

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



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23/02/2019  
COMPANIES HOUSE

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	3	2	5	4	4	8	7	
Company name in full	Interactive Communications Services Limited							

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

### 2 Liquidator's name

Full forename(s)	Andrew
Surname	Dix

### 3 Liquidator's address

Building name/number	Swift House, Ground Floor
Street	18 Hoffmanns Way
Post town	Chelmsford
County/Region	Essex
Postcode	C M 1 1 G U
Country	

### 4 Liquidator's name ①

Full forename(s)	
Surname	

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

### 5 Liquidator's address ②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

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

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>3 <sup>d</sup>1 <sup>m</sup>0 <sup>m</sup>1 <sup>y</sup>2 <sup>y</sup>0 <sup>y</sup>1 <sup>y</sup>9

# 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 **Andrew Dix**

Company name **LB Insolvency Solutions Ltd**

Address **Swift House**  
**18 Hoffmanns Way**

Post town **Chelmsford**

County/Region **Essex**

Postcode **C M 1 1 G U**

Country

DX

Telephone **01245 254791**



### 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)**

# **Liquidator's Annual Progress Report to Creditors & Members**

**Interactive Communications Services Limited -  
In Creditors' Voluntary Liquidation**

**13 January 2017 to 12 January 2018**

## **CONTENTS**

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Notice of Intended Dividend
- 5** Liquidator's Remuneration
- 6** Creditors' Rights
- 7** Next Report

## **APPENDICES**

- A** Receipts and Payments Account for the Period from 13 January 2017 to 12 January 2018 incorporating a Cumulative Receipts and Payments Account for the Period 13 January 2015 to 12 January 2018
- B** Time Analysis for the Period from 13 January 2017 to 12 January 2018
- C** Cumulative Time Analysis for the Period 13 January 2015 to 12 January 2018
- D** Additional information in relation to Liquidator's Fees, Expenses & Disbursements

## **1 Introduction and Statutory Information**

- 1.1 I, Andrew Dix of LB Insolvency Solutions Limited, Swift House, Ground Floor, 18 Hoffmanns Way, Chelmsford, Essex, CM1 1GU, was appointed as Liquidator of Interactive Communications Services Limited ("the Company") on 13 January 2015 following the retirement of Peter Byatt who was originally appointed on 29 October 2010. This progress report covers the period from 13 January 2017 to 12 January 2018 ("the Period") and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found at [www.lbinsolvency.co.uk/privacy-policy](http://www.lbinsolvency.co.uk/privacy-policy). If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 58 Marsh Wall, London, E14 9PG.
- 1.4 The registered office of the Company has been changed to Swift House, Ground Floor, 18 Hoffmanns Way, Chelmsford, Essex, CM1 1GU and its registered number is 3254487.

## **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the period of this report.
- 2.3 Attached at Appendix B is a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to 13 January 2017 to 12 January 2018.

### **Administration**

- 2.4 A Liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated the appointment, such as agreeing the strategy for the liquidation, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.
- 2.5 Creditors should note that this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

### **Realisation of Assets**

- 2.6 As previously reported, the only unrealised asset is an inter-company debt due from Vectone (Ireland) Limited, in Liquidation. As soon as a dividend is received from that liquidation I will take steps to pay a final dividend to the creditors in this liquidation.
- 2.7 It is anticipated that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and/or unsecured creditors of the Company.

### ***Creditors (claims and distributions)***

- 2.8 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.9 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.10 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

### ***Investigations***

- 2.11 You may recall from my first progress report to creditors that some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.12 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 2.13 Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors

### ***Matters still to be dealt with***

- 2.14 There are no further matters outstanding and steps should be taken to close this case.

## **3 Creditors**

### ***Secured Creditors***

- 3.1 There are no secured creditors

### ***Preferential Creditors***

- 3.2 There are no preferential creditors

### ***Unsecured Creditors***

- 3.3 A dividend of 1.0567 pence in the pound, amounting of £68,453 was paid to the non-preferential creditors in the first year of the liquidation. Any further dividend is dependent on recoveries from Vectone (Ireland) Limited, in Liquidation.
- 3.4 The company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the company's net floating charge properly for unsecured creditors (known as the **prescribed part**), which only applies to charges created after 15 September 2003

#### **4 Liquidator's Remuneration**

- 4.1 The Creditors approved that the basis of the Liquidator's remuneration be reference to time properly spent by him and his staff in managing the liquidation.
- 4.2 My time costs for the Period are £3,192.50. This represents 15.6 hours at an average rate of £204.65 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. To date, £5,750.00 plus disbursements of £529.27 has been drawn on account.
- 4.3 Also attached as Appendix C is a cumulative Time Analysis for the period from 13 January 2015 to 12 January 2018 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £8,286.50. This represents 41.77 hours at an average rate of £198.38 per hour.
- 4.4 In considering the remaining work to be done in this liquidation, I currently anticipate that my time costs to complete the liquidation will be approximately £4,000.00. I will update creditors on this in my next progress report.
- 4.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from [www.lbinsolvency.co.uk/creditor-reference-suite](http://www.lbinsolvency.co.uk/creditor-reference-suite).
- 4.6 Attached as Appendix E is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

#### **5 Creditors' Rights**

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

#### **6 Next Report**

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01245 254791 or by email at [info@lbinsolvency.co.uk](mailto:info@lbinsolvency.co.uk).

Yours faithfully



Andrew Dix  
Liquidator



## Appendix D

### Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

#### 1 Staff Allocation and the Use of Sub-Contractors

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

#### 2 Professional Advisors

- 2.1 On this assignment we have not used any professional advisors.
- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Liquidator's Expenses & Disbursements

- 3.1 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Translations	199.00			199.00
Statutory advertising	153.00			153.00
Specific penalty bond	316.00			316.00
External Storage of Books & Records	60.27			61.53
Postage			22.80	91.20

- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

#### 4 Charge-Out Rates

- 4.1 LB Insolvency Solutions Limited current charge-out rates effective from 1 September 2017 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	(Per hour)
<b>Director</b>	<b>£350 per hour</b>
<b>Associate Director</b>	<b>£250 per hour</b>
<b>Senior Administrator</b>	<b>£200 per hour</b>
<b>Administrator</b>	<b>£175 per hour</b>
<b>Junior Administrator</b>	<b>£150 per hour</b>
<b>Assistants and Support Staff</b>	<b>£125 per hour</b>

Prior to this the following rates applied:

Effective from 1 September 2016

	(Per hour)
<b>Director</b>	<b>£350 per hour</b>
<b>Associate Director</b>	<b>£250 per hour</b>
<b>Senior Administrator</b>	<b>£200 per hour</b>
<b>Administrator</b>	<b>£175 per hour</b>
<b>Junior Administrator</b>	<b>£150 per hour</b>
<b>Assistants and Support Staff</b>	<b>£125 per hour</b>

Effective from 1 September 2015

	(Per hour)
<b>Director</b>	<b>£300 per hour</b>
<b>Manager</b>	<b>£225 per hour</b>
<b>Senior Administrator</b>	<b>£200 per hour</b>
<b>Administrator</b>	<b>£175 per hour</b>
<b>Junior Administrator</b>	<b>£150 per hour</b>
<b>Assistants and Support Staff</b>	<b>£100 per hour</b>

Effective from 1 September 2014

	(Per hour)
<b>Director</b>	<b>£275 per hour</b>
<b>Manager</b>	<b>£200 per hour</b>
<b>Senior Administrator</b>	<b>£175 per hour</b>
<b>Administrator</b>	<b>£150 per hour</b>
<b>Junior Administrator</b>	<b>£125 per hour</b>
<b>Assistants and Support Staff</b>	<b>£75 per hour</b>

## Appendix A

**Interactive Communications Services Limited  
(In Liquidation)**

**Liquidator's Summary of Receipts and Payments**

	Statement of affairs £	From 13/01/2017 To 12/01/2018 £	From 25/11/2010 To 12/01/2018 £
<b>RECEIPTS</b>			
Corporation Tax Rebate	Uncertain	0.00	29,064.49
VAT Refund	5,272.00	0.00	0.00
Cash at Bank		0.00	46,439.41
Bank Interest Gross		0.39	13.06
Vat Receivable		0.00	1,272.67
		<u>0.39</u>	<u>76,789.63</u>
<b>PAYMENTS</b>			
Translations		0.00	199.00
Specific Bond		0.00	316.00
Office Holders Fees		0.00	5,750.00
Storage Costs		0.00	60.27
Statutory Advertising		0.00	153.00
Trade & Expense Creditors		0.00	65,841.44
Vat Receivable		0.00	1,273.76
		<u>0.00</u>	<u>73,593.47</u>
<b>BALANCE - 12 January 2018</b>		<u><b>0.39</b></u>	<u><b>3,196.16</b></u>
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current		0.39	3,196.16
		<u><b>0.39</b></u>	<u><b>3,196.16</b></u>

# Interactive Communications Services Ltd(LIQ)

Analysis of time costs from 13/01/2017  
to 12/01/2018

Appendix B

Classification of Work Function	Hours					Time Cost	Average Hourly Rate
	Partner	Manager	Administrator	Support	Total Hours		
Administration and Planning	0.00	2.50	8.00	0.00	10.50	£1,897.50	£180.71
Creditors	0.70	2.90	0.50	0.00	4.10	£1,045.00	£254.88
Investigations							
Realisation of Assets	0.00	1.00	0.00	0.00	1.00	£250.00	£250.00
Trading							
<b>Totals:</b>	<b>0.7</b>	<b>6.4</b>	<b>8.5</b>	<b>0</b>	<b>15.6</b>	<b>£3,192.50</b>	<b>£204.65</b>
<b>Total Fees Claimed</b>	<b>(Excluding Disbursements and VAT)</b>					<b>£3,192.50</b>	

# Interactive Communications Services Ltd(LIQ)

Analysis of time costs from 13/01/2015  
to 12/01/2018

Appendix C

Classification of Work Function	Hours					Time Cost	Average Hourly Rate
	Partner	Manager	Administrator	Support	Total Hours		
Administration and Planning	3.88	5.30	14.05	0.00	23.23	£4,572.00	£196.81
Creditors	1.84	4.80	8.70	0.00	15.34	£2,999.50	£195.53
Investigations	1.10	0.00	0.50	0.00	1.60	£365.00	£228.13
Realisation of Assets	0.00	1.00	0.60	0.00	1.60	£350.00	£218.75
Trading							
<b>Totals:</b>	<b>6.82</b>	<b>11.1</b>	<b>23.85</b>	<b>0</b>	<b>41.77</b>	<b>£8,286.50</b>	<b>£198.38</b>
<b>Total Fees Claimed</b>	<b>(Excluding Disbursements and VAT)</b>					<b>£8,286.50</b>	