

CVA3

Notice of supervisor's progress report in voluntary arrangement



Companies House

SATURDAY



A8JSYWIP

A19

07/12/2019

#101

COMPANIES HOUSE

1 Company details

Company number 0 6 9 3 0 8 3 4

Company name in full Vibox Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Supervisor's name

Full forename(s) Martin

Surname Maloney

3 Supervisor's address

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

4 Supervisor's name^①

Full forename(s) Andrew

Surname Poxon

① Other supervisor

Use this section to tell us about
another supervisor.

5 Supervisor's address^②

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

② Other supervisor

Use this section to tell us about
another supervisor.

CVA3

Notice of supervisor's progress report in voluntary arrangement

6	Date of voluntary arrangement			
Date	d 1 d 0	m 1 m 0	y 2 y 0 y 1 y 8	
7	Period of progress report			
Date from	d 1 d 0	m 1 m 0	y 2 y 0 y 1 y 8	
Date to	d 0 d 9	m 1 m 0	y 2 y 0 y 1 y 9	
8	Progress report			
	<input checked="" type="checkbox"/> I attach a copy of the progress report			
9	Sign and date			
Supervisor's signature	Signature X  X			
Signature date	d 0 d 6	m 1 m 2	y 2 y 0 y 1 y 9	

CVA3

Notice of supervisor's progress report in voluntary arrangement



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	Martin Maloney
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 and dated 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 or email 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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

VIBOX LTD
Company Voluntary Arrangement
Registered Number: 06930834

Joint Supervisors' First Progress Report pursuant to Rule 2.41 of the Insolvency
(England and Wales) Rules 2016

CVA Number: 2888 of 2018
In the High Court of Justice
Business and Property Courts in Manchester
Company & Insolvency List (CHD)

06 December 2019

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/MM/V122Q/1010

CONTENTS

- 1 Introduction
- 2 Progress and Prospects for the Full Implementation of the Arrangement
- 3 Receipts and Payment Account and Outcome for Creditors
- 4 Joint Supervisors' Remuneration and Disbursements
- 5 Distributions
- 6 *Statement of Compliance*
- 7 Data Protection

APPENDICES

- A Summary of Joint Supervisors' Receipts and Payments from 10 October 2018 to 09 October 2019
- B Summary of Joint Supervisors' Time Costs from 10 October 2018 to 09 October 2019
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- D Statement of Claim Form
- E Schedule of Creditor Claims
- F Privacy Notice

**TO: ALL CREDITORS BOUND BY THE ARRANGEMENT
ALL MEMBERS
THE COMPANY
THE COMPANY'S AUDITORS
THE REGISTRAR OF COMPANIES**

1 INTRODUCTION

- 1.1 Andrew Poxon and I were appointed Joint Supervisors of a Company Voluntary Arrangement ("VA") for Vibox Ltd ("the Company") at meetings of creditors and members held on 10 October 2018. I am an insolvency practitioner licensed in the UK by the Institute of Chartered Accountants in England and Wales and Andrew Poxon is an insolvency practitioner licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.2 There has been no change in office holder since the date of the approval of the VA.
- 1.3 This report provides an update on the progress of the VA for the period 10 October 2018 to 09 October 2019, and prospects for full implementation of the VA, as required by Rule 2.41 of the Insolvency (England & Wales) Rules 2016. It contains details of the progress made in the period, the expected outcome for creditors and other information that we are required to disclose.

2 PROGRESS AND PROSPECTS FOR THE FULL IMPLEMENTATION OF THE ARRANGEMENT

- 2.1 The terms of the VA are that the Company pays voluntary contributions into the VA at the value of £11,500 per month, totalling £690,000 over a period of 60 months. The voluntary contributions payable into the VA as at the first anniversary of the VA totalled £138,000 and £138,000 has been paid.

Monies received are to be utilised as follows:

- a) To pay the fees and expenses of the Joint Nominees.
 - b) To pay the fees and expenses of the Joint Supervisors and the costs of CVA.
 - c) To pay preferential claims, if any, in full in priority to the claims of unsecured creditors.
 - d) To pay a dividend or dividends to those ordinary creditors whose claims were received by the last date of proving.
- 2.2 I can confirm that the monthly contributions have been received to date in accordance with the terms of the VA, and as at the first anniversary of the VA contributions of £138,000 have been paid.

