

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A16 \*A8AUKBR5\* 31/07/2019 #409  
COMPANIES HOUSE

### 1 Company details

Company number 0 1 7 5 1 9 1 7

Company name in full Micro Enterprises Limited

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

### 2 Liquidator's name

Full forename(s) Dean Anthony

Surname Nelson

### 3 Liquidator's address

Building name/number St Helen's House

Street King Street

Post town Derby

County/Region Derbyshire

Postcode D E 1 3 E E

Country United Kingdom

### 4 Liquidator's name ①

Full forename(s) Nicholas Charles Osborn

Surname Lee

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

### 5 Liquidator's address ②

Building name/number 158

Street Edmund Street

Post town Birmingham

County/Region

Postcode B 3 2 H B

Country United Kingdom

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

## LIQ03

## Notice of progress report in voluntary winding up

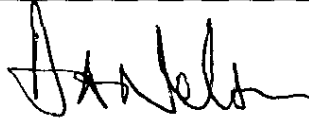
**6** Period of progress report

From date	d	0	d	8	m	0	m	6	y	2	y	0	y	1	y	8
To date	d	0	d	7	m	0	m	6	y	2	y	0	y	1	y	9

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X  X

Signature date

d	2	d	9	m	0	m	7	y	2	y	0	y	1	y	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**ANNUAL PROGRESS REPORT**  
**MICRO ENTERPRISES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

**Dean Anthony Nelson**

**Smith Cooper**  
**St Helen's House, King Street, Derby, DE1 3EE**  
**01332 332 021**

**Nicholas Charles Osborn Lee**

**Smith Cooper**  
**158 Edmund Street, Birmingham, B3 2HB**  
**0121 236 6789**

**This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**DEFINITIONS**

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Liquidators	Dean Anthony Nelson and Nicholas Charles Osborn Lee of Smith Cooper
The Company	Micro Enterprises Limited (in Liquidation)
SIP	Statement of Insolvency Practice
Review Period	8 June 2018 to 7 June 2019
R&P	Joint Administrators' Receipts and Payments Account to 7 June 2019
SoA	Statement of Affairs
EoS	Estimated Outcome Statement as at 7 June 2019

## **Contents**

1. Executive Summary
2. Administration and Planning
3. Enquiries and Investigations
4. Realisation of Assets
5. Creditors
6. Fees and Expenses
7. Creditors' Rights
8. EU Regulations
9. Conclusion

## **Appendices**

- I. Statutory Information
- II. Joint Liquidators' R&P to 7 June 2019
- III. Joint Liquidators' EOS as at 7 June 2019
- IV. Detailed list of Work Undertaken in the Review Period
- V. Expenses Summary for the Review Period
- VI. Joint Liquidators' Charge Out Rates and Disbursements Policies
- VII. Privacy Notice

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

## 1. EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### 1.1 Assets

	Estimated to Realise per Statement of Affairs	Realisations to Date	Anticipated Future Realisations	Total Anticipated Realisations
Asset	(£)	(£)	(£)	(£)
Cash at Bank	641	631	-	631
VAT Refund	2,200	-	-	-
Bank Interest	-	2	-	2
<b>Total</b>	<b>2,841</b>	<b>633</b>	<b>-</b>	<b>633</b>

### 1.2 Expenses

	Expenses Incurred and Paid to Date	Expenses Incurred but not yet Paid	Total Anticipated Expenses
Expense	(£)	(£)	(£)
Courier Costs	17	-	17
Statutory Advertising	-	150	150
Specific Bond	-	30	30
<b>Total</b>	<b>17</b>	<b>180</b>	<b>197</b>

### 1.3 Dividend prospects

	Distribution/Dividend Paid to Date	Anticipated Distribution/ Dividend, Based Upon the Above
Creditor class		
Secured Creditor	N/A	N/A
Preferential Creditors	N/A	N/A
Unsecured Creditors	-	-

### 1.4 Summary of Key Issues Outstanding

The outstanding key issues are as follows:

- Finalise investigations as detailed in Section 3; and
- Obtain tax clearance from HM Revenue and Customs ("HMRC").

### 1.5 Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of the closure of the Liquidation.

## **2. ADMINISTRATION AND PLANNING**

### **2.1 Statutory Information**

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The report on the creditors' S100 decision;

### **2.2 Other Administration Tasks**

During the Review Period, the following material tasks in this category were carried out:

- Consulting with staff as regards practical and technical aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Liquidators that materially affect the administration of the estate;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements; and
- Maintaining and updating the estate cash book and bank accounts, including bank reconciliations and processing receipts and payments.

## **3. ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information obtained from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. However, at this point, these matters will remain confidential, to ensure that any right of action claim is not jeopardised.

#### **4. REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

##### **4.1 Cash at Bank**

On appointment of the Joint Liquidators, the Company had a credit balance in its National Westminster Bank Plc ("NatWest") bank account of c.£0.6k.

The Joint Liquidators contacted NatWest and requested that the balance be sent to the designated Liquidation bank account. This was received on 6 August 2018.

There will be no further realisations in this respect.

##### **4.2 Bank Interest**

An amount of c.£2 has been received during the Review Period in respect of bank interest.

##### **4.3 VAT Refund**

Given the Company's outstanding liability owed to HMRC, the Joint Liquidators do not anticipate making any recoveries in respect of the VAT refund of c.£2.2k.

#### **5. CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

##### **5.1 Secured Creditors**

The Company does not have any outstanding liabilities owed to secured creditors.

##### **5.2 Preferential Creditors**

The Company does not have any preferential creditors.

##### **5.3 Unsecured Creditors**

HMRC have submitted a claim of c.£2.3m in the Liquidation in respect of Corporation Tax, VAT and PAYE.

Please be advised that proofs of debt can still be received and therefore the total value of unsecured claims is not known at present.



#### **5.4 Dividend Prospects**

It is not anticipated that a dividend distribution will be declared to unsecured creditors in this matter, based on current information, however this may change as a result of the Joint Liquidators' investigations, and any recoveries therefrom.

#### **5.5 Prescribed Part ("PP")**

Where a floating charge is created after 15 September 2003 a PP of the Company's net property shall be made available to unsecured creditors.

The Company does not have any outstanding liabilities owed to secured creditors, and consequently there will be no PP in this Liquidation.

### **6. FEES AND EXPENSES**

#### **6.1 Pre-Appointment Costs**

##### **6.1.1 Paid by Company/directors or Third party prior to appointment**

A fixed fee of £10k plus VAT was agreed and paid by the Directors of the Company prior to the winding-up resolution.

#### **6.2 The Joint Liquidators' Fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager, director or partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager, director or partner.

The basis of the Joint Liquidators' fees has not yet been fixed. The Joint Liquidators' proposals in relation to the setting of a fee basis will be issued under separate cover at a later date, should further realisations be achieved.

No fees have been drawn during the Review Period, as a consequence of the above.

#### **6.3 Joint Liquidators' Disbursements**

The disbursements that have been incurred and not yet paid during the Review Period are detailed at Appendix V.

The Category 1 disbursements incurred (whether paid or not) during the Review Period total £197, in respect of statutory advertising, the Joint Liquidators' specific bond and courier costs.

The Joint Liquidators did not incur any Category 2 disbursements during the Review Period. The basis of calculation of this category of disbursement is detailed at Appendix VI.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [https://www.r3.org.uk/media/documents/publications/professional/Guide\\_to\\_Liquidators\\_Fees.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Liquidators_Fees.pdf). A hard copy of both may be obtained on request.

**7. CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**8. EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK as their registered office address was 50 Woodgate, Leicester, LE3 5GF and their trading address was 50 Woodgate, Leicester, LE3 5GF and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

**9. CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Finalise investigations as detailed in Section 3; and
- Obtain tax clearance from HMRC.

If you require any further information, please contact this office.

Signed



**Dean Anthony Nelson**

Joint Liquidator

29 July 2019

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**STATUTORY INFORMATION**

**APPENDIX I**

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**Statutory Information**

Company Name	<b>Micro Enterprises Limited</b>
Former Trading Name	<b>Micro Enterprises Limited</b>
Company Number	<b>01751917</b>
Registered Office	<b>St Helen's House, King Street, Derby, DE1 3EE</b>
Former Registered Office	<b>50 Woodgate, Leicester, LE3 5GF</b>
Office Holders	<b>Dean Anthony Nelson and Nicholas Charles Osborn Lee</b>
Office Holders' Address	<b>Smith Cooper, St Helen's House, King Street, Derby, DE1 3EE</b>
Date of Appointment	<b>8 June 2018</b>

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX II**

**THE JOINT LIQUIDATORS' R&P TO 7 JUNE 2019**

**Micro Enterprises Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/06/2018 To 07/06/2019 £	From 08/06/2018 To 07/06/2019 £
	SECURED CREDITORS		
NIL	National Westminster Bank Plc	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	2.03	2.03
641.00	Cash at Bank	630.51	630.51
NIL	VAT Recoverable	NIL	NIL
		632.54	632.54
	COST OF REALISATIONS		
	Courier Costs	16.67	16.67
	Office Holders Fees	NIL	NIL
	Statutory Advertising	NIL	NIL
		(16.67)	(16.67)
	UNSECURED CREDITORS		
(3,955.22)	HM Revenue and Customs	NIL	NIL
(341,324.13)	HM Revenue and Customs - CT	NIL	NIL
(26,104.56)	HM Revenue and Customs - NIC	NIL	NIL
(253,000.40)	HM Revenue and Customs - PAYE	NIL	NIL
(3,900.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(627,743.31)</b>		<b>615.87</b>	<b>615.87</b>
	REPRESENTED BY		
	Bank 1 Current		615.87
			<b>615.87</b>



Dean Anthony Nelson  
Joint Liquidator

Note! All amounts are stated net of VAT  
 The bank account is interest bearing.

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX III**

**JOINT LIQUIDATORS' EOS AS AT 7 JUNE 2019**

**Micro Enterprises Limited**  
**(In Liquidation)**  
**Joint Liquidators' Estimated Outcome Statement**  
**To 07/06/2019**

Statement of Affairs £		Realised / Paid	Projected	Total £
	<b>SECURED CREDITORS</b>			
NIL	National Westminster Bank Plc	NIL NIL	NIL NIL	NIL NIL
	<b>ASSET REALISATIONS</b>			
NIL	VAT Recoverable	NIL	NIL	NIL
641.00	Cash at Bank	630.51	NIL	630.51
	Bank Interest Gross	2.03	NIL	2.03
		632.54	NIL	632.54
	<b>COST OF REALISATIONS</b>			
	Specific Bond	NIL	(30.00)	(30.00)
	Office Holders Fees	NIL	(435.87)	(435.87)
	Courier Costs	(16.67)	NIL	(16.67)
	Statutory Advertising	NIL	(150.00)	(150.00)
		(16.67)	(615.87)	(632.54)
	<b>UNSECURED CREDITORS</b>			
(3,900.00)	Trade & Expense Creditors	NIL	NIL	NIL
(253,000.40)	HM Revenue and Customs - PAYE	NIL	NIL	NIL
(26,104.56)	HM Revenue and Customs - NIC	NIL	NIL	NIL
(341,324.13)	HM Revenue and Customs - CT	NIL	NIL	NIL
(3,955.22)	HM Revenue and Customs	NIL	NIL	NIL
		NIL	NIL	NIL
	<b>DISTRIBUTIONS</b>			
(100.00)	Ordinary Shareholders	NIL NIL	NIL NIL	NIL NIL
<u>(627,743.31)</u>		<u>615.87</u>	<u>(615.87)</u>	<u>NIL</u>
	<b>REPRESENTED BY</b>			
	Bank 1 Current	615.87	(615.87)	NIL
		<u>615.87</u>	<u>(615.87)</u>	<u>NIL</u>



Dean Anthony Nelson  
Joint Liquidator

Note: All amounts are stated net of VAT  
The bank account is interest bearing



ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX IV**

**DETAILED LIST OF WORK UNDERTAKEN**

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**Detailed list of Work Undertaken for Micro Enterprises Limited in Creditors' Voluntary Liquidation for the Review Period**

Below is detailed information about the tasks undertaken by the Joint Liquidators.

