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The Insolvency Act 1986

# Administrator's progress report

# 2.24B

Name of Company CDS AND NIS LTD
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Company number 07682011
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In the Manchester District Registry of the High Court <small>[full name of court]</small>
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Court case number 3460 of 2014
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(a) Insert full name(s) and address(es) of administrator(s)


I/We (a) J M Titley & A Poxon of Leonard Curtis, Tower 12, 18/22 Bridge Street, Spinningfields, M3 3BZ

administrator(s) of the above company attach a progress report for the period

(b) Insert dates

from (b) 23 June 2015
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to (b) 22 December 2015
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Signed   
Joint / Administrator(s)

Dated 22 December 2015

### 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.

Leonard Curtis	
Tower 12, 18/22 Bridge Street, Spinningfields, M3 3BZ	
Ref KL/19	Tel: 0161 831 9999
DX Number	DX Exchange

Companies House receipt date barcode
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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

WEDNESDAY





**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**CDS AND NIS LTD**  
**(IN ADMINISTRATION)**

Registered Number: 07682011  
Court Ref: 3460 of 2014  
Manchester District Registry of the High Court

**Joint Administrators' second and final progress report in accordance  
with Rules 2.47 and 2.110 of the Insolvency Rules 1986**

**Report period**  
**23 June 2015 to 22 December 2015**

**22 December 2015**

Leonard Curtis  
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ  
Tel: 0161 831 9999 Fax: 0161 831 9090  
recovery@leonardcurtis.co.uk  
Ref M/19/KL/NCA22R/1010

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STRICTLY PRIVATE AND CONFIDENTIAL  
NOT FOR PUBLICATION

TO: THE REGISTRAR OF COMPANIES  
ALL CREDITORS  
ALL MEMBERS

## 1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 2.47 and 2.110 of the Insolvency Rules 1986 to provide creditors with an update on the progress of the Administration of CDS and NIS Ltd (“the Company”) for the period from 23 June 2015 to 22 December 2015. This is the Joint Administrators’ second and final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to “the period of this report”, this specifically means 23 June 2015 to 22 December 2015, being the period since the end of the period covered by the last progress report.

## 2 STATUTORY INFORMATION

- 2.1 J M Titley and A Poxon were appointed as Joint Administrators of CDS and NIS Ltd (“the Company”) in the jurisdiction of Manchester District Registry of the High Court, number 3460 of 2014 on 23 December 2014. The administration appointment was made by the Directors.
- 2.2 The administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was Unit 1B-1D, Lea Green Business Park, Eurolink, St Helens WA9 4TR. The Company also traded as City Dispense Services.
- 2.4 The registered office address of the Company at the date of the appointment of Administrators was Unit 1B-1D, Lea Green Business Park, Eurolink, St Helens WA9 4TR. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 07682011.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Administrator may be exercised by all or any of the persons holding that office.
- 2.6 The Company’s main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

## 3 JOINT ADMINISTRATORS’ PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators’ approved proposals for achieving one of the three statutory purposes of Administration.

## CDS AND NIS LTD – IN ADMINISTRATION

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- 3 2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration
- 3 3 The objective of the administration has been to realise property in order to make a distribution to secured or preferential creditors
- 3 4 This objective has been approved as the secured creditor, Close Invoice Finance Limited ("Close"), has been repaid in full

### 4 PROGRESS OF THE ADMINISTRATION

- 4 1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 23 June 2015 to 22 December 2015. Cumulative figures have also been provided to reflect transactions for the whole of the administration period to date

#### 4 2 Sale of Business

As previously reported to creditors, the business and assets of the Company were sold on 23 December 2014 to Anvilgate Limited ('the Purchaser'), a company with common directors to CDS and NIS Ltd

The agreed sale consideration was £65,000, of which £5,000 was payable on completion followed by six monthly instalments of £10,000. The sale consideration is secured by way of a debenture over the Purchaser and personal guarantees provided by Andy Fletcher and Philip Jones. The consideration was apportioned as follows

Category of asset	Value achieved £
Stock	20,000
Plant and Machinery	15,000
Goodwill, Business Name and Commercial Information	20,000
Work in Progress	10,000
<b>Total</b>	<b>65,000</b>

During the period of this report, a sum of £28,796 has been received and the consideration has now been paid in full

#### 4 3 Book debts

The Company's debtor's ledger was subject to an invoice financing agreement with Close. In my previous report it was reported that the indebtedness to Close plus interest and termination charges had been discharged in full and a surplus of £6,647 was being held by Close. Per the terms of the sale agreement the Purchaser is entitled to a collection fee for their assistance with collecting the ledger. The fee due is 10% of the ledger collected but is limited to 50% of the surplus funds, after Close have been repaid in full including interest and charges, so the Purchaser has received a fee of £3,323. The remaining ledger is considered as bad debts and has been written off. I can advise that the surplus has now been received by the Joint Administrators and no further collections are anticipated.

#### 4 4 Insulation Assets

The Company owned some tangible assets associated with the insulation side of the business which were excluded from the sale of the business as detailed at 4.2 above. These assets were uplifted by our agent, Cerberus Asset Management, and sold at auction generating realisations of £5,942 prior to costs.

## CDS AND NIS LTD – IN ADMINISTRATION

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### 4.5 Licence Fee

Following the sale of the business, as detailed at 4.2 above, the Joint Administrators granted the Purchaser a licence to occupy the Company premises

A licence fee, equivalent to the amount of rent payable under the lease held by the Company, was collected from the Purchaser and paid over to the landlord in respect of the term of occupation. The premises have since been vacated

### 4.6 Balance at Bank

The Company's bank account was in credit at the date of appointment in the sum of £457.81. These funds have been received into the Administrators' account

### 4.7 Uncharged Debtor

It was originally thought that there was a debt due to the Company in the region of £75,000 that was not subject to Close's security. It has since transpired that this work was not completed or invoiced at the date of appointment and was thus included in the work in progress transferred to the Purchaser

## 5 ASSETS STILL TO BE REALISED

5.1 There are no other assets to be realised in this matter

## 6 INVESTIGATIONS

6.1 As previously reported, following their initial assessment, no detailed investigations were considered to be required by the Administrators. Nothing further has been brought to the attention of the Administrators in the period of this report

## 7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

### Pre-Administration Costs

7.1 On 16 February 2015, the secured creditor consented to the following pre-administration costs and expenses being paid as an expense of the administration

Charged by	Services provided	Total amount charged £
Leonard Curtis	Insolvency advice to company & secured creditor, dealing with appointment and sale	21,738.00
Cerberus Asset Management	Valuation of tangible assets	4,000.00
Summerlin Corporate Finance	Valuation of goodwill	3,000.00
Taylor Solicitors	Dealing with appointment and sale contract	5,000.00
<b>TOTAL</b>		<b><u>33,738.00</u></b>

These costs have now been paid in full and are detailed in the receipts and payments account attached at Appendix B

In addition, the pre-appointment fee for Cerberus Receivables Management of £1,500 was omitted from the initial report. Cerberus Receivables Management provided an assessment of the realisable value of the debtor

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ledger in order to assist Leonard Curtis in establishing the appropriate insolvency procedure for the Company Approval to this fee has since been sought and approved by the secured creditor and has now been paid in full

**Joint Administrators' Remuneration**

7.2 On 16 February 2015, the secured creditor agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration Approval was also received to draw category 2 disbursements as detailed at Appendix D

7.3 The Joint Administrators' time costs are summarised below

	Hours No	Rate / hr £	Total value of time £
Time previously reported (23/12/14 – 22/06/15)	75.2	321.93	24,209.00
Time incurred in the period 23/06/15 – 30/11/15	20.3	296.01	6,009.00
<b>Total Administrators' time costs</b>	<b>95.5</b>	<b>316.42</b>	<b>30,218.00</b>

Please note that Leonard Curtis' chargeout rates were increased on 6 January 2014. Details of the new rates are set out at Appendix D

7.4 The time charged by the Joint Administrators' for the period 23 June 2015 to 30 November 2015 amounts to £6,009.00. This represents 20.3 hours at an average rate of £296.01 per hour. Attached at Appendix C is a time analysis which provides details of the activity costs incurred by staff grade during this period, along with a description of the work done by the Joint Administrators and their staff in respect of which the time has been charged. Additional time has been spent in December 2015 finalising the Administration, which has yet to be charged to the system. This is estimated to amount to £2,725.00. Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from <http://www.leonardcurtis.co.uk/resources/creditorsguides>. If you would prefer this to be sent to you in hard copy please contact Katy McAndrew of this office on 0161 831 9999.

7.5 Administrators' fees drawn to date in respect of these time costs total £23,762.00 plus VAT

7.6 Final fees of £6,141.07 will be drawn shortly. These have been included in the Receipts and Payments Account at Appendix B. In the absence of any further unanticipated realisations, the balance of time costs incurred will be written off. Should further unanticipated funds be received then these funds will be used to pay the outstanding time costs.

**Joint Administrators' Disbursements**

7.7 The following Category 1 and Category 2 disbursements have been incurred on the case since appointment

**Category 1 disbursements**

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
Companies House	Company Searches	8.00	8.00	Nil
Pelstar	Licence Fee	87.00	87.00	Nil
AUA IRS	Bordereau Fee	135.00	135.00	Nil
Courts Advertising	Statutory Advertising	67.50	67.50	Nil
Creditor Web Pelstar	Report Hosting	28.00	28.00	Nil
Auctus Limited	Storage	3.98	3.13	0.85
Landlord	Licence Fee	2,716.74	2,716.74	Nil

**Category 2 disbursements**

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case £	Amount still to be recovered from case £
Leonard Curtis staff	Mileage @45p / mile	46 80	46 80	Nil

**Expenses of the Administration**

7 8 The Joint Administrators have also incurred expenses during the period of this report. These expenses are detailed in the table below, which also indicates whether these expenses have been paid from the case funds.

Nature of expenses	By whom provided	Amount incurred this period £	Total amount incurred to date £	Amount paid £	Amount unpaid £
Legal Fees & Expenses	Taylor's Solicitors	Nil	8,454 00	3,053 00	5,401 00
Statement of affairs fee	Jackson Stephen	Nil	2,500 00	2,500 00	Nil
Debt Collection Fee	Anvilgate Limited	Nil	3,323 52	3,323 52	Nil
Agents' Fees & Expenses	Cerberus Asset Management	Nil	2,628 98	2,628 98	Nil
<b>TOTAL</b>		Nil	16,906 50	11,505 50	5,401 00

A further £1,000 will be paid to Taylor's on finalisation of the Administration. In the absence of any unanticipated funds being received, the remainder will be written off.

7 9 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.

7 10 Unsecured creditors whose debts amount to at least 5% of the total value of the unsecured claims, or any secured creditor, may request further information regarding remuneration or expenses (other than pre administration costs) by submitting their written requests before 14 January 2016.

7 11 In addition, unsecured creditors whose debts amount to at least 10% of the total value of the unsecured claims, or any secured creditor, may apply to court, if they believe the remuneration charged or expenses incurred by the Joint Administrators to be excessive or the basis fixed for the Joint Administrators' remuneration to be inappropriate. Any application should be made within 8 weeks of receipt of this report.

**8 OUTCOME FOR CREDITORS**

**8 1 Secured Creditor**

**Close**

Close hold security by way of a fixed and floating charge debenture created on 3 October 2011 and registered on 5 October 2011. Close provided an invoice finance facility to the Company and at the date of appointment had a gross ledger of £243,623. At the date of our appointment Close were owed a sum of £230,743, including termination fees, secured directly against the ledger. Further interest has since been applied. Close have been repaid in full under its fixed charge from debtor collections and a surplus of £6,647 has been received into the estate.

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### 8.2 Preferential Claims

The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay. All employees were transferred to the Purchaser under TUPE therefore no preferential claims are expected to be received.

### 8.3 Prescribed Part

As the secured creditor has been repaid in full under its fixed charge, there is no requirement to set aside a prescribed part in this case.

### 8.4 Unsecured Non-Preferential Claims

There are insufficient funds available to enable a distribution to unsecured creditors. This statement is being made in accordance with paragraph 52(1)(b) of Schedule B1 to the Act.

## 9 EXTENSIONS TO THE ADMINISTRATION

9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

9.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.

9.3 No extensions are required in this instance.

## 10 ENDING THE ADMINISTRATION

10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix E is Form 2.35B – Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.

10.2 At the end of the period of three months beginning with the date of registration of Form 2.35B, the Company will be dissolved.

10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Administrators immediately upon their appointment ceasing to have effect.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

for and on behalf of  
**CDS AND NIS LTD**



**A POXON**  
**JOINT ADMINISTRATOR**

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

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

**SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS**

- 1 The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration
- 2 If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company
- 3 If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation. It is further proposed that J M Titley and/or A Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved
- 4 Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration
- 5 In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved
- 6 The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company
- 7 The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that J M Titley and/or A Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them
- 8 The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
23 JUNE 2015 TO 22 DECEMBER 2015**

	Estimated to realise £	Transactions Previously reported £	Transactions This period £	Cumulative £
<b>RECEIPTS</b>				
Licence Fee	n/a	11,449 11	1,876 13	13,325 24
Goodwill	20,000 00	11,139 73	8,860 27	20,000 00
Stock	20,000 00	11,139 73	8,860 27	20,000 00
Plant & Machinery/Equipment	15,000 00	8,354 80	6,645 20	15,000 00
Work in Progress	10,000 00	5,569 89	4,430 11	10,000 00
Insulation Assets	5,942 00	5,942 00	-	5,942 00
Book Debt Surplus	210,743 00	-	6,647 04	6,647 04
Balance at Bank	-	457 81	-	457 81
<b>TOTAL</b>	<u>281,685 00</u>	<u>54,053 07</u>	<u>37,319 02</u>	<u>91,372 09</u>
<b>PAYMENTS</b>				
Administrators' Pre-appointment Fees		17,000 00	4,738 00	21,738 00
Solicitors' Pre-appointment Fees		5,000 00	-	5,000 00
Solicitors' Post-appointment Fees & Expenses		3,053 00	-	3,053 00
Agents' Pre-appointment Fees		3,500 00	2,000 00	5,500 00
Agents' Fees & Expenses		2,628 98	-	2,628 98
Licence Fee Paid		8,732 37	4,592 87	13,325 24
Administrators' Remuneration		-	23,762 00	23,762 00
Pre-appointment Accountancy Fees		-	3,000 00	3,000 00
Debt Collection Fee		-	3,323 52	3,323 52
Statement of Affairs Fee		-	2,500 00	2,500 00
Category 1 disbursements		-	328 63	328 63
Category 2 disbursements		-	46 80	46 80
<b>TOTAL</b>		<u>(39,914 35)</u>	<u>(44,291 82)</u>	<u>(84,206 17)</u>
<b>BALANCE IN HAND</b>				<u>7,165 92</u>
<b>PROPOSED FINAL TRANSACTIONS</b>				
Solicitors' Post-appointment Fees & Expenses				(1,000 00)
Administrators' Remuneration				(6,141 07)
Report Hosting				(14 00)
Storage (Current & future)				(10 85)
				<u>Nil</u>