The Supervisors have requested the Company to provide financial statements / information regarding the Company's financial performance for review, with regard to the affordability of the amount of voluntary contributions payable into the VA.

3 RECEIPTS AND PAYMENT ACCOUNT AND OUTCOME FOR CREDITORS

- 3.1 A summary of the Joint Supervisors receipts and payments for the period 10 October 2018 to 09 October 2019 is attached at Appendix A.
- 3.2 All figures are stated net of VAT.

Secured Creditors

- 3.3 There are no secured creditors in this matter.

Preferential Claims

- 3.4 No preferential claims were estimated to be received in the VA.

However, a claim from a former employee has arisen in the period, and a preferential claim from the Redundancy Payment Services has been received in the VA at a value of £1,927.44. Preferential creditors' claims are proposed to be paid at a level of 100 p in the £.

Ordinary Unsecured Creditors

- 3.5 As detailed in the VA proposal, it was proposed that there would be a distribution to unsecured creditors of approx. 9p in the £, after the first anniversary of the VA. A notice of intention to declare a dividend is proposed to be circulated to all known creditors.
- 3.6 The VA estimated ordinary unsecured creditors claiming in the VA at £1,247,554. As at the anniversary of the VA, the estimated total claims of ordinary unsecured claims is £1,177,964. Claims have not been adjudicated on at this time and agreement of claims will be undertaken as part of the proposed dividend process.
- 3.7 A schedule of creditors and creditors' claims is attached at Appendix E, which indicates that creditors with an estimated value of £51,257.17 have yet to submit a claim into the VA. Any creditor who has not yet submitted a claim, should **complete and return the Statement of Claim form** at Appendix D.
- 3.8 It is still anticipated that creditors will be paid the proposed dividend within the timescales set out in the original proposal document. However, should the situation change the Joint Supervisors will notify creditors accordingly.

4 JOINT SUPERVISORS' REMUNERATION AND DISBURSEMENTS

- 4.1 The VA proposal approved by creditors on 10 October 2018 provided that the Joint Supervisors' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the VA.
- 4.2 Details of our company's charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are attached at Appendix C. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.

Nominees' Fees

- 4.3 Creditors resolved that the Joint Supervisors be authorised to draw a Nominees' fee fixed in the sum of £15,000 plus VAT (where applicable) and disbursements in relation to preparing the proposal and convening a decision of Creditors to consider the proposal. This included an amount of £2,000 plus VAT where applicable payable to Harold Sharp for their assistance to the Nominees with regard to the basic work undertaken by the Nominees in the pre VA Period.
- 4.4 Nominees' remuneration of £13,000 has been paid by the Company, as detailed in the attached receipts and payments account, and an amount of £2,000 remains outstanding.

Supervisors' Remuneration

- 4.5 Creditors further resolved that the Joint Supervisors draw fees on the basis of time properly incurred by us and our staff in dealing with the VA. The Joint Supervisors' remuneration was estimated at £35,000 over the proposed duration of the VA, averaging £7,000 per year.
- 4.6 Attached at Appendix B is a time analysis which provides details of the activity costs, incurred by staff grade from 10 October 2018 to 09 October 2019, together with a detailed description of work undertaken, attributable to each category of costs and an explanation of why it was necessary for that work to be performed.
- 4.7 The Joint Supervisors' time costs for the period 10 October 2018 to 09 October 2019, total £5,832.50. This represents 20.9 hours at an average rate of £279.07 per hour.
- 4.8 Supervisors' fees totalling £Nil have been drawn as at the first anniversary of the VA.

The time incurred by the Supervisors as at the first anniversary of the VA are in line with the estimated cost per the CVA Proposal.

Agents' fees were estimated at £nil in the CVA proposal and agents' fees of £125 plus VAT have been incurred to date, with regard to the instruction of employment law agents and an employee claim made after the commencement of the VA.

Further information may be found in "Guide to Voluntary Arrangement Fees" (version 4). This is available from our office free of charge or may be downloaded from:

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

If you would prefer this to be sent to you in hard copy please contact Martin Maloney of this office on 0161 413 0930.

Expenses

- 4.9 Below is a table detailing the Joint Supervisors' expenses to date. 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 VA 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 Supervisors in carrying out their duties in dealing with issues arising in this particular VA. Included within this category are costs that are directly referable to the VA 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.

Standard Expenses

		Category	Incurred To Date	Paid	Unpaid
Charged By	Services provided			£	£
Business Tax Centre	KYC Checks	1	5.00	0.00	5.00
Pelstar	Document Hosting	1	20.00	0.00	20.00
Courts Advertising	Statutory Advertising	1	0.00	0.00	0.00
HMCS	Court Fee	1	50.00	0.00	50.00
AUA Insolvency Risk	Bordereau Fee	1	550.00	0.00	550.00
Pelstar	IT Licence Fee	1	87.00	0.00	87.00
Companies House	Companies Searches	1	0.00	0.00	0.00
Total			712.00	0.00	712.00

Case Specific Expenses

		Category	Incurred To Date	Paid	Unpaid
Charged By	Services provided			£	£
LC Legal	Legal Fees	2	0.00	0.00	0.00
LC Staff	Mileage	2	0.00	0.00	0.00
Total			0.00	0.00	0.00

4.10 On approval of the VA, creditors approved the basis for recharging category 2 disbursements. In this case no costs falling into this category have been incurred

4.11 Details of professional advisors, including subcontractors used during the VA, are provided below:

Name of Professional Advisor	Service Provided	Basis of Fees
EK Employment Law	Employee Claims	Fixed fee

EK Employment, a firm of employment law agents, were instructed by the Supervisors with regard to the provision of assistance to employees in the making employee claims, along with the review and calculation of whether any additional preferential claims are applicable. Instructions were provided on the basis that agents can undertake this task in a more cost effective manner than the supervisors, with a higher degree of specialist knowledge. The agents were chosen based upon their experience and abilities suitable for the nature of the assignment.

4.12 You are encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

www.creditorinsolvencyguide.co.uk

4.13 Insolvency practitioners at Leonard Curtis are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

5 DISTRIBUTIONS

- 5.1 It is proposed that a notice of intention to declare a dividend will shortly be circulated to all known creditors. Based on current information, the estimated distribution to unsecured creditors is to be proposed at approx. 9p in the £.
- 5.2 Claims from ordinary unsecured creditors with a value of £570,965.28 have been provisionally agreed and claims with a value of £555,741.32 are in the process of being reviewed for the purposes of provisional agreement.
- 5.3 It is proposed that a first distribution be made to creditors once creditors' claims have been agreed.
- 5.4 There are 8 creditor claims which remain outstanding and a statement of claim is attached at Appendix D for the remaining creditors to submit their claims. Any creditors who have not submitted a claim to date are listed at Appendix E under the column "No Claim Yet Received".
- 5.5 **Any creditors who have not submitted their claim as shown in Appendix E, is hereby requested to submit their claim in to the CVA by completing and returning the attached Statement of Claim form at Appendix D.**

6 STATEMENT OF COMPLIANCE

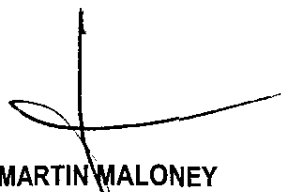
- 6.1 Subject to any issues detailed above and the Company's ability to maintain future voluntary contributions; the Joint Supervisors are not currently aware of any other reasons that would affect the arrangement from progressing to completion.

7 DATA PROTECTION

- 7.1 When submitting details of your claim in the VA, you may disclose personal data to us. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. We act as Data Controller in respect of personal data we obtain in relation to this CVA and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached at Appendix F, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you have any queries please contact my office, **in writing**. Electronic communications should include a full postal address.

Yours faithfully



MARTIN MALONEY
JOINT SUPERVISOR

Martin Maloney and Andrew Poxon 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 8620, respectively

**SUMMARY OF JOINT SUPERVISORS' RECEIPTS AND PAYMENTS
FROM 10 OCTOBER 2018 TO 09 OCTOBER 2019**

	Estimated to Realise	10 Oct 18 to 09 Oct 19
	£	£
RECEIPTS		
Voluntary Contributions	138,000	138,000.00
	138,000	138,000.00
Bank Interest		227.41
		138,227.41
LESS: PAYMENTS		
Agents Fees and Expenses		125.00
Nominees' Fees		13,000.00
Irrecoverable VAT		-
TOTAL COSTS AND CHARGES PAID		13,125.00
LESS: DISTRIBUTIONS		
Preferential Creditors		-
Unsecured Dividend		-
		-
BALANCE		125,102.41
MADE UP AS FOLLOWS		
Balance at Bank		125,077.41
VAT Control Account		25.00
		125,102.41

APPENDIX B

SUMMARY OF JOINT SUPERVISORS' TIME COSTS FROM 10 OCTOBER 2018 TO 09 OCTOBER 2019

	Director		Administrator 1		Administrator 3		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory and Review	-	-	43	1,118.00	-	-	43	1,118.00	260.00
Receipts and Payments	-	-	-	-	15	315.00	15	315.00	210.00
Insurance	-	-	-	-	3	63.00	3	63.00	210.00
Assets	3	142.50	-	-	-	-	3	142.50	475.00
Liabilities	23	1,065.00	-	-	37	777.00	60	1,842.00	307.00
General Administration	11	510.00	-	-	19	399.00	30	909.00	303.00
Appointment	-	-	-	-	43	903.00	43	903.00	210.00
Post Appointment Creds Mtngs	12	540.00	-	-	-	-	12	540.00	450.00
Total	49	2,257.50	43	1,118.00	117	2,457.00	209	5,832.50	
Average Hourly Rate (£)		<u>460.71</u>		<u>260.00</u>		<u>210.00</u>		<u>279.07</u>	

All Units are 6 minutes

APPENDIX B (cont.)

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT SUPERVISORS AND THEIR STAFF IN THE PERIOD 10 OCTOBER 2018 TO 09 OCTOBER 2019

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case-management reviews. These will be carried out periodically throughout the life of the case. An initial review is undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- Completion of closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where applicable, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports
- Timely completion of all post-appointment tax and VAT returns
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Notification and progression of pre- appointment insurance claims, where such claims form part of the CVA.
- Periodic review of insurance requirements over physical assets, to minimise costs to the estate, where such assets are realisable under the CVA.
- Calculation and request of joint supervisors' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all Company Voluntary Arrangements and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

APPENDIX B (cont.)

- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

Assets

- Agreeing strategy for realisation of Company assets, as detailed in the CVA Proposal, as approved
- Monitoring the payment of voluntary contributions in to the CVA
- Maintaining the VAT record position on CVA transactions, with a view to the reclaim of VAT
- Liaising with Company's bankers re pre-appointment bank accounts (where applicable) and maintenance of the post CVA bank account controlled by the Supervisors
- Identification and return of third party assets, if any.
- Identification and dealing with any assets subject to retention of title

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's 42 ordinary unsecured creditors, along with the preferential claim from the Redundancy Payments Service (RPS) and where applicable, *additional claims from employees not covered by the RPS claims. Employee claims are be logged and adjudicated on for both voting and dividend purposes.*
- Employment Law Agents (Emprove Limited) were instructed to assist with employee claims, as it was assessed that this task could be done in a more efficient and cost effective manner.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

- Dealing with enquiries from the Company's creditors – This will include dealing with creditors general queries by post, telephone and email. Time will also be incurred providing updates to the secured creditors on the progress of the liquidation.

APPENDIX B (cont.)

General Administration

- General planning matters.
- Setting up and maintaining the supervisors' records.
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

- Statutory notifications to creditors and other interested parties following the supervisors' appointment.
- Preparation of case plan.

Post-Appointment Creditors' Decisions

- Where applicable, the preparation of variation report
- Where applicable, the convening a decision of the creditors to agree proposed variation with appropriate body of creditors.
- Where applicable, the reporting on outcome of voting on a decision process

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:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	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:

Vibox Ltd – Company Voluntary Arrangement

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search																								
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/shareholders. Cost per upload, plus VAT.	<table> <tr> <th>Type</th><th>First 100</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	First 100	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	First 100	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 £204.00 3-6 months £303.00 6-12 months £490.00																								
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	£85.95 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																								

- 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 disbursements section below	See disbursements 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)	£81.25 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.

**VIBOX LTD
COMPANY VOLUNTARY ARRANGEMENT
CREDITOR'S STATEMENT OF CLAIMS AS AT 10 OCTOBER 2018**

Name and address of creditor:

.....

.....

.....

Amount claimed in the VA:
(Including VAT) £

Signature of creditor:

Name of creditor:

Telephone:

Fax:

E-mail:

Date: / /

Please provide appropriate documentation in support of your claim.

If you are registered for VAT the amount claimed should include VAT even if VAT bad debt relief has been claimed under the Value Added Tax Act 1994.

Please return this form when you have completed it to Leonard Curtis, **Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA**

Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 Value Added Tax Act 1994. In broad terms relief is available when the debt is six months old and "written off" by the creditor entering it on his VAT refunds-for-bad-debts-account.

Claims lodged in the liquidation should be gross, including any VAT element. If/when dividends are paid, creditors who have claimed VAT bad debt relief must apportion the dividend between VAT and the net element of their claim and account to HM Revenue & Customs for the VAT element through their VAT return.

Insolvency practitioners have no role in administering VAT bad debt relief under the Value Added Tax Act 1994. Creditors who are uncertain how to claim should contact their VAT office or take professional advice.

APPENDIX E

SCHEDULE OF CREDITOR CLAIMS

Code	Name	Per SofA £	Rejected / Deferred / Confirmed No Claim £	Creditors Claim £	Claim Admitted £	Claim Not Yet Agreed £	No Claim Yet Received £	Estimated Total Claims £
Secured Creditors								
	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preferential Creditors								
C0039	Redundancy Payments Service	0.00	0.00	1,927.44	1,927.44	0.00	0.00	1,927.44
	Residual Employee Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	1,927.44	1,927.44	0.00	0.00	1,927.44
Ordinary Unsecured Creditors								
C0001	A One Distribution (UK) Limited	14,296.00	0.00	14,296.26	14,296.26	0.00	0.00	14,296.26
C0002	Bosse Computers Limited	28,243.00	0.00	28,243.41	28,243.41	0.00	0.00	28,243.41
C0003	Comtronics Limited	8,638.50	0.00	8,657.94	8,657.94	0.00	0.00	8,657.94
C0004	DPD (Geopost)	8,081.60	0.00	0.00	0.00	0.00	8,081.60	8,081.60
C0005	Ebuyer	24,962.00	0.00	0.00	0.00	0.00	24,962.00	24,962.00
C0006	Eden Springs UK Ltd	276.48	0.00	0.00	0.00	0.00	276.48	276.48
C0007	Europa Haulage	689.09	0.00	0.00	0.00	0.00	689.09	689.09
C0008	Fast Pak Packaging	9,020.21	8,060.31	9,020.21	9,020.21	0.00	0.00	9,020.21
C0009	Fedex UK Limited	1,312.73	0.00	0.00	0.00	0.00	1,312.73	1,312.73

Vibox Ltd – Company Voluntary Arrangement

	Ordinary Unsecured Creditors (cont.)	Per Sofa £	Rejected / Deferred / Confirmed No Claim £	Creditors Claim £	Claim Admitted £	Claim Not Yet Agreed £	No Claim Yet Received £	Estimated Total Claims £
C0010	Ingram Micro	86,720.52	0.00	86,649.00	86,649.00	0.00	0.00	86,649.00
	Exertis (UK) Limited (Formerly Micro							
C0011	Peripherals Limited)	120,128.79	0.00	111,378.45	111,378.45	0.00	0.00	111,378.45
C0012	NETBIT (Dynamode U.K. Limited)	3,009.48	0.00	3,009.48	3,009.48	0.00	0.00	3,009.48
C0013	Caseking / OC UK Limited	35,061.35	0.00	26,660.45	26,660.45	0.00	0.00	26,660.45
C0014	Platinum Components	12,006.10	0.00	10,840.41	10,840.41	0.00	0.00	10,840.41
C0015	Spire Technology	33,126.54	0.00	30,807.56	30,807.56	0.00	0.00	30,807.56
C0016	Target Components Limited	92,406.31	0.00	92,375.83	92,375.83	0.00	0.00	92,375.83
C0017	Tech Data	29,556.94	0.00	29,556.94	29,556.94	0.00	0.00	29,556.94
C0018	Veolia	348.70	0.00	0.00	0.00	0.00	348.70	348.70
C0019	VIP Computers / QBE Insurance (Europe)	90,571.60	0.00	81,267.53	81,267.53	0.00	0.00	81,267.53
C0020	William Kirk Ltd	264.00	0.00	660.00	660.00	0.00	0.00	660.00
C0021	Stockport council	16,259.00	0.00	13,900.00	13,900.00	0.00	0.00	13,900.00
C0022	French vat	133,918.99	0.00	149,269.96	0.00	149,269.96	0.00	149,269.96
C0023	Spanish vat	102,609.47	0.00	98,552.41	0.00	98,552.41	0.00	98,552.41
C0024	German vat	42,163.19	0.00	42,855.20	0.00	42,855.20	0.00	42,855.20
C0025	Italian vat	118,951.33	0.00	81,767.30	0.00	81,767.30	0.00	81,767.30
C0026	Belgium vat	16,845.01	0.00	15,456.71	0.00	15,456.71	0.00	15,456.71
C0027	Austrian vat	2,259.33	0.00	1,337.49	0.00	1,337.49	0.00	1,337.49
C0028	Irish vat	2,287.75	0.00	1,806.19	0.00	1,806.19	0.00	1,806.19
C0029	Portugal vat	9,586.57	0.00	0.00	0.00	0.00	9,586.57	9,586.57
C0030	Netherlands Vat	42,075.33	0.00	34,722.36	0.00	34,722.36	0.00	34,722.36
C0031	Danish VAT	6,000.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
C0032	Finish vat	14,182.78	0.00	13,146.37	0.00	13,146.37	0.00	13,146.37

Vibox Ltd – Company Voluntary Arrangement

	Ordinary Unsecured Creditors (cont.)	Per SofA £	Rejected / Deferred / Confirmed No Claim £	Creditors Claim £	Claim Admitted £	Claim Not Yet Agreed £	No Claim Yet Received £	Estimated Total Claims £
C0033	HM Revenue & Customs - CT	19,147.00	0.00	22,930.34	0.00	22,930.34	0.00	22,930.34
C0034	HM Revenue & Customs - PAYE	102,549.00	0.00	91,057.99	0.00	91,057.99	0.00	91,057.99
C0035	Harold Sharp Limited	0.00	0.00	6,600.00	6,600.00	0.00	0.00	6,600.00
C0036	Direct Foam & Packaging Ltd	0.00	0.00	1,487.28	1,487.28	0.00	0.00	1,487.28
C0037	ITR Service Limited	0.00	0.00	9,703.22	9,703.22	0.00	0.00	9,703.22
C0040	Redundancy Payments Service - u/s	20,000.00	0.00	12,976.93	12,976.93	0.00	0.00	12,976.93
C0041	Mrs Dary Isabelle	0.00		784.69	784.69	0.00	0.00	784.69
C0042	eTeknix Ltd	0.00		150.00	150.00	0.00	0.00	150.00
C0043	HM Revenue & Customs - VAT	0.00		2,839.00	0.00	2,839.00	0.00	2,839.00
	Total	1,247,554.69	8,060.31	1,134,766.91	570,965.28	555,741.32	51,257.17	1,177,963.77

LEONARD CURTIS PRIVACY NOTICE FOR CREDITORS

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Vibox Ltd – Company Voluntary Arrangement

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS