

AM10

Notice of administrator's progress report



Companies House

FRIDAY



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A18 29/01/2021 #213
COMPANIES HOUSE
A07 21/12/2020 #259
COMPANIES HOUSE

1 Company details

Company number 0 7 2 8 4 4 3 7

Company name in full Intercept Services Limited

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

2 Administrator's name

Full forename(s) David Frederick

Surname Wilson

3 Administrator's address

Building name/number 29 Park Square West

Street Leeds

Post town LS1 2PQ

County/Region

Postcode

Country

4 Administrator's name ①

Full forename(s)

Surname

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

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

AM10
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6 Period of progress report

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

7 Progress report

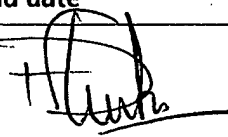
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	1	d	8	m	1	m	2	y	2	y	0	y	2	y	0
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AM10

Notice of administrator's progress report



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	Sam Booth
Company name	DFW Associates
Address	29 Park Square West
	Leeds
Post town	LS1 2PQ
County/Region	
Postcode	
Country	
DX	
Telephone	01133907940



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 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

**ADMINISTRATOR'S SECOND & FINAL PROGRESS REPORT PURSUANT TO RULES 18.3 AND
3.53 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016**

**INTERCEPT SERVICES LIMITED – IN ADMINISTRATION
FORMERLY CONTROL F1 LIMITED**

("THE COMPANY")

PERIOD: 2 JULY 2020 TO 18 DECEMBER 2020

Date Deemed Delivered:

Creditor Portal 18 December 2020 and by 1st Class Post 22 December 2020

David Frederick Wilson is licensed to act as an Insolvency Practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

David Frederick Wilson has been appointed Administrator of the Company to manage the affairs, business and property as an agent without personal liability.

Intercept Services Limited

18 December 2020

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1. ABBREVIATIONS

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) Rules 2016
"the Court"	The Business & Property Court in Leeds – Company Insolvency
"Court Number"	CR-2020-LDS-000001
"Date of Appointment"	2 January 2020
"CVL"	Creditors Voluntary Liquidation
"the Administrator"	D F Wilson
"the Period of this Report"	2 July 2020 to 18 December 2020
"Group Companies"	Intercept Services Limited ("the Company") Intercept IP Limited ("I IPL") Innovation of Things Limited ("IOTL")

2. STATUTORY INFORMATION

Trading Name	As above		
Previous Names	Control F1 Limited		
Trading activities	Information technology consultancy activities		
Company Number	07284437		
Date of incorporation	15 June 2010		
Trading Address	Bates Mill, Colne Road, Huddersfield, HD1 3AG		
Registered Office	c/o DFW Associates, 29 Park Square West, Leeds, LS1 2PQ		
Director	Carl Howarth	Appointed 15/06/10	Resigned 27/01/20
Shareholding	12,885 Ordinary £1 shares		
Shareholders	Intercept IP Limited 12,885 Ordinary shares		
Chargeholders	None		

3. INTRODUCTION

This report has been prepared in accordance with Rules 18.3 of the Insolvency Rules 2016 to provide creditors with an update on the progress of the Administration of the Company for the period 2 July 2020 to 18 December 2020. This is the Administrator's Second and final progress report.

The Administration of the Company is now for practical purposes complete. Section 12 of this report deals with how the Administrator intends to bring the Administration to an end.

Given the information previously provided to creditors in my earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Administration subsequent to the Administrator's First Progress Report which was circulated to creditors on 23 July 2020.

4. DETAILS OF APPOINTED ADMINISTRATOR

Name of Administrator	David Frederick Wilson, a Licenced Insolvency Practitioner of DFW Associates, 29 Park Square West, Leeds, LS1 2PQ
Date of Administrator's appointment	2 January 2020
Court	High Court of Justice, the Business & Property Courts in Leeds
Court Case Number	CRS-2020-LDS-000001
Person making appointment	the Director
Acts of the Administrator	The Administrator acts as officer of the court and as agent of the Company without personal liability. Any act required or authorised under an enactment to be done by an Administrator may be done by any one or more persons holding the office of Administrator from time to time
EC Regulations	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation

5. STATUTORY PURPOSE OF THE ADMINISTRATION

Paragraph 3 of Schedule B1 to the Act provides as follows:

- 3 (1) The Administrator of a Company must perform his functions with the objective of:
- (a) Rescuing the Company as a going concern, or
 - (b) Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
 - (c) Realising property in order to make a distribution to one or more secured or preferential creditors.
- (2) Subject to sub-paragraph (4), the Administrator of a Company must perform his functions in the interests of the company's creditors as a whole.
- (3) The Administrator must perform his functions with the objective specified in sub-paragraph (1) (a) unless he thinks either –
- (a) that it is not reasonably practicable to achieve that objective, or
 - (b) that the objective specified in sub-paragraph (1) (b) would achieve a better result for the Company's creditors as a whole.
- (4) The Administrator may perform his functions with the objective specified in sub-paragraph (1) (c) only if –
- (a) he thinks that it is not reasonably practicable to achieve either of the objectives specified in sub-paragraph (1) (a) and (b), and
 - (b) he does not unnecessarily harm the interests of the creditors of the Company as a whole.

It was not considered that objective 3(1)(a) could be achieved given the extent of the historic liabilities, the company had already ceased to trade and the employees had been made redundant.

It is considered that there is a reasonable prospect of achieving objective 3(1)(b) realising property in order to make a distribution to the preferential creditors (no secured creditor) and 3(1)(c) achieving a better result for the Company's creditors' as a whole than would be likely if the Company be wound up. The preferential creditors will be paid in full and the Administrator is of the opinion that the Company has sufficient property to enable a distribution to the unsecured creditors and will now move from Administration into Liquidation.

6. THE ADMINISTRATOR'S PROPOSALS

The Administrator's proposals as accepted by the creditors were as follows:

- (i) The Administrator continues to manage the affairs and property of the Company in such manner as he considers, with a view to achieving the statutory purpose for which the Company was placed into Administration;
- (ii) If the Administrator considers it appropriate, he may seek creditor approval to extend the period of the Administration or apply to Court under the provisions of Paragraph 76 (2) (a) of Schedule B1 to the Act for an order that his term of office be extended;
- (iii) The Administrator be authorised to apply provisions at Paragraph 83 to Schedule B1 of the Act, enabling the Company to move from Administration to Creditors Voluntary Liquidation in the likely event of there being sufficient funds to distribute to unsecured creditors other than by virtue of the Prescribed Part. It is proposed that the Administrator be appointed as Liquidator. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made before the proposals are approved;
- (iv) The Company may be placed into Compulsory Liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. It is proposed that the Administrator be appointed as Liquidator. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made before the proposals are approved;
- (v) The Administrator be authorised to apply to Court under Paragraph 65(3) of Schedule B1 to the Insolvency Act for permission to make a distribution to the unsecured creditors within the Administration;
- (vi) In the event that there are no monies remaining to be distributed to creditors as soon as all matters relating to the Administration have been completed, the Administrator be authorised to apply provisions at Paragraph 84 to Schedule B1 to the Act enabling a Notice to be filed at the Registrar of Companies to enable the Company to move from Administration to dissolution;
- (vii) The Administrator investigates and, if appropriate, pursue any claims that he or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company;
- (viii) The Administrator shall do all such other things and generally exercise all of his powers as contained in Schedule B1 of the Act, as he considers desirable or expedient to achieve the statutory purpose of the Administration; and
- (ix) The Administrator will be discharged from liability in accordance with Paragraph 98(1) of Schedule B1 of the Act immediately upon his appointment as Administrator ceasing to have effect.

There have been no amendments to the proposals.

7. PROGRESS DURING THE PERIOD

Intellectual Property / Intellectual Property Rights

As previously reported, the main assets of the Group Companies was the intellectual property ("IP"), rights, titles and registered patents. All of the registered IP rights sits in IIPL with the exception of one patent held by IOTL. It is understood that the Company developed certain of the IP rights on behalf of IIPL. A combined sale of these assets was agreed of £970,000 for the rights held by the IIPL, £30,000 for the rights held by the Company and £5,000 for the IP held by IOTL. This is detailed further below (sale of the IP & Certain Assets).

Sale of the IP & Certain Assets

As previously reported, a combined offer of £1,020,000 was received from a connected party, AGM Technologies Limited ("the Purchaser") (with a common shareholder and director, Kerry Michael) to acquire an assignment of the intellectual property rights business and assets.

Following the advice and recommendations from Sanderson Weatherall ("our agents"), and in the absence of any other offers for the IP, the offer was accepted and a sale of the IP and certain assets concluded on 6 February 2020.

The sale consideration was as follows:

	£
Intellectual Property – IIPL	970,000
Intellectual Property – the Company	30,000
Intellectual Property – IOTL	5,000
Stock – the Company	14,950
Server – the Company	50
Total	1,020,000

The £30,000 consideration for intellectual property rights, £14,950 for the stock and £50 for the server were paid on completion in the period prior to this report and are detailed in the attached receipts and payments account attached at Appendix 1.

Office Furniture & Equipment / Motor Vehicle

The office furniture and equipment was sold by an online auction achieving realisations of £14,339 and the motor vehicle was sold by private treaty by our agents for £375. Both amounts have been remitted to the Administration account by our agents in the period prior to this report.

Inter-Company Loan – IOTL

The Company made historic inter-company loans totalling £41,282 to IOTL as it has not operated a bank account since 2016 and was dormant. This loan account has been written off in full as there were insufficient funds in the Administration of IOTL to enable a distribution to the unsecured creditors and it has now been closed. IOTL was dissolved on 20 October 2020.

Encumbered Motor Vehicle on Finance

As previously reported, the company had a Volvo XC90 which was subject to a purchase plan finance agreement with Volvo Car Financial Services. This vehicle was collected by Volvo following the Administrator's appointment.

Book Debts

At the date of appointment, the Company a collectable ledger of £79,090, a 40% provision was applied for bad or disputed debts with an estimated to realise balance of £47,454. Three of these debts were referred to Clarion Solicitors of which two have been collected and one was written off as the charges were for services that had not provided. There are no remaining debts to collect and total realisations have amounted to £54,638.96, received in the period prior to this report.

Retention of Title Claims

As previously reported, there were two retention of title claims both of which have been valid and the goods have been collected.

Cash at Bank

At the date of appointment £2,336.03 was being held in the Company bank account at Santander UK plc. These funds were transferred into the Administration account in the period prior to this report.

Bank Interest

Bank interest in the sum of £8.44 has been received on funds held in the Administration account in the period. Total bank interest of £41.41 has been received in the Administration.

Lease to the Premises

IPL leased offices to the 1st floor of Bates Mill, Colne Road, Huddersfield, HD1 3AG, on a 4 year 2 month lease which commenced on 26 September 2018 from Bates & Co. (Huddersfield) Limited ("the Landlord"). The rent has been paid up to December 2019 by ISL.

The Company leased offices to the 2nd floor of Bates Mill, Colne Road, Huddersfield, HD1 3AG, on a 5 year lease which commenced on 13 November 2017 from the Landlord. The rent had been paid up to December 2019 by ISL.

I confirm that the 1st floor offices were vacated on 17 January 2020 and the 2nd floor offices were vacated on 6 February 2020, the keys were returned to the Landlord and the rent has been paid for the period of occupation by the Company in Administration.

Antecedent Transactions

As previously reported, the Administrator has identified transactions which may be considered as potential preference payments. Investigations are continuing in relation to these transactions further details will be disclosed in future reports as the Administrator does not wish to prejudice any potential realisations.

Receipts & Payments Account

Attached, at Appendix 1 is the Administrator's trading account and summary of the final receipts and payments for the Administration period 2 July 2020 to 18 December 2020.

8. ESTIMATED OUTCOME FOR CREDITORS

An Estimated Outcome Statement is attached at Appendix 5, to assist the classes of creditors in assessing the quantum of any dividend distribution payable to them pending on the level of realisations.

The Estimated Outcome Statement assumes the following:

- 1) Creditor claims have been estimated based on claims received to date and the company's books and records and are not to be taken as agreed amounts;
- 2) To date a claim has not been received from the Redundancy Payments Service in respect of settled employee claims the preferential claim has been paid and the unsecured employee claims have been estimated and are not to be taken as agreed amounts;
- 3) That asset realisations are as estimated in relation to books debts and the antecedent transaction;
- 4) That the Administrator's statutory fee estimate (detailed at Appendix 4) is not exceeded and;
- 5) That the Administrator's statutory statement of expenses (detailed at Appendix 5) is not exceeded.

In summary the Administrators anticipates the following:

Secured Creditor

There are no secured creditors in relation to the Company.

Preferential Creditors

The preferential claims in respect of employee wages and holiday pay claims have been settled by the Redundancy Payments Service, and a preferential claim of £5,431.55 has been received. This claim will be settled in full.

Prescribed part for unsecured creditors pursuant to Section 176a of the Act

Section 176a of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the Administrator must make a prescribed part of the company's net property available for the unsecured creditors which is calculated at 50% of the first £10,000 of net floating charge realisations plus 20% thereafter up to maximum of £600,000. There is no floating charge creditor, therefore the prescribed part does not apply.

Unsecured Creditors

There have been sufficient realisations to enable the unsecured creditors to receive a distribution and the Company will now move from Administration into Liquidation to enable the Liquidator to make a distribution to the unsecured creditors. Creditors who have not already done so are requested to submit details of their claims on the attached statement of claim form attached at Appendix 7. These claims will be dealt with by the Liquidator (detailed further at section 12).

9. ADMINISTRATOR'S PRE-APPOINTMENT COSTS, REMUNERATION AND EXPENSES

Pre-Administration costs are defined as fees charged and expenses incurred by the Administrator or any other person qualified to act as an insolvency practitioner before the Company entered into Administration.

On 12 March 2020, creditors consented to the following pre-administration costs and expenses being paid as an expense of the Administration:

Provider	Services	Amount £	Amount Unpaid £
DFW Associates	Time Costs	869.00	869.00
Clarion Solicitors	Detailed below	327.50	327.50
		1,196.50	1,196.50

I confirm that these costs have been paid in full, it should be noted that the payments for legal fees in the receipts and payments account attached at Appendix 1, detail the total pre and post appointment costs that have been discharged.

Administrator's Time Costs & Remuneration

The total time spent on the Administration by myself and my staff in the period of this report from 2 July 2020 to 11 December 2020 is 42.52 hours evaluated at £10,419.56, at an average charging rate of £245.07 per hour. Total time spent in the Administration by myself and my staff from 2 January 2020 to 18 December 2020 is 256.53 hours evaluated at £76,548.72, at an average charging rate of £298.40 per hour.

Details of the time incurred at the period of this report are attached at Appendix 2. An analysis of the time spent to date, in comparison with my original statutory fee estimate is provided at Appendix 3.

Administrator's fees of £11,803.38, have been drawn in the period of this report. Total Administrator's fees of £55,478 have been drawn in the Administration.

Administrator's Statutory Fees Estimate

On 12 March 2020, a decision by correspondence was passed by the creditors that my remuneration be paid on the basis of my time costs as set out in my revised statutory estimate of my fees, which acts as a cap on the amount of remuneration that I can draw out of the assets of the Company without further authority from creditors. By virtue of the approval by creditors to the basis of my remuneration, the cap was set at £55,478.

The services to be provided by me include those required by law and/or professional regulations to deal with the Administration, as well as the more obvious work to be done in realising the assets, which work is in the direct financial interest of creditors.

In order to prepare my fee estimate in the Administration, I made a number of assumptions about the extent of the work that would be required. The most important of these assumptions were:-

- That the duration of the Administration will not exceed 12 months;
- That it will not become necessary to bring or defend any legal proceedings; and
- That my investigations do not reveal any transactions that it is necessary to investigate in greater depth or to pursue in the interests of the creditors of the Company.

Update on milestones in the Fee Estimate

The current situation with respect to these 'milestones' is as follows:-

- that the duration of the Administration has not exceeded 12 months;
- the Company has not been served with Notice of any legal proceedings (and I know of no reason why it might be). I have instructed solicitors to collect the outstanding book debts; and
- My investigations have not revealed that there has been a possible preference payment which may lead to further recoveries on behalf of the creditors.

The Administrator's time costs have not exceeded the total original fee estimate of £55,478. There have been some variances in respect of time spent which has exceeded the original estimate in relation to the following:

Category	Original Fee Estimate	Variance time Exceeded	Reasons
Admin & Planning	£11,494	£1,015.50	Time costs have exceeded the estimate due to time spent corresponding with solicitors in relation to a potential insurance claim from a former customer.
Investigations	£5,342.50	£12,297.50	Time costs have exceeded the estimate due to time spent investigating into potential antecedent transactions which may lead to further recoveries for the benefit of the creditors.
Realising Assets	£21,365.50	£414.16	Time costs have been exceeded due to time spent liaising with solicitors regarding the book debt collections.
Creditors	£17,276	£6,871.00	Time costs have been exceeded in relation to additional time spent corresponding and reporting to creditors.

As the fee estimate has been exceeded the Liquidator will be seeking creditor approval for his statutory fee estimate in the Liquidation.

The following information in relation to the time costs and disbursements are set out in the attachments below:

- Appendix 2 – Time Costs incurred in the period of the Administration 2 January 2020 to 18 December 2020;
- Appendix 2 – Time Costs incurred in the period of this report 2 July 2020 to 18 December 2020;
- Appendix 3 – Administrator's Time Cost Report and Statutory Fee Estimate incorporating a comparison with time costs in the Administration;
- Appendix 4 – Administrator's Statutory Estimate of Expenses (including disbursements) incorporating a comparison with the Expenses incurred and paid in the Administration;
- Appendix 6 – DFW Associates charge out policy;
- Appendix 7 – Creditor Claim Form; and
- Appendix 8 - Extract from Rules 18.9 and 18.34 (Creditors' Rights).

A copy of a Creditors' Guide to Administrators' Fees, can be downloaded from the following link or a copy can be provided free of charge on request:

<https://www.r3.org.uk/media/documents/publications/professional/Administration%20Creditor%20Fee%20Guide%20April%202017.pdf>

Administrator's Statutory Estimate of Expenses

On 12 March 2020, a decision by correspondence was passed by the creditors that I am authorised to recover revised statutory expenses and category 2 disbursements out of the assets of the Company without further authority from creditors as an expense of the Administration. Details of the expenses and disbursements

incurred and paid to date, in comparison to my expenses estimate are detailed at Appendix 4. The Administrator's statutory statement of expenses has been exceeded by £2,902.74. Legal costs and expenses have been £1,166 over the estimate due to increased time costs in liaising with solicitors to collect the outstanding book debts. Agents' fees have exceeded the estimate by £2,350.96 this is due to the requirement for onsite attendance to sell the assets by an online auction and move the assets from the first floor to the second to enable us to vacate and return the keys to the Landlord.

As the statutory expense and disbursement estimate has been exceeded the Liquidator will be seeking creditor approval for his statutory fee estimate in the Liquidation.

10. ASSETS THAT REMAIN TO BE REALISED

The assets remaining to be realised are potential recoveries in respect of the antecedent transaction investigations into the potential preference payments.

The Company will now exit Administration into Creditors Voluntary Liquidation to enable a distribution to unsecured creditors.

OTHER RELEVANT INFORMATION

Notice of Extension of the period of the Administration

In this instance there is no requirement for an extension to the period of the Administration, the proposed exit strategy from Administration is into Liquidation in order for a distribution to be made to unsecured creditors.

Exit Strategy from Administration

As stated above, realisations have been sufficient to enable a distribution to the unsecured creditors. Administrators do not have a general power to make a distribution to unsecured creditors, and may only do so if the court gives permissions. It is considered that the court will only grant such permission in exceptional circumstances where the normal course for making distributions to unsecured creditors in a voluntary liquidation is inappropriate. Additionally there may be matters for enquiry concerning Company's which are not within the scope of an Administrator's powers and which can only be properly dealt with by a Liquidator.

Consequently, I am satisfied that I have fully discharged my duties as an Administrator and that the purpose of the Administration has been fully achieved, I propose to implement the provisions of Paragraph 83 of Schedule B1 to the Act whereby on the registration of a notice sent by me to the Registrar of Companies, my appointment as Administrator will cease to have effect, and the Company is will automatically be placed into Creditors Voluntary Liquidation.

The Proposals provided for my appointment as Liquidator of the Company unless any other nomination for the role of Liquidator were received following receipt of the Proposals but before they were approved. No such nominations were received in this respect and therefore I will act as Liquidator.

Director's Conduct

As detailed in the Administrator's statement of proposals, the Administrator had a duty to submit a report to the Insolvency Service. I confirm that the Administrator has complied with his duties in this respect.

SIP 13 – Transactions with connected parties

The Administrator is obliged to identify and investigate any transactions entered into by the Company and any connected parties in the two years prior to their appointment. I confirm that I have not identified any transactions with third parties in the two years prior to my appointment.

There have been the following transactions to connected parties:

Date of Transaction 21 January 2020
Assets sold Sharp Flat Screen TV & Apple Mac Monitor
Total of sale £250 plus VAT
Date funds received 23 January 2020
Sale to Carl Howarth
Connected Party Former Director

Date of Transaction 6 February 2020
Assets sold Intellectual Property rights (£30,000), Stock (£14,950), Server (£50)
Total of sale £45,000 plus VAT
Date funds received 6 February 2020
Sale to AGM Technologies Limited
Connected Party Kerry Michael (Director & Shareholder) is a director and shareholder of IIPL

Benefits for creditors

I explained earlier that the purpose of this Administration was a better outcome for creditors than would have been likely to arise had the Company proceeded directly into Liquidation. This purpose has been achieved as the preferential creditors will be paid in full and there are sufficient funds to enable a dividend distribution to the unsecured creditors.

Data Protection

Since 25 May 2018 creditors who are individuals (including former employees) now also have enhanced rights under UK Data Protection legislation. The Liquidator is obliged to process personal data in the performance of his statutory duties. Information about the way that we will use, and store personal data on insolvency appointments is attached at Appendix 9.


11. CONCLUSION

The Administration is now for practical purposes complete. As there are sufficient funds available to allow a payment of a distribution to unsecured creditors in this case, the appropriate exit route from Administration is into Creditors' Voluntary Liquidation. Attached at Appendix 8, is Form AM22 – Notice of move from Administration to Creditors' Voluntary Liquidation. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Administrator will cease to have effect and the appointment of the Liquidator will become effective as if a winding up resolution has been passed on that date.

The Proposals provided for my appointment as Liquidator of the Company unless any other nomination for the role of Liquidator were received following receipt of the Proposals but before they were approved. No such nominations were received in this respect and therefore I will act as Liquidator.

The Administrator will be discharged from liability in respect of any actions of him as Administrator immediately upon his appointment ceasing to have effect.

If you wish to discuss the issues raised in this report or require any additional information please contact this office or email sam.booth@dfwassociates.co.uk.



D F Wilson
Administrator

Date: 18 December 2020

**INTERCEPT SERVICES LIMITED
(IN ADMINISTRATION)**

**ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT
2 JANUARY 2020 TO 18 DECEMBER 2020 & CUMULATIVE**

	Statement of affairs	From 2 January 20 to 1 July 20	From 2 July 20 to 18 December 20	Total
	£	£		£
RECEIPTS				
Office Furniture & Equipment	5,500.00	14,388.73	-	14,388.73
Motor Vehicle	400.00	375.00	-	375.00
Stock	14,950.00	14,950.00	-	14,950.00
Book Debts	47,454.00	54,638.96	-	54,638.96
Cash at Bank	2,336.00	2,336.03	-	2,336.03
Intellectual Property Rights	30,000.00	30,000.00	-	30,000.00
Innovation of Things Limited Inter-Company Loan	Nil	Nil	-	Nil
Bank Interest	Nil	32.97	8.44	41.41
	<u>100,640.00</u>	<u>116,721.69</u>	<u>8.44</u>	<u>116,730.13</u>
PAYMENTS				
Specific Bond		780.00	-	780.00
Statutory Advertising		91.00	-	91.00
Legal Fees		7,993.50	-	7,993.50
Software License		615.13	(180.00)	435.13
Agents/Valuers Fees		6,350.96	-	6,350.96
Insurance		224.00	-	224.00
Rent		5,211.06	-	5,211.06
Administrator's Pre-Appointment Fees		869.00	-	869.00
Administrator's Fees		43,674.62	11,803.38	55,478.00
		<u>65,809.27</u>	<u>11,623.38</u>	<u>77,432.65</u>
		<u>50,912.42</u>	<u>- 11,614.94</u>	<u>39,297.48</u>
Net Receipts/(Payments)				
MADE UP AS FOLLOWS				
Bank		49,919.13	15,142.07	28,953.11
VAT Receivable		13,811.04	(26,721.01)	23,018.12
VAT Payable		(12,637.75)	(36.00)	(12,673.75)
		<u>51,092.42</u>	<u>(11,614.94)</u>	<u>39,297.48</u>

Time Entry - SIP9 Time & Cost Summary

ADM0024 - Intercept Services Limited
All Post Appointment Project Codes
From: 02/07/2020 To: 11/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.20	1.30	0.00	0.42	1.92	472.56	246.51
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	36.20	0.00	0.00	36.20	8,869.00	245.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	4.40	0.00	0.00	4.40	1,078.00	245.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.20	41.90	0.00	0.42	42.52	10,419.56	245.07

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	395	395
Manager	245	245
Assistants & Support Staff	180	180

Time Entry - SIP9 Time & Cost Summary

ADM0024 - Intercept Services Limited
All Post Appointment Project Codes
From: 02/01/2020 To: 11/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	8.30	39.30	0.00	0.42	48.02	12,982.06	270.36
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	8.10	85.50	0.00	0.00	93.60	24,147.00	257.98
Investigations	39.20	8.80	0.00	0.00	48.00	17,640.00	367.50
Realisation of Assets	35.90	31.02	0.00	0.00	66.92	21,779.66	325.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	91.50	164.62	0.00	0.42	256.53	76,548.72	298.40

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	395	395
Manager	245	245
Assistants & Support Staff	180	180

INTERCEPT SERVICES LIMITED

Post Appointment Time Cost Summary, Comparison to Statutory Fee Estimate & Narrative

Note	Statutory Fee Estimate			Time Costs Period 2 January 2020 to 1 July 2020			Time Costs Period 2 July 2020 to 11 December 2020			Total (A)		Variance	
	Hrs	Rate	£	Hrs	Rate	£	Hrs	Rate	£	Hrs	£	Hrs	£
Admin and planning. 1	36.20	317.51	11,494.00	46.10	271.36	12,509.50	1.92	246.13	472.56	48.02	12,982.06	-11.82	-1,488.06
Investigations 2	21.50	248.49	5,342.50	48.00	367.50	17,640.00	NII	NII	NII	48.00	17,640.00	-26.50	-12,297.50
Realising assets 3	64.90	329.21	21,365.50	61.52	331.12	20,701.66	4.40	245.00	1,078.00	66.92	21,779.66	-2.02	-414.16
Trading 4	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII
Creditors 5	68.80	251.10	17,276.00	57.40	266.17	15,278.00	36.20	245.00	8,869.00	93.60	24,147.00	-24.80	-6,871.00
Case specific 6	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII	NII
	191.40		55,478.00	214.02		66,129.16	42.52		10,419.56	76,548.72		-65.14	-21,070.72

Notes

N.B. I am required to detail whether the below listed actions were for the direct financial benefit or a statutory requirement or both. I have annotated them with an 'F' for financial a benefit or an 'S' for a statutory requirement.

1) ADMINISTRATION & PLANNING

This category encompasses work undertaken for statutory and case management purposes. This work will not result in any direct financial benefit for creditors, however it will ensure the case is set-up and managed efficiently which will be of a benefit to all creditors.

The work carried out under this category comprises of the following:

General Administration

File Notes to records decisions evidence case progression; (S)
 Collection, inventory, storage and review of company books and records; (S)
 Ongoing completion of case checklists to ensure compliance/progression; (S)
 Calculation of IP's bond in accordance with Insolvency Practitioners' Regulations 2005; (S)
 Periodic review of bonding to ensure adequate cover is in place; (S)
 Completing and submitting S120 Notice online/paper under the Pensions Act 2004, corresponding with the Pension Protection Fund and the Pension Regulator; (S)
 Liaising/corresponding with pension scheme providers to ensure statutory compliance and arrange winding-up of scheme or appointment of a new Trustee where appropriate; (S)
 General correspondence/communications with Directors and beneficial owners; (S)
 Case resourcing and budgeting; (S)
 Periodic case reviews to ensure case progression; (S)
 Periodic review of anti-money laundering risk assessment, update checklist ascertain change in risk levels and conduct any necessary due diligence; (S)
 Review of time costs and data to ensure accurate postings; (S) and
 Case closure procedures for move from Administration to Liquidation.

Cashiering

This category of work is statutory and will not result in a direct financial benefit for creditors. The work is essential to ensure the estate bank account is closely monitored and all transactions are recorded on IPS, bank interest is maximised where possible, professional costs are monitored and funds distributed to creditors as soon as practicable.

Opening estate bank account; (S)
 Liaising with RBS in relation to credits to company account in respect of sales to request transfers to the Administration account; (S)
 Posting and recording sales transactions to IPS and corresponding charges; (S)
 Maintenance of estate bank accounts and periodic bank reconciliations from statements; (S)
 Payment of estate expenses; (S)
 Posting transactions on IPS; (S)

Processing HMRC returns pre and post appointment VAT 769, VAT 100, VAT193, VAT833 and Corporation Tax returns; (S, F)

Obtaining HMRC clearance to close case from Insolvency Claims Handling Unit and Corporation Tax; (S)

Preparation of periodic receipts and payments accounts to be filed at Companies House; (S)

Transfer funds to non-interest bearing account; (S) and

Close estate bank account following case closure and remit account balance to Liquidation account. (S)

2) INVESTIGATIONS

This category of work is statutory and will not result in direct financial benefit for creditors. The work is essential to ensure compliance and ensure that all matters regarding the Directors conduct are reported to the Insolvency Service for further investigation (if applicable) and the appropriate disqualification action taken. It is necessary to conduct a full review of the books and records/affairs of the Company to ascertain if there are any undisclosed assets which is for the direct financial benefit of creditors.

Conduct full Directors search at Companies House to ascertain if there have been any previous disqualifications or directorships of insolvent companies; (S)

Corresponding with Directors ensuring completed questionnaires are returned; (S)

Review of books and records, preliminary investigation under Statement of Insolvency 2 (SIP2); (F, S)

Completion Directors conduct checklists; (S)

Enquiry into Directors conduct under Statement of Insolvency Practice 4 (SIP4) and Department of Business Innovation and Skills (DBIS); (S)

Completion/submission of online returns under the Company Directors Disqualification Act 1986 (CDDA); (S)

Investigations into antecedent transactions and potential preference payments; (F) and

Review of intercompany loans and loan accounts. (F)

3) REALISING ASSETS

This category of work will result in the direct financial benefit of creditors and is essential to maximise realisations to enable (where sufficient funds are available) a return to creditors after costs of realisation.

Liaising with solicitors in relation to post appointment matters, the validity of the appointment and general advice in relation to the Administration; (F)

Liaising with agents regarding site attendance to value the assets and provide marketing and disposal advice; (F)

Liaising with agents in relation to disposal strategy for the office furniture and equipment and online auction; (F)

Liaising with agents to provide advice, assistance and recommendations in relation to the intellectual property, rights and title; (F)

Liaising with solicitors in relation to intellectual property register searches and advice; (F)

Liaising with solicitors to obtain to advice regarding Lanesborough Developments Limited and the intellectual property rights; (F)

Liaising with interested parties for the IP and certain assets, issuing NDA's, liaising with director/agents to collate financial information for interested parties; (F)

Negotiations with interested party in relation to their offer; (F)

Liaising with solicitors regarding the draft sale and purchase agreement, amendments, enquiries and sale completion; (F)

Corresponding with outstanding debtors in relation to payments due; (F)

Review of loans and repayments made by/to Lanesborough Developments Limited; (F)

Review of books and records/affairs of the Company to ascertain if there are any undisclosed assets; (F)

Review and analysis of company bank statements; (F)

Submission of pre-appointment VAT returns in respect of any refunds due; (F)

Communications with third parties regarding the collection/return of any third party owned assets; (F)

Dealing with retention of title (ROT) claims, issuing questionnaires, conducting identifications of any items in relation to ROT claims, agreeing/signing off inventory of goods, reviewing documentation to assess the validity of claims, liaising with suppliers to arrange collection of goods in relation to valid claims; (F) and

Liaising with Company bankers to ensure all sales receipts are transferred to the Administration bank account.

(F)

4) CREDITORS

This category of work is statutory the majority of which will not result in the direct financial benefit of creditors, however it is essential to keep creditors fully informed regarding the case and allow them to vote on any qualifying decision procedures. The agreement/adjudication of creditor claims is in the direct financial benefit of creditors as the work is required to enable distributions to the secured/unsecured creditors.

- Processing company creditor claims; (S)
- Creditor correspondence, emails, faxes and telephone calls; (S)
- Corresponding with lease/finance creditors; (S)
- Processing company employee claims with Redundancy Payments Office; (S)
- Corresponding with Lanesborough Developments Limited; (S)
- Review of inter-company loans and transactions; (S)
- Corresponding with employees in writing, email, fax, telephone calls; (S)
- Calculating employees claims to include in statement of affairs; (S)
- Agreeing/adjudication secured/preferential/unsecured creditor claims; (S)
- Calculating creditor distributions (if sufficient realisations); (S)
- Preparation and review of pre-appointment VAT and Corporation Tax Returns to enable HMRC to calculate their claim; (S)
- Preparation and submission of initial appointment notifications to creditors; (S)
- Preparation and submission of Administrator's Report & Proposals to creditors regarding proposals, fee approval and qualifying decision procedure, monitor voting in respect of decisions; (S)
- Record and notify creditors regarding decisions approved/not approved by creditors; (S)
- Preparation and submission of statutory six monthly progress reports to creditors; (S)
- Filing copies of statutory reports at Companies House; (S) and
- Preparation and submission of the final report to creditors at the conclusion of the case. (S)

Intercept Services Limited
Administrator's Statutory Estimate of Expenses (including disbursements)

Estimated duration - 12 months

* not including VAT

Expense	Note	Provider	Estimate £	Incurred £	Paid £	Unpaid £	Total £
Statutory Bond	1	Marsh Limited	780.00	780.00	780.00	Nil	780.00
Statutory Adverts	2	Courts Advertising	182.00	91.00	91.00	Nil	182.00
Storage Costs	3	McCarthys	250.00	Nil	Nil	Nil	250.00
Rent	4	Landlord	5,211.06	5,211.06	5,211.06	Nil	5,211.06
Legal Fees	5	Clarion Solicitors	6,500.00	7,666.00	7,666.00	Nil	7,666.00
Agents Fees & Disbursements	6	Sanderson Weatherall	4,000.00	6,350.96	6,350.96	Nil	6,350.96
Insurance of Assets	7	Marsh Limited	1,000.00	224.00	224.00	Nil	224.00
Accountants Fees	8	My Management Accountant	270.00	180.00	180.00	Nil	180.00
IT Support	9	Grey Matter Limited	200.00	435.13	435.13	Nil	435.13
Total expenses and category 1 disbursements			18,393.06	20,938.15	20,938.15	Nil	21,279.15
Category 2 disbursements							
Printing & Photocopying	10	DFW Associates	1,000.00	Nil	Nil	Nil	1,000.00
Postage	11	DFW Associates	500.00	Nil	Nil	Nil	500.00
Travel	12	DFW Associates	54.00	70.65	Nil	70.65	70.65
Total Category 2 disbursements			1,554.00	70.65	Nil	70.65	1,570.65
Total per Estimated Outcome Statement			19,947.06	21,008.80	20,938.15	54.00	22,849.80

Notes

- 1 Marsh Limited costs for the provision of the Administrator's statutory bond
- 2 Courts Advertising costs for the provision of the statutory adverts
- 3 McCarthys storage costs for the Company's books and records
- 4 Rent for the 1st & 2nd floor offices of the trading premises until they were vacated on 17 January 2020 and 7 February 2020, respectively.
- 5 Legal fees & disbs for filing appointment, legal advice and assistance post appointment, draft SPA and IP assignment, completing sale & advice in relation to LD
- 6 Agents fees for sale of assets via online auction, supervision of collection/property clearance, obtaining back-up and data wiping for IT equipment
- 7 Insurance of the assets from the date of appointment until they were sold/collected via private treaty or in the online auction.
- 8 Accountants fees for the monthly subscriptions for Xero
- 9 IT Support to ensure the appropriate services are maintained to enable a sale and transfer of the IP
- 10 DFW Associates be paid (as a Category 2 disbursement) the printing and photocopying costs associated with sending correspondence and creditor circulars.
- 11 DFW Associates be paid (as a category 2 disbursement) the postage costs associated with sending correspondence
- 12 That DFW Associates be paid (as a Category 2 disbursement) any travel costs to collect the books and records

INTERCEPT-SERVICES LIMITED
(IN ADMINISTRATION)

ESTIMATED OUTCOME STATEMENT AS AT 18 DECEMBER 2020

	Realisations to Date £	Future Realisations £	Total £
Assets not specifically pledged			
Antecedent Transaction	Nil	Uncertain	Uncertain
Office furniture & Equipment	14,389	Nil	14,389
Motor Vehicle	375	Nil	375
Stock	14,950	Nil	14,950
Book Debts	54,639	Nil	54,639
Cash at Bank	2,336	4,995	7,331
Intellectual Property Rights	30,000	Nil	30,000
Inter-Company Loan - IOTL	Nil	Nil	Nil
Bank Interest	41	Nil	41
	<u>116,730</u>	<u>4,995</u>	<u>121,725</u>
Amount Available for Pref Creditors			121,725
Est. Preferential Creditors			<u>(5,432)</u>
Shortfall as per Preferential Creditors			116,293
Less: Prescribed Part			<u>Nil</u>
Amount available to Floating Charge Creditors			116,293
Less:			<u>Nil</u>
Shortfall as per Floating Charge Creditors			116,293
Add: Prescribed Part			<u>Nil</u>
Amount available to Unsecured Creditors			116,293
Estimated Unsecured Creditors			
Employee Estimated Claims for Redundancy/Pay in Lieu			(57,012)
Trade and expense creditors			(1,287,938)
Mr C Howarth			(109,483)
HM Revenue & Custom			(58,139)
Loan - LDL			(1,008,865)
Landlord - Contingent Claim			(122,166)
Inter-Company Loan IPL			<u>(3,896,688)</u>
			<u>(6,540,291)</u>
Surplus/deficit to unsecured creditors			<u><u>(6,423,997)</u></u>
Distribution to unsecured creditors p in the £			1.81

* The EOS does not include the costs of the Administration or subsequent Liquidation

DFW Associates Charging Policy**Introduction**

This note applies where a licenced insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees. Following a passing of the resolution for the office holder to be remunerated on a time cost basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the costs of facilities provided by the firm and where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

Office Holder's Fees in Respect of the Administration of the insolvent estate.

The office holder will delegate tasks to colleagues. Such delegation assists the office holder as it allows him/her to deal with the more difficult aspects of the case and ensures that work is allocated and completed at the appropriate level. There are various staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows the staff working on the case with the office holder to allocate their time to the case. The time is recorded at the individual hourly rate in force at that time which is detailed below.

Expenses Incurred By Office Holder In Respect Of the Administration of Insolvent Estates

Best practice guidance classifies expenses into two broad categories

- Category 1 disbursements (approval not required) – specific expenditure that is directly related to the case usually outsourced to a third party. Once these items of expenditure are incurred they are immediately charged to the case.
- Category 2 disbursements (approval required) – items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval)

- Car Mileage is charged at a rate of 45p per mile
- Expenses which should be treated as Category 2 disbursements (approval required) – in addition to the 2 categories referred to above best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as category 2 disbursements

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a category 1 disbursement.

- Telephone and facsimile
- Printing and photocopying
- Stationery

DFW Charge-out Rate – From 20th November 2018

Time is recorded in 6 minute units.

Principal Associate	395
Associate	245

Rule 14.4

Proof of Debt – General Form

IN THE

High Court of Justice, The Business and Property Courts
in Leeds

court name or "Office of Adjudicator"
(bankruptcy only)

Number:

000001 of 2020

Name of Company in Administration:

Intercept Services Limited

Company registration number:

(Liquidation only)

07284437

Date of Order:

(day, month, year)

2 January 2020

1 Name of creditor

(If a company, provide the company registration
number).

2 Correspondence address of creditor

(including any email address)

3 Total amount of claim (£)

(include any Value Added Tax)

4 If amount in 3 above includes (£)

outstanding uncapitalised interest, state
amount.

5 Details of how and when the debt was
incurred.

(If you need more space, attach a continuation
sheet to this form)

6 Details of any security held, the value of
the security and the date it was given.

7 Details of any reservation of title claimed
in respect of goods supplied to which the
debt relates.

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Address of person signing if different from 2 above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Office Holder (Administrator)

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Creditors' and members' requests for further information in administration, winding up and bankruptcy

Rule 18.9

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
 - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

Rule 18.34

- (1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—
- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
 - (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - (c) the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—
- (a) a secured creditor,
 - (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor); or
 - (ii) the permission of the court, or
 - (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.
- (3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

DFW Associates

Privacy Statement for Data Subjects who are Individuals

Introduction

A Privacy Statement is a document explaining to you, if you are an individual, how your personal data will be used by us and what your rights are.

This Statement describes in general terms how we collect and use personal data about you. It has been prepared to meet the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data.

Data Controller

DFW Associates is a Firm ('the Firm') of Insolvency Practitioners whose sole Principal is David Frederick Wilson ('Mr Wilson'). His and the Firm's contact details are given below. Mr Wilson is licensed to act as an insolvency practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

Mr Wilson trading as DFW Associates is a Data Controller within the meaning of the Data Protection Legislation when the Firm is engaged to provide a service under the terms of a contract which requires it to process personal data. (The client in respect of whom personal data is being processed is also a Data Controller).

Where Mr Wilson is acting as an Officeholder (Administrative Receiver, Administrator, Liquidator, Nominee or Supervisor of a Voluntary Arrangement or a Trustee in Bankruptcy) under insolvency legislation he is the Data Controller for data processed by him as part of his statutory duties.

In this situation the Company or other legal entity over which he has been appointed as Officeholder will remain the Data Controller in respect of personal data collected and processed by it prior to his appointment (albeit it should now be contacted via the Officeholder).

For all purposes in relation to this Privacy Statement Mr Wilson can be contacted at:

DFW Associates
29 Park Square West
Leeds
LS1 2PQ

E: david.wilson@dfwassociates.co.uk
T: 0113 390 7940

Personal Data

Personal data means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data – the information we use to identify you, which may include data contained in photographs.
- Contact Data – the information we use to contact you.
- Financial Data – details of your income and expenditure, assets and liabilities and ancillary data such as your bank account details
- Transaction Data - includes details about payments to and from you
- Communications Data - your communication preferences, for example any opt out exercised by you under Insolvency legislation.

We may collect some 'special category' personal data from you including (but not restricted to) details of your health, or whether you are a member of a Trade Union, where this is necessary to meet our legal or regulatory

obligations. We may also collect information about criminal convictions and offences and whether you have been previously involved in any personal or corporate insolvency proceedings.

How we collect Personal Data

The personal data we initially used to contact you was provided by the Company or Individual on whose instructions DFW Associates is acting or in relation to which Mr Wilson has been appointed as Officeholder. Your personal data may also be collected from the following sources:

- Records that our client or the insolvent Company or individual already holds about you.
- Questionnaires and Forms completed and submitted by you, for example to the Redundancy Payments Service or to us.
- Correspondence and other communications or meetings between you and the Firm.
- Information provided to the Firm by third parties in relation to an appointment, for example your bank, your professional advisers or the Insolvency Service.
- Information held in the public domain (for example, at Companies House and the Land Registry).

Other data controllers (including clients) may also provide your personal data to us.

How we use Personal Data

Most processing is carried out to comply with the Officeholder's legal and regulatory obligations or to enable DFW Associates to provide a service in accordance with its contractual terms. Personal data will be used to verify identity (where this is required), for communications, to maintain records and process transactions. It may also be used to facilitate the performance of investigations (including the prevention of fraud), the realisation of assets and the agreement and settlement of financial claims. Your personal data may therefore be used for more than one purpose.

Disclosure of your personal data

Mr Wilson and the Firm have a legal obligation, in certain circumstances, to disclose personal data to:

- Mr Wilson's regulatory body, the Institute of Chartered Accountants in England and Wales.
- The Secretary of State (including, but not restricted to, the Official Receiver).

Mr Wilson and the Firm may also be under an obligation to provide your personal data to other third parties who have a statutory right to request it (for example, HMRC and Law Enforcement Agencies) or who have obtained an appropriate court order.

We may also share your personal data with:

- Our accountants, solicitors, insurers and sub-contractors
- Other Governmental or relevant regulatory bodies.
- Third parties who support us in providing our IT systems, including our website, e mails, data backup and storage.
- Third parties who archive our paper records
- Third party professional service providers instructed on a case by case basis by the Officeholder or the Firm, including (but not restricted to) accountants and tax advisers, solicitors, valuers, debt collection agencies and service providers who may assist with the calculation of employee claims or pension deficits and contributions. They will only process your data on our instructions and they are under a professional duty of confidentiality.

Protection of your personal data

Policies and commercially reasonable and appropriate procedures are in place to safeguard your personal data from loss, misuse and improper disclosure.

- Staff training
- Digital personal data is held in secure data centres potentially located worldwide (and therefore potentially outside of the EEC).
- Paper personal data is held at the Firm's offices in Leeds, or, if the case has been closed, in a secure off-site third party storage facility.

We also have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We only allow third-party service providers to process your personal information for specified purposes and in accordance with our instructions.

Retention of Personal Data

We will only retain your personal data for as long as necessary. This necessity includes the purposes of satisfying any legal, accounting, regulatory or reporting requirements.

In line with these requirements personal data will generally be held for no longer than 6 years after the closure of an assignment or insolvency appointment.

If you have opted out of receiving future correspondence from us, your contact details will remain on our opt-out list to prevent you from receiving any further correspondence from us except where we are obliged to contact you by insolvency legislation.

Your rights

We will maintain an accurate record of personal data submitted to us. Please inform us of any changes to your information.

You are entitled to:

- Be notified that we hold and may process your personal data. This Notice meets that requirement
- Request access to and correction of your personal data.
- Request erasure of your personal data (unless we hold it under a legal obligation)
- Object to the processing of your personal data or seek to restrict its scope (unless we hold it under a legal obligation).
- Request the transfer of your personal data to you or to a third party (unless we hold it under a legal obligation).
- Withdraw consent at any time, where we are relying on consent to process your personal data. (Where the data received was not based on obtaining consent the right to withdraw consent does not apply).

To exercise any relevant rights, or to update your personal data, please contact Mr Wilson at david.wilson@dfwassociates.co.uk. We will seek to respond promptly and no later than 28 days.

We may need you to help us to confirm your identity or to ask you for further information to ensure that personal data is not disclosed to any person who has no right to receive it.

Complaints

We trust that this will not be necessary, but if you are concerned about an alleged breach of data privacy law by us please contact Mr Wilson at david.wilson@dfwassociates.co.uk and he will ensure that your complaint is investigated.

You also have the right to complain to the Information Commissioner's Office, the UK supervisory authority for data protection issues. Further information about how to do this can be found on the ICO website www.ico.org.uk

General

We may amplify this Privacy Statement at the point of data collection.

We may change the terms of this Privacy Statement from time to time and will place any updates on our website www.dfwassociates.co.uk . This version is dated 25 May 2018.

Paper copies of this Privacy Notice can be obtained free of charge by written request to our offices at the address given above.

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 07284437

Company name in full Intercept Services Limited

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

2 Court details

Court name High Court of Justice Business & Property Court

Leeds - Company Insolvency (CHD)

Court case number C R S 2 0 2 0 L D S 0 0 0 0 0 1

3 Administrator's name

Full forename(s) David Frederick

Surname

4 Administrator's address

Building name/number DFW Associates

Street 29 Park Square West

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 2 P Q

Country

AM22

Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name [ⓐ]

Full forename(s)

Surname

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

6 Administrator's address [ⓐ]

Building name/number

Street

Post town

County/Region

Postcode

Country

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

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s)

The Director

Surname

8 Proposed liquidator's name

Full forename(s)

David Frederick

Surname

Wilson

Insolvency practitioner number

6 0 7 4

9 Proposed liquidator's address

Building name/number

DFW Associates

Street

29 Park Square West

Post town

Leeds

County/Region

Postcode

L S 1 2 P Q

Country

AM22

Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name^①

Full forename(s)

Surname

Insolvency practitioner
number**① Other liquidator**Use this section to tell us about
another liquidator.**11 Proposed liquidator's address^②**

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidatorUse this section to tell us about
another liquidator.**12 Period of progress report**

From date

d 0 d 2

m 0 m 7

y 2 y 0 y 2 y 0

To date

d 1 d 8

m 1 m 2

y 2 y 0 y 2 y 0

13 Final progress report☒ I have attached a copy of the final progress report.**14 Sign and date**Administrator's
signature

Signature

X



X

Signature date

d 1 d 8

m 1 m 2

y 2 y 0 y 2 y 0

AM22

Notice of move from administration to creditors' voluntary liquidation

**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 Sam Booth

Company name DFW Associates

Address 29 Park Square West

Post town Leeds

County/Region

Postcode

L S 1 2 P Q

Country

DX

Telephone 0113 2440044

**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