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 23 JUNE 2015 TO 30 NOVEMBER 2015

	Director		Senior Manager		Manager 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	-	-	2	82.00	8	256.00	-	-	10	338.00	338.00
Receipts & Payments	-	-	-	-	8	256.00	30	450.00	38	706.00	185.79
Assets	10	450.00	-	-	14	448.00	-	-	24	898.00	374.17
Liabilities	5	225.00	-	-	95	3,040.00	2	30.00	102	3,295.00	323.04
Landlords	-	-	-	-	8	256.00	3	45.00	11	301.00	273.64
Debenture Holder	-	-	-	-	3	96.00	-	-	3	96.00	320.00
General Administration	5	225.00	-	-	-	-	-	-	5	225.00	450.00
Appointment	-	-	-	-	-	-	10	150.00	10	150.00	150.00
<b>Total</b>	<b>20</b>	<b>900.00</b>	<b>2</b>	<b>82.00</b>	<b>136</b>	<b>4,352.00</b>	<b>45</b>	<b>675.00</b>	<b>203</b>	<b>6,009.00</b>	
<b>Average Hourly Rate (£)</b>		<b>450.00</b>		<b>410.00</b>		<b>320.00</b>		<b>150.00</b>		<b>296.01</b>	

All Units are 6 minutes

**DESCRIPTION OF TIME SPENT BY CATEGORY**

**Statutory and Review**

Time was incurred preparing and reviewing bills in relation to time costs incurred and sending the statement of affairs to Companies House for filing

**Receipts and Payments**

Time was expended billing the disbursements incurred on the case, preparing VAT returns and paying the professional fees of administration

**Assets**

This involved pursuing the Purchaser for the deferred consideration due for the sale of the business and assets and agreeing a revised payment plan

**Liabilities**

Time was charged preparing and reviewing the first progress report to creditors, dealing with creditor correspondence by post, telephone and email and logging claims received

**Landlords**

The licence fee received was paid over to the landlord and the lease subsequently surrendered

**Debenture**

Correspondence was held with Close to obtain approval to the pre-appointment time of Cerberus Receivables

**General Administration**

This involved general correspondence

**Appointment**

This involved issuing copies of the notice of appointment to creditors when requested

**ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS**

The following information relating to the policy of Leonard Curtis is considered to be relevant to creditors

**Staff Allocation and Support Staff**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

With effect from 6 Jan 2014	Standard £
Director	450
Senior Manager	410
Manager 1	365
Manager 2	320
Administrator 1	260
Administrator 2	230
Administrator 3	210
Administrator 4	150
Support	0

**Subcontractors**

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holders or their staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Disbursements**

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£66.09 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

FORM 2.35B – NOTICE OF MOVE FROM ADMINISTRATION TO DISSOLUTION

The Insolvency Act 1986

**Notice of move from administration to dissolution****2.35B**

Name of Company CDS AND NIS LTD	Company number 07682011
In the Manchester District Registry of the High Court <small>[full name of court]</small>	Court case number 3460 of 2014

- (a) Insert name(s) and address(es) of administrator(s) I / We (a) J M Tittley & A Poxon of Leonard Curtis  
Tower 12, 18/22 Bridge Street, Spinningfields, M3 3BZ
- (b) Insert name and address of registered office of company having been appointed administrator(s) of (b) CDS AND NIS LTD  
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ
- (c) Insert date of appointment \_\_\_\_\_
- (d) Insert name of applicant / appointor on (c) 23 December 2014 by (d) The Directors

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 apply

I / we attach a copy of the final progress report

Signed



Joint / Administrator(s)

Dated

22 December 2015

**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.

Leonard Curtis	
Tower 12, 18/22 Bridge Street, Spinningfields, M3 3BZ	
19/KL	Tel 0161 831 9999
DX Number	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