

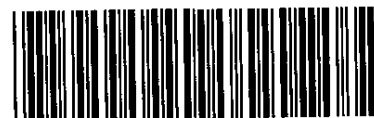
LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A92IR4VE

A03

08/04/2020

#206

COMPANIES HOUSE

1 Company details

Company number 0 7 2 9 6 1 3 0

Company name in full ICA Design Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Darren

Surname Edwards

3 Liquidator's address

Building name/number 40a

Street Station Road

Post town Upminster

County/Region Essex

Postcode R M 1 4 2 T R

Country

4 Liquidator's name

Full forename(s)

Surname

● Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

● Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	1	0	0	2	2	0	1	9
To date	0	9	0	2	2	0	2	0

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *Duduo*

X

Signature date

^d06

^m04

^y20

^y20

LIQ03

Notice of progress report in voluntary winding up

Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R

M

1

4

2

T

R

DX

0800 988 1897

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

IN THE MATTER OF
ICA DESIGN LIMITED - IN LIQUIDATION
AND
THE INSOLVENCY ACT 1986

THE LIQUIDATOR'S FOURTH ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 9 FEBRUARY 2020



Aspect Plus Limited
40a Station Road
Upminster
Essex
RM14 2TR

CONTENTS

- a. Introduction
- b. Statutory Information
- c. Liquidator's name and address
- d. Basis of Liquidator's remuneration
- e. Liquidator's remuneration
- f. Liquidator's expenses
- g. Other professional costs
- h. Details of progress for period under review
- i. Investigations
- j. Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses
- k. Any other relevant information
- l. Next Report

APPENDICES

- 1. Receipts and Payments Account from 10 February 2019 to 9 February 2020 and cumulative for the period 10 February 2016 to 9 February 2020
- 2. Time Analysis for the period 10 February 2019 to 9 February 2020 and cumulative for the period 10 February 2016 to 9 February 2020
- 3. Charge out rates and disbursement policy
- 4. Detailed review of work undertaken



(a) Introduction

The Company was placed into Liquidation by a Special Resolution of the members followed by a meeting of the creditors convened under the Insolvency Act 1986, on 10 February 2016. This report provides an update on the progress in the Liquidation for the fourth year of the Liquidation for the year ended 9 February 2020.

(b) Statutory Information

Company Name:	ICA Design Limited
Former Trading Name:	N/A
Registered Office:	40a Station Road, Upminster, Essex RM14 2TR
Former Registered Office:	4 Dent Street, Sunderland, SR6 9BQ
Company Number:	07296130
Trading Address:	4 Dent Street, Sunderland, SR6 9BQ

(c) Liquidator's name and address

Liquidator Name:	Darren Edwards
Liquidator Firm:	Aspect Plus Limited
Liquidator Address:	40a Station Road, Upminster, Essex RM14 2TR
Appointment Date:	10 February 2016

(d) Basis of Liquidator's remuneration

Pre-appointment costs

I can advise that a fixed fee of £3,000.00 plus VAT and disbursements was agreed and paid prior to the S98 meeting of creditors by Ian Christopher Atkinson, who is associated to the Company due to his appointment as sole Director of the Company.

This fee relates to the assistance given to the Director of the Company in notifying and convening the members and creditors meetings under Section 98 of the Insolvency Act 1986; and the preparation of the statement of affairs and Directors' report to creditors.

This fee represents a fair and reasonable reflection of the work that was carried out prior to appointment.

The disbursements paid were in respect of statutory advertising (£423.00), the specific bond required by Insolvency Practitioners (£20) and the cost of the software licence (£110) used for managing the Liquidation.

Basis of remuneration

From 1 October 2015, where an Insolvency Practitioner is seeking approval of his fees on a time costs basis, he is required to provide an estimate of his fees and expenses at the outset.

As detailed in my first annual progress report, I sought creditors' approval for fees by correspondence pursuant to Rule 4.63A of the Insolvency Rules 1986.

Notwithstanding this, no voting forms were returned and as such the resolutions were not taken. Consequently, no post Liquidation remuneration has been drawn.



The Director's Statement of Affairs reflects that the Company is devoid of assets and to date, no assets have been realised. Consequently, I will not be seeking approval of my fees at this stage unless there are any assets realised with which to discharge them.

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case. We have not utilised the services of any subcontractors in this case.

(e) Liquidator's remuneration

This firm's time costs for the year under review are £1,773.00. This represents 6.60 hours at an average rate of £268.64 per hour. I attach at Appendix 2 a Time Analysis which provides details of the activity during the year, analysed by staff grade.

This firm's time costs for the total period of the Liquidation are £9,029.50. This represents 46.8 hours at an average rate of £192.94. These time costs are disclosed at Appendix 2.

During the period under review no remuneration has been drawn.

To view an explanatory note concerning Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 3.

I can advise that R3, the Association of Business Recovery Professionals have a website for creditors which provides information to assist those creditors who are unfamiliar with the insolvency process. Please copy the following link in your web browser to access information: -

www.creditorinsolvencyguide.co.uk

Included in the work undertaken by me and my staff in the period of this report is the following:-

- Dealing with creditors' enquiries.
- Preparation of my annual report to creditors and distribution to creditors.
- Corresponding with solicitors, Causeway Law Solicitors ("Causeway") to assist with investigations and identifying any antecedent transaction which can be recovered for the benefit of creditors generally.
- General administrative and statutory tasks.



(f) Liquidator's expenses

Creditors have previously been provided with the definitions of Statement of Insolvency Practice 9 ("SIP 9"), Category 1 and Category 2 Disbursements. During the period under review, no further expenses have been incurred.

Consequently, no expenses have been recovered as Category 1 or Category 2 disbursements during the period under review.

(g) Other professional costs

Legal Advisers

I can advise that Causeway were instructed to assist with providing legal advice in respect of antecedent recoveries identified which can be elicited for the benefit of creditors generally.

The fees of Causeway were agreed on a time cost basis, albeit only payable upon the successful recovery of any claims pursued.

Further additional work will be required and the final cost in this regard is uncertain given the nature of the Liquidation and the claims identified.

(h) Details of progress for the period under review

As previously reported, I have undertaken an investigation into the affairs of the Company and its officers to determine if there are any recovery actions which can be taken against the Director / third parties for the benefit of the estate.

Causeway have been assisting me with my investigations and to identify any antecedent recoveries which can be elicited for the benefit of the creditors generally and to provide advice concerning the same.

At the time of writing this report, I confirm that Causeway are continuing their investigations and I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquires

A Receipts and Payments Account is attached at Appendix 1, which is further explained below.

Receipts

There have been no realisations during the period under review.

Payments

There have been no payments during the period under review

(i) Investigations

In accordance with the Company Directors Disqualification Act 1986 a return containing information on the conduct of the Director of the Company has been submitted to the Department for Business Innovation & Skills. As the information in the return is confidential, I am not able to disclose the contents.



Investigations into the Company's affairs have continued during this period to establish whether there were any potential asset recoveries or conduct matters that justified further investigation.

As detailed above there are potential matters which require investigation pertaining to sums owed to the Company.

(j) Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(l) Any other relevant information:

Prescribed Part

As Liquidator, I have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003. I can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.

Secured creditors

There are no secured creditors.

Preferential creditors

The Liquidator has not received any preferential claims.

Unsecured creditors

Unsecured creditors' claims in the sum of £26,436.23 have been received and noted. Based on current information, a dividend is entirely dependent upon the continued investigations.

(n) Next report

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.



COMPLAINTS

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service in writing, by email or by telephone as follows: -

- By Email ip.complaints@insolvency.gsi.gov.uk
- By Post The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds
LS11 9DA;
- By telephone 0845 602 9848 - calls are charged at between 1p and 10.5p per minute
from a land line; for mobiles, between 12p and 41p per minute if you're
calling from the UK.

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact in the first instance Richard Ring at this office.



Darren Edwards
Liquidator

Date: 6 April 2020



**ICA Design Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 10 February 2019 To 09 February 2020

S of A £	As Previously Reported	10/02/19 to 09/02/20	Total £
RECEIPTS			
NIL			
NIL	NIL	NIL	NIL
PAYMENTS			
NIL	NIL	NIL	NIL
0	NIL	NIL	(NIL)
0 CASH IN HAND	NIL	NIL	NIL

Dudley

APPENDIX 2

Liquidator's Remuneration Schedule
ICA Design Limited
Between 10 February 2019 and 09 February 2020

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.50	0.00	0.00	3.80	5.30	1,322.00	249.43
Investigations	0.30	0.00	0.00	0.00	0.30	120.00	400.00
Realisation of Assets	0.60	0.00	0.30	0.00	0.90	312.00	346.67
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.10	0.10	19.00	190.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	2.40	0.00	0.30	3.90	6.60		
Time costs	960.00	0.00	72.00	741.00		1,773.00	
Average hourly rate	400.00	0.00	240.00	190.00			268.64

Description	Total Incurred £	Total Recovered £
	0.00	0.00
Totals	0.00	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	6.60
Total value of time spent to 09 February 2020	£	1,773.00
Total Liquidator's fees charged to 09 February 2020	£	0.00

APPENDIX 2

Liquidator's Remuneration Schedule ICA Design Limited Between 10 February 2016 and 09 February 2020

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	3.10	0.90	9.80	17.40	31.20	5,505.00	176.44
Investigations	2.40	3.10	7.50	0.00	13.00	2,865.00	220.38
Realisation of Assets	0.90	0.00	1.00	0.20	2.10	572.50	272.62
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.30	0.20	0.50	87.00	174.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	6.40	4.00	18.60	17.80	46.80		
Time costs	2,282.50	1,000.00	3,053.00	2,694.00		9,029.50	
Average hourly rate	356.64	250.00	164.14	151.35			192.94

Description	Total Incurred £	Total Recovered £
	0.00	0.00
Totals	0.00	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	46.80
Total value of time spent to 09 February 2020	£	9,029.50
Total Liquidator's fees charged to 09 February 2020	£	0.00

**ASPECT PLUS LIMITED
REMUNERATION AND DISBURSEMENT POLICY 2020**



Charge-out rates

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 January 2019, together with those previously charged are as follows:

Grade	From 1 January 2019
Partners	£400
Managers	£300
Senior Administrators	£240
Administrators	£190
Junior Administrators	£100

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.

Occasionally Aspect Plus will use the services of a subcontractor where it is deemed appropriate for the case. The most common use of subcontracts will be:

Where there are employee claims to be dealt with, and a firm of ERA specialists will be engaged; and

Where there are complex pension issues to be resolved, and a firm of pension specialists will be engaged.

Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required, and the amount recharged to the case is the exact amount incurred.

Examples of category 1 disbursements include postage costs, advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with

the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

Category 2 disbursements are expenses that are referable to the insolvency case, but are not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited. Aspect Plus Limited does not recover category 2 expenses, with the occasional exception of mileage costs that are charged at the rate prescribed by HM Revenue & Customs.

Expenses

The expenses arising in relation to this engagement are as follows:

Expense type	Description	Incurred to date £	Paid to date £
Bonding	Specific bond insurance as required by the Insolvency Practitioner Regulations	20.00	NIL
Advertising costs	Cost to place adverts in London Gazette, as required by statute	338.40	NIL
IT costs	The cost of Insolv case management software	110.00	NIL

Further information

To view an explanatory note concerning the office holders remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view a guide to fees online by copying the link below into your web browser:

www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees

APPENDIX 4

Detailed list of work undertaken for ICA Design Limited Limited in Creditors' Voluntary Liquidation for the review period 10/02/2019 to 09/02/2020

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Preparing annual progress report
Realisation of Assets	
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Engaging with Causeway Law Limited concerning potential antecedent recoveries
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone