

The Insolvency Act 1986

2.23B

Notice of result of meeting of Creditors

Name of Company Lan Limited t/a Lan Systems
--

Company Number 03026720

In the Leicester County Court (full name of court)
--

Court Case Number 1448 of 2010

(a) Insert full name(s)
and address(es) of the
administrator(s)

I/We (a)
Mark Grahame Tailby
CBA
39 Castle Street
Leicester
LE1 5WN

Neil Richard Gibson
CBA
39 Castle Street
Leicester
LE1 5WN

hereby report that a meeting of the creditors of the above company was held at

(b) Insert place of
meeting

(b) 39 Castle Street, Leicester

(c) Insert date of meeting

on (c) 20 December 2010 at which

*Delete as applicable

*1 ~~Proposals/revised proposals were approved~~

*2 ~~Proposals/revised proposals were modified and approved~~

The modifications made to the proposals are as follows -

(d) Give details of the
modifications (if any)

(d) The Company will move from Administration to Liquidation immediately following the meeting of creditors/within 3 months Liquidation may be CVL in accordance with S83 Sch B1 or compulsory under R 4 7 (7) as the Administrators deem appropriate

*3 ~~The proposals were rejected~~

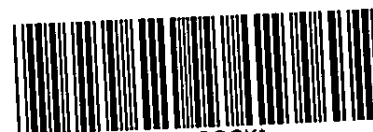
(e) Insert time and date of
adjourned meeting

*4 ~~The meeting was adjourned to (e)~~

(f) Details of other
resolutions passed

*5 ~~Other resolutions (f)~~

WEDNESDAY




A1Q *A8GWOQCK* 29/12/2010 6
COMPANIES HOUSE

The date for automatic end to administration is

8 November 2011

A creditors' committee was not formed

Signed  _____
Joint Administrators

Dated 23/11/11 _____

*Delete as applicable

~~A copy of the *original proposals / modified proposals / revised proposals is attached for those who did not receive such documents prior to the meeting~~

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to searchers of the public record

Neil Gibson
CBA
39 Castle Street
Leicester
LE1 5WN

DX Number

0116 262 6804
DX Exchange

Companies House receipt date barcode

When you have completed and signed this form, please send it to the Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

LAN LIMITED T/A LAN SYSTEMS (IN ADMINISTRATION)
MARK GRAHAME TAILBY AND NEIL RICHARD GIBSON APPOINTED JOINT
ADMINISTRATORS ON 08 NOVEMBER 2010

LEICESTER COUNTY COURT NUMBER 1448 OF 2010

STATEMENT OF JOINT ADMINISTRATORS' PROPOSALS
PURSUANT TO PARAGRAPH 49 OF SCHEDULE B1 TO THE
INSOLVENCY ACT 1986

AND

UNDER RULE 2.33 OF THE INSOLVENCY (AMENDMENT)
RULES 2003

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The Joint Administrators of Lan Limited t/a Lan Systems ('the Company') make the following statement in discharge of the obligations upon them contained in Paragraph 49 of Schedule B1 ('the Schedule') to the Insolvency Act 1986 ('the Act') and Rule 233 of the Insolvency (Amendment) Rules 2003 ('the Rules')

1. Appointment and Achievement of the Objective of the Administration

Appointment

- 1.1 On 3 November 2010 Wayne Anthony Taylor, a director of the Company, formed the view that the Company was, or was likely to be, unable to pay its debts and that its affairs would be best dealt with by appointing an Administrator. Consequently, being satisfied that the Company met the statutory criteria pursuant to Paragraph 22 of the Schedule to the Act, Wayne Anthony Taylor made the necessary statutory declaration in support of a Notice of Intention to Appoint an Administrator ('the Notice')
- 1.2 Pursuant to Paragraph 26 of the Schedule to the Act, the Notice was then served on HSBC Bank Plc ('the Chargeholder'), being a Qualifying Floating Charge Holder and therefore entitled to receive at least five days prior notice. No other parties were entitled to receive notice.
- 1.3 The Notice was concurrently filed at the Leicester County Court under reference 1448 of 2010 and accepted by the Court at 2.12 pm on 3 November 2010. At this time the Interim Moratorium afforded by Paragraph 44 of the Schedule to the Act took effect.
- 1.4 On 3 November 2010 the Chargeholder consented to the appointment of Mark Grahame Tailby and Neil Richard Gibson of CBA as Joint Administrators of the Company.
- 1.5 Subsequently Mark Grahame Tailby and Neil Richard Gibson consented to the appointment and confirmed that in their opinion the purpose of the administration was reasonably likely to be achieved. The Notice of Appointment was filed in Court and the appointment of the Joint Administrators took effect from 2.50 pm on 8 November 2010.
- 1.6 Pursuant to Paragraph 100(2) of the Schedule to the Act, I confirm that the Joint Administrators are jointly and severally responsible for each and all the roles imposed in administering the affairs of the Company during their term of office.

Objective

- 1.7 The objective of the Administration, as specified by Paragraph 3(1) of the Schedule to the Act, is -
- (a) rescuing the Company as a going concern, or
 - (b) 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
 - (c) realising property in order to make a distribution to one or more secured or preferential creditors

- 1 8 The Joint Administrators have performed their functions with a view to achieving objective (b), 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)
- 1 9 It is not considered that objective (a) is achievable due to the Company's financial position being such that the Company will not survive as a going concern

Application of EC Regulation

- 1 10 These administration proceedings are subject to the EC Regulation on Insolvency Proceedings and are main proceedings (as defined by Article 3(1) of the Regulation) as both the Company's registered office is located in and its trade carried on in England and Wales

2 Statutory Information and Officers of the Company

- 2 1 The statutory information relating to the Company can be found at Appendix 1
- 2 2 The Directors and Company Secretary of the Company at 8 November 2010, the date the Administration took effect, were

Name	Wayne Anthony Taylor	Office	Director
	Philip Earl Taylor	Office	Director
	Corey Damon Taylor	Office	Director

Name	Wayne Anthony Taylor	Office	Company Secretary
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- 2 3 Details of the Directors' and Secretary's shareholdings are detailed at Appendix 1

3. Background and Nature of the Business

Sources of Information

- 3 1 The information divulged in this section of the report has been obtained principally from information provided by Wayne Anthony Taylor, director of the Company. Publicly available records and management accounts have also been utilised

Incorporation

- 3 2 The Company was incorporated on 27 February 1995 as Rolyat Limited and changed to its current style on 26 September 2000

Premises and Employees

- 3 3 The Company traded from leasehold premises at Unit 2, 5 Knights Close, Thurmaston, Leicester, LE4 8EW
- 3 4 The Company employed nine members of staff, all of whom were made redundant prior to the appointment of the Joint Administrators

Background

4 Circumstances giving rise to the Appointment of the Joint Administrators

- 4 1 The Company was originally incorporated as Rolyat Limited t/a Lan Systems in February 1995 for the purpose of supplying IT Systems and Print Copy machines, to SME businesses
- 4 2 The Company was primarily financed by bank loans and a bank overdraft facility
- 4 3 In September 2000 the Company changed to its current trading style for commercial reasons
- 4 4 The business was profitable until 12/18 months or so ago and suffered very bad sales in the 2009/2010 trading year This was mainly due to the economic climate, as a big percentage of customers were downsizing or going out of business themselves
- 4 4 In order to avoid further liabilities to creditors, the Company sought advice from CBA Insolvency Practitioners

5 Management by the Joint Administrators of the Affairs and Business of the Company

- 5 1 In order to avoid incurring any further liabilities it was imperative that a sale of the remaining assets, which comprised of stock and customer information, was agreed immediately upon appointment
- 5 2 The Joint Administrators instructed Britten & Co, Consultant Valuers and Auctioneers to value the physical assets, comprising stock and office equipment The Company assets were valued at £1,500
- 5 3 The Company held several incomplete customer contracts, which were valued at £11,463 42
- 5 4 A pre-packaged sale of the assets for the sum of £14,000 was therefore agreed in this case The necessary information as required by Statement of Insolvency Practice 16 – Pre-packaged sales in administration - is disclosed at Appendix 2

6 Future Management

- 6 1 The solicitors instructed to act on behalf of the Joint Administrators in respect of the sale, Freeth Cartwright LLP, hold £2,500 which was received on completion of the sale
- 6 2 The balance of £11,500 will be paid to Freeth Cartwright LLP in equal monthly payments of £2,300 on 10 December 2010, 10 January 2011, 10 February 2011, 10 March 2011 and 10 April 2011
- 6 2 The directors of the Company have agreed to assist the Joint Administrators in the collection of the outstanding book debts. The Joint Administrators will closely monitor the progress of collections

7 Financial Information and Estimated Outcome

Directors' Statement of Affairs of the Company

- 7 1 In accordance with Paragraph 47 of the Schedule to the Act, the directors of the Company were requested by a Notice dated 16 November 2010 to submit a Statement of Affairs
- 7 2 A copy of the Directors Statement of Affairs as at 8 November 2010 is attached at Appendix 3
No order has been sought to limit the disclosure of the Statement of Affairs
- 7 2 The floating charge held by HSBC Bank Plc is pre 15 September 2003, the 'Prescribed Part' provisions of Section 176A of the Insolvency Act do not therefore apply to this case

Joint Administrators Receipts and Payments Account

- 7 3 A copy of the Joint Administrators Receipts and Payments Account to date is attached at Appendix 4

8 Joint Administrators Proposals

- 8 1 The Joint Administrators' propose that
- a) they continue to manage the business, affairs and property of the Company in order to achieve the objective specified by Paragraph 3(1)(b) of the Schedule to the Act, namely 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), and that they continue to do so until such time as they form the view that purpose of administration is achieved and the administration should come to an end
 - b) they take any action they consider necessary with a view to achieving the purpose of the administration, and in particular that

- i) they do all such things they may consider appropriate with a view to enhancing the value of the Company's assets prior to realisation, and
 - ii) they dispose of the Company's ownership of its business or any other assets at such time(s) and on such terms as they consider expedient, and
 - iii) they investigate, and if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise
 - iv) if appropriate they apply to Court pursuant to Paragraph 65(3) of the Schedule to the Act for permission to distribute funds to creditors
- c) they make distributions if they consider it expedient to any secured and preferential creditor in accordance with their general powers to do so
- d) the creditors should consider establishing and if thought fit establish a Creditors' Committee to exercise the functions conferred on it by or under the Act
- e) the Joint Administrators consult with the Creditors' Committee, if formed, at appropriate intervals concerning the conduct of the Administration and the implementation and development of these proposals and where they consider it necessary obtain the sanction of that Committee on behalf of the creditors of the Company (and without further reference to them) to any proposed action on the part of the Joint Administrators
- f) that in the absence of any Committee being formed, the remuneration of the Joint Administrators be fixed by reference to time properly given by them and their staff in attending to matters arising from the administration to be charged at the rates normally charged by their firm, CB Associates Limited trading as CBA, for such work and that the Joint Administrators be entitled to draw their remuneration on account
- g) in addition, they do all such other things and generally exercise all their powers as Joint Administrators as they in their discretion consider desirable or expedient in performing their functions or to protect and preserve the assets of the Company or maximise realisations of those assets, or for any other purpose incidental to these proposals
- h) when the administrators form the view that the administration should come to an end, if there are sufficient funds to make a distribution to unsecured creditors the Company shall move to Creditors' Voluntary Liquidation in accordance with Paragraph 83 of the Schedule to the Act Notice is hereby given that it is proposed that the Joint Administrators, Mark Grahame Tailby and Neil Richard Gibson, become the Joint Liquidators Creditors are advised that in accordance with Paragraph 83(7) of the Schedule to the Act and Rule 2.117(3) of the Rules, creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of the proposals and before the

proposals are approved Should there be insufficient to make a distribution to unsecured creditors, the Joint Administrators propose to dissolve the Company in accordance with Paragraph 84 of the Schedule to the Act

Joint Administrators Remuneration

8 2 As stated above the Joint Administrators propose that they be remunerated on a time cost basis, and details of CBA's current charge out rates are attached at Appendix 4 As required by Statement of Insolvency Practice an analysis of the time spent to date and the disbursements recovered is also attached A creditor's guide to Administrator's fees as detailed in Statement of Insolvency Practice No 9 is available for download, free of charge, from <http://www.insolvency-practitioners.org.uk/uploads/Admin.pdf> Should you require a paper copy of the guide please contact this office and one will be sent to you free of charge

Meeting of Creditors

8 3 A meeting of creditors has been convened for 20 December 2010, pursuant to Paragraph 51 of the Schedule to the Act

General

If any creditor should have any queries regarding the above please do not hesitate to contact Jodie Robinson on 0116 214 0568

Yours faithfully



Neil Gibson
Joint Administrator
Lan Limited t/a Lan Systems

Enc

Mark Grahame Tailby is licensed to act as an Insolvency Practitioner by The Association of Chartered Certified Accountants Neil Richard Gibson is licensed to act as an Insolvency Practitioner by The Association of Chartered Certified Accountants

In accordance with Paragraph 45 of Schedule B1 to the Act notice is hereby given that the affairs, business and property of the Company (in administration) are being managed by the Joint Administrators, Mark Grahame Tailby and Neil Richard Gibson, and in accordance with Paragraph 69 of Schedule B1 to the Act, the Administrators act as agents of the Company and without personal liability

STATUTORY INFORMATION

Company Name	Lan Limited t/a Lan Systems
Other Trading Names	None Registered
Registered Company Number	03026720
Date of Incorporation	27 February 1995
Nature of Business	Supply of IT Systems and Print Copy machines
Previous Names	Roylat Limited

Registered Office	Was	Now
	Crescent House 40 Regent Road Leicester LE1 6YJ	c/o CBA CBA 39 Castle Street Leicester LE1 5WN

Directors (in last three years)	<u>Name:</u>	<u>Appointed:</u>	<u>Resigned:</u>
	Wayne Anthony Taylor	27/02/1995	-
	Philip Earl Taylor	27/02/1995	-
	Corey Damon Taylor	26/07/1999	-
Secretary	Wayne Anthony Taylor	27/02/1995	-

Authorised Number of Shares 1,000,000 Ordinary Shares of £1 each

Shareholders and Issued Shares	<u>Name:</u>	<u>Number and Class of Shares:</u>
Directors and Secretaries	Wayne Anthony Taylor	11,250 Ordinary Shares of £1
	Philip Earl Taylor	11,250 Ordinary Shares of £1
	Corey Damon Taylor	7,500 Ordinary Shares of £1

Accounts (in last three years)	<u>Due:</u>	<u>Filed:</u>	<u>Period:</u>
	31/01/2010	15/04/2010	31/03/2009
	31/01/2009	22/01/2009	31/03/2008
	31/01/2008	11/10/2007	31/03/2007

Annual Returns (in last three years)	02/03/2010	12/04/2010	02/02/2010
	02/03/2009	12/05/2009	02/02/2009
	02/03/2008	24/06/2008	02/02/2008

APPENDIX 2

**SIP 16 DISCLOSURES
(PRE PACKAGED SALES IN ADMINISTRATIONS)**

LAN LIMITED t/a LAN SYSTEMS ("Company")

SIP 16 Disclosures

(Pre Packaged Sales in Administrations)

The relevant information relating to the sale of the business to Print Copy Systems Limited is disclosed below, as required by SIP 16

Source of Administrators' Introduction	Steven Thatcher – Help With Debt UK
Administrators' Involvement Prior to Appointment	The Joint Administrators were involved to the extent of having the physical assets of the Company valued before agreeing the sale. The Joint Administrators did not act in any advisory capacity prior to their appointment.
Marketing Activities	The Joint Administrators instructed Britten & Co ("agents"), independent valuers and auctioneers, to appraise the physical assets of the Company. Calculations were then received on the gross profit potential on the relevant contracts. It became apparent that any delay in agreeing a sale of the business was likely to result in loss of customers, reducing the value of the work in progress significantly. The agents agreed that a sale of the assets in-situ was of a greater value than if they were removed from the premises. Consequently, the sale was pre-packaged in order to maximise the realisations and there was insufficient trading to undertake further marketing.
Valuations	The sale was agreed based on valuation report by the agents, along with calculations on the gross profit potential on remaining contracts.
Consideration of Alternative Courses of Actions	<p>A company voluntary arrangement was considered in order to rescue the Company however, this was not considered appropriate as the Company's bankers, HSBC Bank Plc, was not willing to support a voluntary arrangement and froze the bank accounts, which paralysed trading.</p> <p>Creditors' voluntary liquidation was also considered to be inappropriate as the business could not be sold as going concern within the required timescale and consequently, the realisations would have been significantly reduced.</p>
Trading	The purchasers continued to trade the business after the appointment of the Joint Administrators until the sale was completed, in order to preserve the value as the Administrators could not finance trading.

Potential Funders	<p>The directors of the Company were unable to provide any further funds and HSBC Bank Plc were unwilling to issue further credit facilities</p> <p>No other relevant parties were considered</p>
Major Creditors	No efforts were made to consult any major creditors before the sale was agreed due to time constraints
Date of Transaction	The sale was completed on 30 November 2010
Assets Involved in Sale	<p>Intellectual Property (£1)</p> <p>Goodwill (£1)</p> <p>Customer Contracts (£1)</p> <p>Chattel Assets (£2,500)</p> <p>Work in Progress (£11,497)</p>
Terms of Payment	The value of the transaction amounts to £14,000, of which £2,500 was received on completion, by the appointed solicitors Freeth Cartwright LLP. The balance of £11,500 will be paid to Freeth Cartwright LLP, in equal monthly payments of £2,300 on 10 December 2010, 10 January 2011, 10 February 2011, 10 March 2011 and 10 April 2011.
Wider Transaction	The Joint Administrators agreed a sale of the business and assets of Lan Limited t/a Lan Systems to Print Copy Systems Limited t/a Shine Systems on 8 November 2010. The sale was completed on 30 November 2010. This was not part of a wider transaction.
Purchaser	<p>Print Copy Systems Limited t/a Shine Systems</p> <p>Company Number 05328775</p> <p>Registered Office 6 Dominus Way, Meridian Business Park, Leicester, LE19 1RP</p>
Common Relationships	<p>Lan Limited t/a Lan Systems and Print Copy Systems Limited t/a Shine Systems have common directors</p> <p>The Joint Administrators are not aware of any further relationships</p>
Personal Guarantees	Wayne Anthony Taylor has given a personal guarantee to the Joint Administrators limited to the sale proceeds of £14,000.
Conditions	There are no options, buy back arrangements or similar conditions attached to the contract of sale.

Insolvency Act 1986

Lan Limited t/a Lan Systems
Estimated Statement Of Affairs as at 8 November 2010

	Book Value £	Estimated to Realise £	
ASSETS			
Intellectual Property	1 00	1 00	
Goodwill	1 00	1 00	
HSBC Bank Plc	(62,626 63)	(62,626 63)	
Deficiency c/d		(62,624 63)	
Customer Contracts	1 00		1 00
Chattel Assets	2,500 00		2,500 00
Work in Progress	11,497 00		11,497 00
Book Debts	28,450 14		28,450 14
Directors' Loan Account	3,000 00		3,000 00
			<u>45,448 14</u>
LIABILITIES			
PREFERENTIAL CREDITORS -			
Department of Employment		14,231 65	
Employees		9,669 96	
			<u>23,901 61</u>
			21,546 53
DEBTS SECURED BY FLOATING CHARGE PRE 15 SEPTEMBER 2003			
Deficiency b/d			<u>62,624 63</u>
			(41,078 10)
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS			
			<u>NIL</u>
			(41,078 10)
Estimated prescribed part of net property where applicable (to carry forward)			<u>NIL</u>
			(41,078 10)
DEBTS SECURED BY FLOATING CHARGE POST 15 SEPTEMBER 2003			
			<u>NIL</u>
			(41,078 10)
Estimated prescribed part of net property where applicable (brought down)			<u>NIL</u>
			(41,078 10)
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)			
Trade & Expense Creditors		74,581 75	
Department of Employment		59,098 70	
Employees		24,185 19	
HM Revenue & Customs - VAT		61,909 76	
HM Revenue & Customs - PAYE		108,750 33	
HM Revenue & Customs - CT		6,448 00	
			<u>334,973 73</u>

Insolvency Act 1986

Lan Limited t/a Lan Systems
Estimated Statement Of Affairs as at 8 November 2010

	Book Value	Estimated to Realise
	£	£
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F C's post 14 September 2003)		<u>(376,051 83)</u> (376,051 83)
Issued and called up capital Ordinary Shareholders		30,000 00
TOTAL SURPLUS/(DEFICIENCY)		<u>30,000 00</u> <u>(406,051 83)</u>

APPENDIX 4

JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

**Lan Limited t/a Lan Systems
(In Administration)
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 08/11/2010 To 01/12/2010	From 08/11/2010 To 01/12/2010
SECURED ASSETS		
1 00	Intellectual Property	NIL
1 00	Goodwill	NIL
		<u>NIL</u>
SECURED CREDITORS		
(62,626 63)	HSBC Bank Plc	NIL
		<u>NIL</u>
ASSET REALISATIONS		
1 00	Customer Contracts	NIL
2,500 00	Chattel Assets	NIL
11,497 00	Work in Progress	NIL
28,450 14	Book Debts	35 25
3,000 00	Directors' Loan Account	NIL
		<u>35 25</u>
PREFERENTIAL CREDITORS		
(14,231 65)	Department of Employment	NIL
(9,669 96)	Employees	NIL
		<u>NIL</u>
UNSECURED CREDITORS		
(74,581 75)	Trade & Expense Creditors	NIL
(59,098 70)	Department of Employment	NIL
(24,185 19)	Employees	NIL
(61,909 76)	HM Revenue & Customs - VAT	NIL
(108,750 33)	HM Revenue & Customs - PAYE	NIL
(6,448 00)	HM Revenue & Customs - CT	NIL
		<u>NIL</u>
DISTRIBUTIONS		
(30,000 00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<u>(406,051.83)</u>		<u>35.25</u>
REPRESENTED BY		
	Bank 2 - Current	35 25
		<u>35.25</u>

Mark Grahame Tailby
Joint Administrator

APPENDIX 5

**INFORMATION FOR CREDITORS REGARDING JOINT
ADMINISTRATORS REMUNERATION**

Case Name Lan limited t/a Lan Systems

Date of Appointment 8 November 2010

Type of Appointment Administration

Joint Office Holders

Neil Gibson and Mark Malby

CBA

39 Castle Street

Leicester

LE1 5WN

Officeholders Charging and Disbursement Recovery Policy

All staff, including support staff, are charged directly to cases for time spent on that case. With effect from 1 June 2009 time is charged in 6 minute units, prior to that it was charged in 10 minute units. The only other payments to CBA will relate to the recovery of actual costs incurred, where there were initially insufficient funds to make the payment from the case or, on closure, final disbursements taken in accordance with the Insolvency Fees Order 1986 (as amended).

On closure, any funds over £1 are paid to the Insolvency Services Account. Lesser amounts are treated as bank charges.

Time is shown in the format hh:mm

Classification of Work Function	Summary of Hours Worked						Time Cost £	Average Hourly Rate £/hr
	Insolvency Practitioner	Senior Manager	Manager	Administrator	Support Staff	Total Hours		
Case Progression	-	0:36	-	01:12	-	1:48	369.00	205.00
Statutory	0:06	-	-	18:24	-	18:30	3,343.50	180.73
Realisation of Assets	-	-	-	1:12	-	1:12	216.00	180.00
Creditors	-	-	-	7:50	-	7:50	1,299.00	165.83
Investigations	0:06	-	-	-	-	0:06	31.50	315.00
Total Hours	0:12	-	-	27:26	-	29:26	5,259.00	179.73

Total Fees Drawn to Date £ Nil

CB ASSOCIATES LIMITED - T/A CBA

**Current Charge Out Rates
(Revised 1 April 2007)**

Grade of Staff	Charge Out Rate per Hour £
Licensed Insolvency Practitioner	315 00
Senior Manager	255 00
Manager	210 00
Senior Administrator	180 00
Administrator	150 00
Support Staff	90 00

The above information is required by Statement of Insolvency Practice No 9

A creditor's guide to Administrator's fees as detailed in Statement of Insolvency Practice No 9 is available for download, free of charge, from the Insolvency Practitioners Association website at <http://www.insolvency-practitioners.org.uk/uploads/Admin.pdf> Should you require a paper copy of the guide please contact this office and one will be sent to you free of charge

Proxy (Administration)

Lan Limited t/a Lan Systems

Name of Creditor _____

Address _____

Name of Proxy Holder

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 _____

2 _____

3 _____

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on 20 December 2010, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

Voting Instructions for resolutions

*Please delete as appropriate

1 For the acceptance/rejection* of the administrator's proposals/revised proposals* as circulated

2 For the appointment of

of

representing _____

as a member of the creditors' committee

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS _____

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature

Remember there may be resolutions on the other side of this form

LAN LIMITED T/A LAN SYSTEMS - IN ADMINISTRATION
Creditor Claim Form

I/We

(Address)

claim that the above company/individual is indebted to me/us in the sum of

£

for (describe goods/services)

as listed hereunder or as shown by the account annexed hereto, for which sum or part thereof,
I/we have received no satisfaction or security whatsoever, save and except the following

Summary of Account (please attach invoices, delivery notes, orders)

Date	Invoice No	Goods/Services	Gross £	VAT £	Net £
------	------------	----------------	------------	----------	----------

[Please attach a continuation sheet if necessary]

Date

Signature

If a company or firm, print name of signatory

Position held

Please complete and return to

CBA
39 Castle Street
Leicester
LE1 5WN