<b>General Description</b>	<b>Includes</b>
<b>Statutory and General Administration</b>	
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document Maintenance/File Review/Checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank Account Administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning/Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and Records/Storage	Dealing with records in storage Sending job files to storage
Reports	Circulating initial report to creditors upon appointment
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of Company books and records Correspondence to request information on the Company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the Company Reviewing Company's books and records Preparation of deficiency statement Review of specific transactions
Statutory Reporting on Conduct of Director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Litigation / Recoveries	Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors
<b>Realisation of Assets</b>	
Cash at Bank	Liaise with NatWest regarding the Company's credit balance and requesting payment

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Proofs of Debt ("POD")	Receipting and filing POD
Processing Proofs of Debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX V**

**EXPENSES SUMMARY FOR THE REVIEW PERIOD**

ANNUAL PROGRESS REPORT FOR MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**Expenses Summary for the Review Period**

Expenses	Actual expenses incurred in the Review Period  £
<b>Category 1 Expenses</b>	
Statutory Advertising	150
Specific Penalty Bond	30
Courier Costs	17
<b>Total</b>	<b>197</b>

ANNUAL PROGRESS REPORT OF MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX VI**

**JOINT LIQUIDATORS' CHARGE OUT AND DISBURSEMENTS POLICIES**



Derby | St Helen's House | King Street | Derby | DE1 3EE | 01332 332021  
Nottingham | 2 Lace Market Square | Nottingham | NG1 1PB | 0115 943 4300  
Birmingham | 158 Edmund Street | Birmingham | B3 2HB | 0121 236 6789  
Ashbourne | 54 St John Street | Ashbourne | DE6 1GH | 01335 343 141  
Leicester | 53 Windsor Street | Burbage | Leicestershire | LE16 2EE | 01455 614 500  
Telford | M54 Space Centre | Halesfield Business Park | Halesfield 8 | Telford | TF9 4QN | 01952 601052

## INFORMATION FOR CREDITORS IN RELATION TO FEES AND DISBURSEMENTS

W	smithcooper.co.uk
F	01332 650290
VAT	123354934

## INFORMATION RELEVANT AT 1 APRIL 2017

### General information to creditors regarding insolvency matters

Creditors wishing to understand or find out more information in relation to this or any other type of insolvency process may visit the website:

<http://www.creditorinsolvencyguide.co.uk/>

This website is a step-by-step guide designed to help creditors navigate their way through an insolvency process and has been produced by R3, the UK insolvency trade body.

A creditors' guide to the fees payable in an insolvency process and the process an insolvency practitioner is required to adopt for seeking approval of his or her fees may be acquired from the following website:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

If any party is unable to obtain a copy of either of the above guides, please contact the individual referred to below who will furnish you with a copy, free of charge:

- Contact – Emily Oliver
- Telephone – 01332 332021
- Email – [creditor\\_correspondence@smithcooper.co.uk](mailto:creditor_correspondence@smithcooper.co.uk)
- Post – St Helen's House, King Street, Derby, DE1 3EE

### Sent from: Smith Cooper, St Helen's House, King Street, Derby DE1 3EE

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England. Registered number: 7678255  
Registered Office: St Helen's House, King Street, Derby DE1 3EE  
A list of directors is available for inspection at the above address.



Dean Anthony Nelson, Nicholas Charles Osborn Lee, Andrew Paul Stevens and Michael Paul Roome are licensed in the United Kingdom to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. They are all bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment, which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. When acting as Receiver, Administrative Receiver or Administrator they act as agent only, without personal liability and when acting as Administrator, the affairs, business and property of the company are being managed by them.

Regulated by the Institute of Chartered Accountants in England & Wales for a range of investment business activities.

When taking appointments, the firm's licensed Insolvency Practitioners are Data Controllers of personal data as defined by the Data Protection Act 1998 and the General Data Protection Regulations 2018. Smith Cooper will act as Data Processor on their instructions. Personal data will be kept secure and processed only for matters relating to the appointments which they take. For further details see the firm's privacy policy.

### Information specific to Smith Cooper

Grade	Charge out rate (£ per hour)
Partner	355
Director	255
Manager	190
Assistant Manager	190
Senior Insolvency Administrator	165
Administrator	130
Junior Administrator	90
Cashier	90
Other	60
Time costs are calculated using 6 minute units.	

The Office Holder does not recover the costs of support staff other than where their time is specifically incurred and can be identified in dealing with work undertaken on a specific engagement.

### Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

### Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1, being expenses directly referable to a third party, eg statutory advertising, external meeting room hire, specific bond insurance and courier costs, external archive, storage and subsequent destruction and Company Search fees, or Category 2, being expenses incurred by the firm and recharged to the estate, which may include a profit element, eg postage, stationery and storage.

Category 1 disbursements are recoverable in full from the estate without the prior approval of creditors. Category 2 disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered, subject to obtaining the requisite approval, as follows:-

Postage	Charged at actual cost (first class)
Photocopying	Recharged at 17p per sheet
Storage	Charged at cost
Room Hire	£50 per meeting held Smith Cooper offices
Archiving case files & closure	Recharged at £42.70 per box
Archiving records & closure	Recharged at £9.55 per box
Mileage	45p per mile



ANNUAL PROGRESS REPORT OF MICRO ENTERPRISES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION

**APPENDIX VII**

**PRIVACY NOTICE**

## Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an Insolvency Practitioner of Smith Cooper is not appointed as office holder, the data controller is either the company/individual on whose instructions Smith Cooper is acting or it is Smith Cooper. The contact details of Smith Cooper are: St Helen's House, King Street, Derby, DE1 3EE 01332 332021 creditor.correspondence@smithcooper.co.uk</p> <p>Where an Insolvency Practitioner of Smith Cooper is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holders are the data controllers. The insolvency practitioners can be contacted at: Smith Cooper, St Helen's House, King Street, Derby, DE1 3EE 01332 332021 creditor.correspondence@smithcooper.co.uk</p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"><li>• deliver services and meet legal responsibilities</li><li>• verify identity where this is required</li><li>• communication by post, email or telephone</li><li>• understand needs and how they may be met</li><li>• maintain records</li><li>• process financial transactions</li><li>• prevent and detect crime, fraud or corruption</li><li>• may also need to use data to defend or take legal actions related to the above</li></ul>
<b>Lawful basis for the processing</b>	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Smith Cooper has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
<b>What personal information we hold</b>	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individuals' health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>

<p><b>Who we share our data with</b></p>	<p>Personal data held by us may be transferred to:</p> <p><b>Other member firms and/or other offices</b>  Details of our member firm/other office locations are available here <a href="http://www.smithcooper.co.uk">www.smithcooper.co.uk</a>. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p><b>Third party organisations that provide applications/functionality, data processing or IT services to us</b>  We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p><b>Third party organisations that otherwise assist us in providing goods, services or information</b></p> <p><b>Auditors and other professional advisers</b></p> <p><b>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</b>  Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
<p><b>How long we retain your personal information</b></p>	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
<p><b>Your rights</b></p>	<p>The GDPR provides the following rights for individuals:</p> <p><b>Right to inform</b>  This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><b>Access to personal data</b>  You have a right of access to personal data held by us as a data controller.  This right may be exercised by contacting us <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a>  We will aim to respond to any requests for information promptly, and in any event within one month.</p>

	<p><b>Amendment of personal data</b></p> <p>To update personal data submitted to us, you may email us at <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a> or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p><b>Rights that do not apply in these particular circumstances</b></p> <p>Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
<b>Right to withdraw consent</b>	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
<b>Changes to our privacy statement</b>	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Smith Cooper, St Helen's House, King Street, Derby, DE1 3EE.</p> <p>This privacy statement was last updated on 16 June 2018.</p>
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a></p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
<b>Who provided the personal data</b>	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our Insolvency Practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.

LIQ03

## Notice of progress report in voluntary winding up

**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 **Kieran Marshall**

Company name **Smith Cooper**

Address **St Helen's House**

**King Street**

Post town **Derby**

County/Region **Derbyshire**

Postcode 

D	E	1		3	E	E
---	---	---	--	---	---	---

Country **United Kingdom**

DX ☒

Telephone **01332 332021**

**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)**