
County/Region	
Postcode	
Country	

● **Other administrator**  
Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report


### 6 Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7	
To date	<sup>d</sup> 3	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8	

### 7 Progress report

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

### 8 Sign and date

Administrator's signature	Signature X  X								
Signature date	<sup>d</sup> 2	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8	

# 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 **Hossain Muthaliff**

Company name **Duff & Phelps Ltd.**

Address **35 Newhall Street**

**Birmingham**

Post town **B3 3PU**

County/Region

Postcode

Country

DX

Telephone **+44 (0) 121 214 1120**

### **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](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)

---

**Progress Report to  
Creditors  
EPM Technology Limited  
(In Administration)**

29 June 2018

Joint Administrators' Progress Report to Creditors  
for the period from 1 December 2017 to 31 May 2018

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

## Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Agents	Griffin James Limited, independent agents who were instructed to value and sell the assets of the Company
the Appointment Date	1 December 2017 being the date of appointment of the Joint Administrators
ASEI	ASE Industries 8 Limited
the Bank	The Royal Bank of Scotland plc with whom the Company banked and the holder of a fixed and floating charge over the Company's assets
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration
Close	Close Brothers Limited with whom the Company had an invoice finance facility, and the holder of a fixed and floating charge over the Company's assets.
the Company	EPM Technology Limited (In Administration) the Company (Company Number: 03311665)
DBEIS	Department for Business, Energy & Industrial Strategy
the Directors	Graham Mulholland, William Rawkins, Kirsty Vernon and Apadana Management Limited, the Directors of the Company
Duff & Phelps	Duff & Phelps Ltd.
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Genesis	Genesis Asset Finance Limited
HMRC	HM Revenue and Customs
the Joint Administrators	Stephen Gerard Clancy of Duff & Phelps Ltd. The Chancery, 58 Spring Gardens, Manchester, M2 1EW, and Matthew Ingram of Duff & Phelps Ltd. 35 Newhall Street, Birmingham, B3 3PU
Lombard	Lombard North Central PLC
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 net property (floating charge assets less costs of realisation) shall be made available to unsecured creditors
the Proposals	The Joint Administrators' proposals and report issued on 13 December 2017

---

the Purchaser	EPM Composites Limited, the purchaser of the business and assets of the Company on a going concern basis
the Reporting Period	the period 1 December 2017 to 31 May 2018
RPS	Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
the Secured Creditor / Close	The holder of a fixed and floating charge over the Company's assets
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SIP 13	Statement of Insolvency Practice 13 - industry best practice for Insolvency Practitioners regarding the acquisition of assets of insolvent companies by Directors
SIP 16	Statement of Insolvency Practice 16 - industry best practice for Insolvency Practitioners, which includes a requirement for disclosure of information with respect to a 'Pre-Packaged' sale of business and/or assets of the Company
SOA	Statement of Affairs, documentation to be supplied by the Director outlining the Company's financial position as at the Appointment Date
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006

---

**Contents**

1. Introduction
2. Background
3. Joint Administrators' Report and Statement of Proposals
4. Progress of the Administration
5. Investigations
6. Dividend Prospects / Prescribed Part
7. Joint Administrators' Receipts and Payments Account
8. Pre-Administration Costs
9. Joint Administrators' Costs and Expenses
10. Conclusion Administration and Conclusion

**Appendices**

1. Statutory Information
2. Joint Administrators' Receipts and Payments Account
3. Analysis of Time Charged and Expenses Incurred
4. Statement of Creditors' Rights
5. Proof of Debt form

**Names of Joint Administrators:** Stephen Gerard Clancy  
Matthew Ingram

**Date of appointment:** 1 December 2017

**Date of report:** 29 June 2018

**Appointed by:** Close Brothers Limited

**Court reference:** High Court of Justice, Chancery Division, Manchester  
District Registry no. 3141 of 2017



## **1. Introduction**

- 1.1 The Joint Administrators were appointed on 1 December 2017 by Close, the holder of a qualifying floating charge under Paragraph 14 of Schedule B1 to the Act.
- 1.2 In accordance with Paragraph 100(2) of Schedule B1 to the Act the functions of the Joint Administrators are being exercised by any of the Joint Administrators.
- 1.3 Statutory information on the Company is attached at Appendix 1.

## **2. Background**

- 2.1 The Company's registered office is Duff & Phelps, 35 Newhall Street, Birmingham, B3 3PU. The Company's registration number is 03311665.
- 2.2 The Company specialised in the development and manufacture of high quality composite materials and components for the aerospace, automotive and defence industries. The Company operated from its former registered office, a leasehold premise at Technology Centre, Westside Park, Belmore Way, Derby, DE21 7AZ.
- 2.3 The main causes of failure were detailed in the Proposals. A copy of the Proposals report can be provided upon request.

## **3. Joint Administrators' Report and Statement of Proposals**

- 3.1 In accordance with Paragraph 52(1) of Schedule B1 to the Act, a creditors' meeting was not required to be held as there will be insufficient realisations to enable a distribution to non-preferential creditors. No meeting was convened and the Proposals were deemed to have been approved by creditors.
- 3.2 As advised in the Proposals report, the Joint Administrators must perform their functions with the purpose of achieving one of the following objectives:
- Rescuing the Company as a going concern; or
  - Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or
  - Realising property in order to make a distribution to one or more secured or preferential creditors.
- 3.3 As detailed in the Proposals, the third objective has been met with the payment to Close within the sale agreement in consideration for the book debts of the Company.

## **4. Progress of the Administration**

### **Asset Realisations**

- 4.1 The manner in which the affairs and business of the Company have been managed since the Appointment Date and will continue to be managed and financed are set out below.

### **Sale of Business**

- 4.2 The business and assets of the Company were sold to the Purchaser on the Appointment Date.
-

4.3 Insolvency Practitioners are required to report to creditors under SIP 13, which deals with transactions with connected parties. In this case, the Purchaser has ties to the Company, by way of having a controlling interest in A2e Industries, who are the ultimate shareholder of the company. For completeness, details of the sale are provided below in accordance with SIP 13.

Date of Transaction: 1 December 2017

Assets: Breakdown provided below.

Nature of Transaction: Sale agreed and completed under a sale and purchase agreement with cash consideration being paid in full on completion.

Payment of Consideration: £75,000 to be paid in instalments. Breakdown provided below.

Name of Purchaser: EPM Composites Limited

Connection to the Company: The Purchaser has ties to the Company by way of having a controlling interest in A2e Industries Limited, who are the ultimate shareholder of the Company. There are no common directors, however, the sole director of the Purchaser is a company official at A2e Industries Limited.

4.5 The breakdown of the assets sold and sale consideration is summarised below.

Asset	Consideration	
Goodwill	£	1
Intellectual Property	£	1
Contracts	£	2,500
The Sellers Records	£	1
Plant & Machinery and Equipment	£	60,000
Business Information	£	1
Stock	£	12,496
<b>Total</b>	<b>£</b>	<b>75,000</b>

4.6 In addition, Close received consideration of £420,495 in regards to the book debt assignment.

4.7 The £25,000 of the sale consideration of £75,000 was paid on completion to the Joint Administrators'. The remaining £50,000 was deferred on the following basis:

- £5,000 per month over 5 months commencing 31 January 2018; followed by
- £25,000 to be paid on the 29 June 2018

4.8 To date, the Joint Administrators have received £40,000 of the total £75,000.

- 4.9 The Joint Administrators have made demand for the balance of the deferred sale consideration which remains outstanding and have been advised by the Purchaser that this should be received shortly.
- 4.10 The Joint Administrators and their Agents were satisfied that the sale to the Purchaser was the best price achievable for the Company's assets.

#### **Book Debts**

- 4.10 The Company's book debts were subject to an invoice finance agreement with Close.
- 4.11 At the Appointment Date of the Joint Administrators, the Company's book debt ledger indicated an outstanding balance of £703,508. Close viewed the approved ledger for funding purposes to have a recoverable value of £385,707.
- 4.12 As part of the sale of the business and asset to the Purchaser, Close agreed to re-assign the book debts back to the Company on the provision that the funds received were repaid to Close as part of the transaction. These debts then formed part of the sale agreement at an agreed amount of £420,495.
- 4.13 Close then provide the Purchaser with a new invoice finance facility.

#### **Cash at Bank**

- 4.14 The sum of £70 has been received from RBS to date. It is not anticipated that there will be any further realisations.

#### **Bank Interest Gross**

- 4.15 Bank interest of £15 has been received to date.

#### **Sundry Refunds**

- 4.16 An insurance refund of £765 has been received from Canada Life Insurance Company Ltd.

#### **4. Investigations**

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

#### **5. Dividend Prospects / Prescribed Part**

##### **Secured Creditors**

- 5.1 In consideration for the monies advanced to the Company under the invoice discounting agreement and cashflow loan, the Company granted Close a debenture which conferred fixed and floating charges over all the assets of the Company.

- 5.2 This debenture was created on 27 September 2017 and registered at Companies house on 3 October 2017. As at the Appointment Date, the indebtedness due to Close under the invoice finance facility was £527,585 and the debt due from the cashflow loan was £64,561.
- 5.3 Additionally, Close Assets Finance provided the Company with hire purchase finance agreements over plant and machinery items which had indebtedness due to Close Asset Finance Limited of £140,896. These facilities were all crossed guaranteed and fall payable under the security held by Close.
- 5.4 As reported in the Proposals, an element of the book debt and cashflow loan was repaid to close under the security held by them as part of the sale of the business and assets of the Company.
- 5.5 The debenture remains outstanding on the Companies House website.

#### **Preferential Creditors**

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

#### **Prescribed Part**

- 5.7 Although the security was created post 15 September 2003, based on current information, it is unlikely that there will be sufficient net realisations to enable a distribution from the Prescribed Part.

#### **Non-Preferential Creditors**

- 5.8 According to the SOA, non-preferential creditors total £992,974 with claims received to date total £1,130,319.
- 5.9 As advised in the Proposals there is no prospect of any dividend to the non-preferential creditors

#### **6. Joint Administrators' Receipts and Payments Account**

- 6.1 A detailed receipts and payments account for the Reporting Period is shown in Appendix 2.
- 6.2 As at 31 May 2018, there was a cash balance of £25,555.

#### **7. Pre-Administration Costs**

- 7.1 On 2 January 2018, the following amounts in respect of Pre-Administration costs (plus VAT) were approved by the secured creditor, to be paid out of the assets of the Company:

<b>Name of Recipient</b>	<b>Brief Description of Services Provided</b>	<b>Total Amount Approved</b>
Duff & Phelps	Pre Administrator Fees	£18,281 plus VAT
Turner Parkinson LLP Solicitors	Assisting with sale of business and assets	£15,000 plus VAT
Audit ID Limited	Auditors	£2,500 plus VAT

---

Griffin James Limited	Valuation of Company's assets prior to sale	£3,000 plus VAT
<b>Total unpaid pre-administration costs</b>		<b>£38,781 plus VAT</b>

---

7.2 To date, Audit ID Limited and Griffin James Limited have been paid in full. Turner Parkinson LLP Solicitors have been paid £10,000 plus VAT from their outstanding fees/ Duff & Phelps' have yet to draw any fees.

## **8. Joint Administrators' Costs and Expenses**

8.1 The following proposals relating to the Joint Administrators' fees were approved by the Company's Secured Creditors on 2 January 2018, by a vote by correspondence procedure.

- That the Joint Administrators' fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Administration, such time to be charged at the hourly charge out of the grade of staff undertaking the work at the time it was undertaken;
- That the Joint Administrators' Fee Estimate in the total sum of £51,835, from 1 December 2017 to 31 December 2018 is approved; and
- That the Joint Administrators be authorised to recover all Category 2 Disbursements.

8.2 To date the Joint Administrators are yet to draw any post appointment remuneration.

8.3 The time costs charged in the Reporting Period by Duff & Phelps are analysed at Appendix 3. This analysis is provided for information. The fees that are available to be drawn are restricted to the £51,835 as detailed above.

8.4 The total time costs incurred by the Joint Administrators in the Reporting Period are £30,878 representing 100 hours with an average charge out rate of £310 per hour.

8.5 In accordance with SIP 9, major areas of time spent during the Reporting Period has primarily been incurred in the following areas:

- **Investigations:** The Joint Administrators undertook an investigation into the history of the Directors and the financial information of the Company from the 3 years prior to the Administration. Time costs incurred to date under this heading total £2,704.
- **Strategy, Planning & Control:** Time recorded under this heading relates to the ongoing control of the Administration to ensure the strategy of the Administration is implemented in a professional and timely manner. Time costs incurred to date under this heading total £12,106.
- **Statutory Matters:** Time incurred under this matter by the Joint Administrators and their staff relates to producing the Proposals and dealing with statutory filing requirements. Time costs incurred to date under this heading total £1,656.

8.6 The Joint Administrators' disbursements are also detailed at Appendix 3.

8.7 The Joint Administrators have incurred expenses in dealing with the Administration of the Company and these are detailed in Appendix 3.

8.8 A statement of creditors' rights concerning the Joint Administrators' fees is enclosed as Appendix 4.

**9. Conclusion and Ending the Administration**

9.1 An Administration automatically comes to an end after one year, unless an extension is granted by the Court of with the Creditors' consent.

9.2 The Joint Administrators anticipate that all matters will be concluded prior to the anniversary and so an extension will not be required in this instance. However, should an extension be required, a report will be sent to the appropriate classes of creditors for approval.

9.3 The Joint Administrators are required to provide a Progress Report within one month of every six months. The next report will be issued no later than 31 December 2018.

9.4 If you have any queries or require any further assistance, please do not hesitate to contact my colleague Hossain Muthaliff of this office.

  
Stephen Clancy  
Joint Administrator

The affairs, business and property of the Company are being managed by the Joint Administrators, Stephen Gerard Clancy and Matthew Ingram, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

**Appendix 1**

**Statutory information**

**Statutory Information**

<b>Date of Incorporation</b>	3 February 1997
<b>Registered Number</b>	03311665
<b>Company Director(s)</b>	William Robert John Rawkins Graham Anthony Mulholland
<b>Company Secretary</b>	None
<b>Shareholders</b>	ASH Investment 8 Limited
<b>Trading Address</b>	None
<b>Registered Office</b>	<b>Current:</b> c/o Duff & Phelps Ltd The Chancery 58 Spring Gardens Manchester M2 1EW  <b>Former:</b> Technology Centre Westside Park Belmore Way Derby DE21 7AZ
<b>Any Other Trading Names</b>	None



**Appendix 2**

**Joint Administrators' Receipts and Payments Account**

**EPM Technology Limited  
 (In Administration)  
 Joint Administrators ' Summary of Receipts & Payments  
 To 31/05/2018**

S of A £	£	£
<b>ASSET REALISATIONS</b>		
Plant & Machinery	40,000.00	
Insurance Refund	703.11	
Cash at Bank	70.39	
Sundry Refund	764.52	
Bank Interest Gross	15.15	
	<hr/>	41,553.17
<b>COST OF REALISATIONS</b>		
Agents/Valuers Fees	5,500.00	
Agents/Valuers Disbursements	145.90	
Legal Fees	10,000.00	
Stationery & Postage	267.44	
Statutory Advertising	84.60	
	<hr/>	(15,997.94)
		<hr/>
		<b>25,555.23</b>
<b>REPRESENTED BY</b>		
VAT Receivable		1,199.12
Floating/main current account		22,356.11
General VAT control account		2,000.00
		<hr/>
		<b>25,555.23</b>
		<hr/> <hr/>

**Appendix 3**

**Analysis of Time Charged and Expenses Incurred**

**EPM Technology Limited (In Administration)**  
**Progress Report to Creditors**  
**29 June 2018**

**EPM Technology Limited (In Administration)**

**Analysis of the Joint Administrators' Time costs for the period 1 December 2017 to 31 May 2018**

Classification of Work Function	Managing Director	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
<b>Administration and Planning</b>								
Case review & Case Diary management	2.70	0.00	0.00	1.00	0.00	3.70	1,546.00	417.84
Cashiering & accounting	0.40	0.00	1.50	2.80	0.00	5.60	1,495.50	267.05
Dealings with Directors and Management	0.30	3.50	0.00	0.50	0.00	4.30	1,529.00	355.58
IPS set up & maintenance	0.00	0.00	0.00	6.55	0.00	6.55	753.25	115.00
Statutory matters (Meetings & Reports & Notices)	0.00	3.25	0.00	3.80	0.00	7.05	1,655.75	234.86
Strategy planning & control	0.60	31.25	0.00	0.60	0.00	32.45	12,105.75	373.05
Tax Compliance / Planning	0.00	1.50	0.00	0.50	0.00	2.00	620.00	310.00
<b>Creditors</b>								
Communications with Creditors / Employees	0.00	11.50	0.00	6.10	0.00	17.60	5,014.00	284.89
Creditors committee	0.60	0.00	0.00	0.00	0.00	0.60	318.00	530.00
Non Prof Creditors / Employee claims handling	0.00	2.25	0.00	1.00	0.00	3.25	956.75	295.00
Prof claims adjudication & distribution	0.00	0.00	0.50	0.50	0.00	0.50	57.50	115.00
Secured Creditors	0.00	2.25	0.00	0.00	0.00	2.25	843.75	375.00
<b>Investigations</b>								
CDDA & reports & Communication	0.00	4.50	0.00	3.95	0.00	8.45	2,141.75	253.46
Financial review and investigations (S23B/239 etc)	0.00	1.50	0.00	0.00	0.00	1.50	562.50	375.00
<b>Realisation of Assets</b>								
Sale of business	0.00	1.50	0.00	0.00	0.00	1.50	562.50	375.00
Stock & Work In Progress	0.00	0.00	0.00	0.50	0.00	0.50	57.50	115.00
<b>Trading</b>								
Trading - Retention of Title & Claims handling	0.00	1.75	0.00	0.00	0.00	1.75	656.25	375.00
<b>Total Hours:</b>	<b>4.60</b>	<b>65.65</b>	<b>1.50</b>	<b>27.80</b>	<b>0.00</b>	<b>99.55</b>		<b>310.17</b>
<b>Total Fees Claimed: £</b>	<b>2,438.80</b>	<b>24,836.25</b>	<b>506.00</b>	<b>3,297.50</b>	<b>0.00</b>		<b>30,877.75</b>	

**EPM Technology Limited (In Administration)**  
**Joint Administrators' Expenses of the Administration**

Note	Company	Activity	Date of Instruction	Fee Basis	Current Period		
					Incurring (£)	Amount Paid (£)	
1	Accurate Mailing Services Limited	Mailing agents	01-Dec-17	Fixed Fee	267.44	267.44	
	<b>Total professional advisor costs</b>					<b>267.44</b>	<b>267.44</b>
	<b>Disbursements</b>						
2	<b>Category 1</b>						
3	Statutory advertising				84.60	84.60	
4	Bond premium				225.00	225.00	
	<b>Total Category 1 disbursements</b>					<b>309.60</b>	<b>309.60</b>
	<b>Total Expenses</b>				<b>TOTAL</b>	<b>£ 577.04</b>	<b>£ 577.04</b>

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

**Notes to Expenses Schedule**

- 1 Accurate Mailing Services Limited have been instructed to provide postage services.
- 2 Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the Administration.
- 3 Statutory advertising in the London Gazette is required under insolvency legislation.
- 4 This is a statutory requirement and cost is based on the value of assets.

The above costs exclude VAT

**Appendix 4**

**Statement of Creditors' Rights**

## **STATEMENT OF CREDITORS RIGHTS**

*Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)*

*Section numbers refer to Insolvency Act 1986*

*'Office-holder' is the current Joint Administrator*

### **Information for creditors on remuneration and disbursements of the Joint Administrators'**

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

### **Creditors have the right to request information from the Joint Administrators under Rule 18.9 of the Rules**

A secured creditor, an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or any unsecured creditor with the permission of the court may make a written request to the Joint Administrators for further information concerning remuneration or expenses. Such a request must be made within 21 days of receipt of this report and a response will be provided within 14 days of receipt of the request.

Creditors have recourse to court, application to be made within 21 days of the Joint Administrators giving reasons for not providing all the information requested or the expiry of the 14 days within which the Joint Administrators must respond to a request.

### **Creditors have the right to challenge the Joint Administrators' remuneration and expenses under Rule 18.34 of the Rules**

A secured creditor, an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or any unsecured creditor with the permission of the court, may make an application to court on the grounds that the remuneration charged or expenses incurred are excessive and/or that the basis fixed for the Joint Administrators' remuneration is inappropriate. The application to court must be made no later than eight weeks after receipt of the Progress Report where the charging of the remuneration or the incurring of expenses in question occurs.



**Appendix 5**

**Proof of Debt Form**

**PROOF OF DEBT - GENERAL FORM**

**EPM Technology Limited (in Administration)**

Date of Administration: 1 December 2017

<b>DETAILS OF CLAIM</b>		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>• For UK companies: its registered number</li> <li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule G to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO