

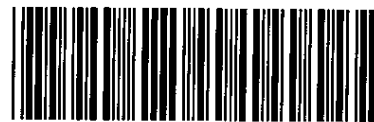
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



\*A6G3565V\*

A28

30/09/2017

#375

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 6 7 4 2 7 8 7	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Accentuate Training Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Martin	
Surname	Maloney	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	Leonard Curtis	
Street	Leonard Curtis House	
	Elms Square, Bury New Road	
Post town	Whitefield	
County/Region	Greater Manchester	
Postcode	M 4 5 7 T A	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	John	<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Titley	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	Leonard Curtis	<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street	Leonard Curtis House	
	Elms Square, Bury New Road	
Post town	Whitefield	
County/Region	Greater Manchester	
Postcode	M 4 5 7 T A	
Country		

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

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

**7** Progress report

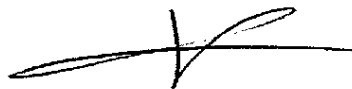
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

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 **Joshua Daly**

Company name **Leonard Curtis**

Address **Leonard Curtis House**  
**Elms Square, Bury New Road**  
**Whitefield**

Post town **Greater Manchester**

County/Region

Postcode **M 4 5 7 T A**

Country

DX

Telephone **0161 413 0930**

**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)



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**Accentuate Training Limited t/a EPCIS  
(In Creditors' Voluntary Liquidation)**

**Company Number: 06742787**

**Former Registered Office and Trading Address:**

**Steadings House, Lower Meadow Road, Wilmslow, Cheshire SK9 3LP**

**Joint Liquidators' Second Progress Report  
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**29 September 2017**

**Leonard Curtis**  
Leonard Curtis House, Elms Square, Bury New Road, Whitefield  
Greater Manchester M45 7TA  
Tel: 0161 413 0930 Fax: 0161 413 0931  
recovery@leonardcurtis.co.uk  
Ref: K/26/JDA/NA718Q/1010

## CONTENTS

- 1 Introduction
- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators' Remuneration, Expenses and Disbursements and Creditors' Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

## APPENDICES

- A Summary of Joint Liquidators' Receipts and Payments from 7 August 2015 to 6 August 2017
- B Summary of Joint Liquidators' Time Costs from 7 August 2016 to 6 August 2017
- C Summary of Joint Liquidators' Expenses from 7 August 2015 to 6 August 2017
- D Leonard Curtis Policy Regarding Fees, Expenses and Disbursements

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 Martin Maloney and John Titley were appointed joint liquidators of Accentuate Training Limited t/a EPCIS ("the Company") on 7 August 2015.
- 1.2 Martin Maloney and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 7 August 2016 to 6 August 2017, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the joint liquidators are required to disclose and should be read in conjunction with the previous progress report dated 6 October 2016.
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA on 25 August 2015.

**Assets Realised**

*Contribution to Costs*

- 2.2 Due to the lack of asset realisations in this case, it was necessary to seek a contribution to costs of the liquidation from the director of the Company. Cerberus Receivables Management ("CRM") were instructed to recover this. The amount was agreed at £6,000 and this has now been received in full.

**Assets Still to be Realised**

*Investments*

- 2.3 The statement of affairs showed investments with an uncertain estimated to realise value. The amount relates to various overseas investments. The position has been reviewed and deemed irrecoverable due to the financial position of the companies invested in and also any benefit to the liquidation would be outweighed by the cost of recovery.

*Balance at Bank*

- 2.4 The Company's balance at bank had an estimated to realise value of £275. The Company's former bankers, The Royal Bank of Scotland Plc ("RBS"), have advised that after termination charges there are no funds remaining in the bank account.

*Computer Equipment*

- 2.5 The Company's computer equipment had an estimated to realise value of £150. Independent valuation agents, Charles Taylor Auctioneers ("CT") were instructed to value and dispose of these assets. CT advised that the assets were in poor condition and of nominal value. It was not considered cost effective to sell them and the computer equipment was abandoned.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the joint liquidators' receipts and payments for the entire period of the liquidation, including the period from 7 August 2016 to 6 August 2017, is attached at Appendix A.

**4 OUTCOME FOR CREDITORS**

**Secured Creditors**

- 4.1 There were no secured creditors.

**Preferential Creditors**

- 4.2 At the date of liquidation, no preferential claims were anticipated.

- 4.3 No claims have been received.

**Prescribed Part**

- 4.4 As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case.

**Ordinary Unsecured Creditors**

- 4.5 At the date of liquidation, there were five unsecured creditors, with estimated claims totalling £68,819. Claims totalling £54,420 have been received.

- 4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to ordinary unsecured creditors.

- 4.7 The joint liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

**5 INVESTIGATIONS**

- 5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the joint liquidators. Nothing further has been brought to the attention of the joint liquidators during the period of this report.

**6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS**

**Remuneration**

- 6.1 A fee of £5,000 for the preparation of the statement of affairs was approved by creditors on 7 August 2015. No fee has been drawn to date.
- 6.2 At the same meeting, it was resolved that the joint liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation. The joint liquidators' time costs from 7 August 2016 to 6 August 2017 are £4,105, which represents 17.5 hours at an average hourly rate of £234.57. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 7 August 2016 to 6 August 2017. Total time costs from the commencement of the liquidation amount to £12,200.

**Expenses**

- 6.3 A summary of the joint liquidators' expenses from 7 August 2015 to 6 August 2017 is attached at Appendix C. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
  - *Case Specific Expenses*: this category includes expenses likely to be payable by the joint liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.4 Creditors also approved the basis for recharging disbursements that include an element of shared or allocated costs or payments to outside parties in which the joint liquidators or Leonard Curtis have an interest, also known as Category 2 disbursements.
- 6.5 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.6 During the liquidation, the following professional advisors and / or subcontractors have been used:

<b>Name of Professional Advisor</b>	<b>Service Provided</b>	<b>Basis of Fees</b>
Cerberus Receivables Management	Debt Collection	Percentage of Realisations
Charles Taylor Auctioneers	Asset Valuation	Fixed Fee

**Creditors' Rights**

- 6.7 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the joint liquidators provide further information about their remuneration or expenses which have been itemised in this report.



- 6.8 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor), or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the joint liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the joint liquidators, as set out in the progress report, are excessive.
- 6.9 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

## 7 MATTERS STILL TO BE DEALT WITH

- 7.1 Matters still to be dealt with before conclusion of the liquidation include the following:

- The unpaid remuneration and expenses will need to be paid.

## 8 OTHER MATTERS

- 8.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the following website via the link below:

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

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Joshua Daly of this office on 0161 413 0930.

- 8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

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

- 8.4 The joint liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Yours faithfully

**MARTIN MALONEY**  
**JOINT LIQUIDATOR**

Martin Maloney and John Tittle are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9628 and 8617, respectively

APPENDIX A

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM  
7 AUGUST 2015 TO 6 AUGUST 2017**

	Estimated to Realise	As at 6 August 2016	Movements in the Period	As at 6 August 2017
	£	£	£	£
<b>RECEIPTS</b>				
Balance at Bank	275	-	-	-
Investments	Uncertain	-	-	-
Computer Equipment	150	-	-	-
	<u>425</u>	-	-	-
Contribution to Costs		-	6,000.00	6,000.00
		-	<u>6,000.00</u>	<u>6,000.00</u>
<b>PAYMENTS</b>				
		-	1,000.00	1,000.00
<b>TOTAL COSTS AND CHARGES INCURRED</b>		-	<u>1,000.00</u>	<u>1,000.00</u>
<b>BALANCE</b>		-	<u>5,000.00</u>	<u>5,000.00</u>
<b>MADE UP AS FOLLOWS</b>				
Balance at Bank		-	4,800.00	4,800.00
VAT Control Account		-	200.00	200.00
		-	<u>5,000.00</u>	<u>5,000.00</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 7 AUGUST 2016 TO 6 AUGUST 2017

	Director		Manager 2		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory and Review	2	90.00	13	416.00	-	-	21	315.00	36	821.00	228.06
Receipts and Payments	-	-	20	640.00	-	-	-	-	20	640.00	320.00
Assets	-	-	4	128.00	-	-	20	300.00	24	428.00	178.33
Liabilities	10	450.00	25	800.00	-	-	36	540.00	71	1,790.00	252.11
General Administration	-	-	-	-	6	156.00	18	270.00	24	426.00	177.50
Total	12	540.00	62	1,984.00	6	156.00	95	1,425.00	175	4,105.00	
Average Hourly Rate (£)		450.00		320.00		260.00		150.00		234.57	

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 7 AUGUST 2015 TO 6 AUGUST 2017

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Specialists	Insurance bond	25.00	-	-	25.00
Company Searches	Companies House	Extraction of company information from Companies House	3.00	-	-	3.00
Document Hosting	Pelstar	Hosting of documents for creditors	14.00	7.00	-	14.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	-	-	87.00
Client ID Checks	SmartSearch	Client ID verification	5.00	-	-	5.00
Statutory Advertising	Courts Advertising	Advertising	236.25	-	-	236.25
		<b>Total standard expenses</b>	<b>370.25</b>	<b>7.00</b>	<b>-</b>	<b>370.25</b>

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Debt Collection Expenses	Cerberus Receivables Management	Debt collection	1,000.00	1,000.00	1,000.00	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	15.03	-	-	15.03
		<b>Total case specific expenses</b>	<b>1,015.03</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,015.03</b>

## LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

### Staff Allocation and Charge Out Rates

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 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 as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

### Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

### 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.

### Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual

## Accentuate Training Limited t/a EPCIS – In Creditors' Voluntary Liquidation

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors	<table> <tr> <th>Type</th><th>100 creds</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	100 creds	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	100 creds	Every addtl 10																								
ADM	£14.00	£1.40																								
CVL	£7.00	£0.70																								
MVL	£7.00	£0.70																								
CPL	£7.00	£0.70																								
CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £160.00 3-6 months £240.00 6-12 months £390.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges 3																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See <b>disbursements</b> section below	See <b>disbursements</b> section below

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 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 (excl. mileage), 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)	£70.40 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.