

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



\*A73745E8\*

A10

04/04/2018

#291

COMPANIES HOUSE

Please

use

### 1 Company details

Company number 07296130

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 Station Road

Street Upminster

Post town

County/Region Essex

Postcode

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	7
To date	0	9	0	2	2	0	1	8

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature	Signature	X		X
Signature date		<sup>d</sup> 0 <sup>d</sup> 3	<sup>m</sup> 0 <sup>m</sup> 4	<sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 8

# 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

Our ref CVL0359

Your ref

3 April 2018

**aspect** LTD  
INSOLVENCY PRACTITIONERS

40a Station Road, Upminster, Essex, RM14 2TR

[www.aspectplus.co.uk](http://www.aspectplus.co.uk)

[info@aspectplus.co.uk](mailto:info@aspectplus.co.uk)

Tel: 01708 300170 Fax: 01708 202472

**TO ALL KNOWN MEMBERS AND CREDITORS**

Dear Sir / Madam

**ICA DESIGN LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION**

Please find enclosed my annual progress report on the conduct of this Liquidation.

**Opting out**

A creditor may at any time elect to be an opted-out creditor. This will mean that no further documents or information will be sent to you, with the exception of:

- Notices of distributions to creditors; or
- If my contact details alter; or
- If the Insolvency Act 1986 or the Insolvency Rules 2016 requires that a document must be delivered to all creditors.

Should you wish to opt out of receiving further documents please complete the attached form.

Should you have any queries, please contact Chris Towler at this office.

Yours faithfully



**Darren Edwards**  
Liquidator of ICA Design Limited

Enc

**Offices:** Essex, Hertfordshire, Surrey

**Registered Office:** 40a Station Road, Upminster, Essex RM14 2TR Registered in England & Wales, No. 08975901

**Board Directors:** Darren Edwards, Gary Thompson, Tony Bayliss **Director:** Michael Wellard

Darren Edwards and Michael Wellard act as Insolvency Practitioners without personal liability and are licenced in the United Kingdom by the Association of Chartered Certified Accountants.

Tony Bayliss acts as an Insolvency Practitioner for individual insolvency appointments without personal liability and is licensed in the United Kingdom by the Insolvency Practitioners Association.

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

THE LIQUIDATOR'S SECOND ANNUAL PROGRESS REPORT  
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986  
FOR THE YEAR ENDED 9 FEBRUARY 2018



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. Details of any assets that remain to be realised and outstanding matters
- j. Investigations
- k. Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses
- l. Any other relevant information
- m. Next Report

## **APPENDICES**

- 1. Receipts and Payments Account from 10 February 2017 to 9 February 2018 and cumulative for the period 10 February 2016 to 9 February 2018
- 2. Time Analysis for the period 10 February 2017 to 9 February 2018 and cumulative for the period 10 February 2016 to 9 February 2018
- 3. Charge out rates and disbursement policy
- 4. Detailed review of work undertaken
- 5. Proof of Debt Form
- 6. Notice to Opt Out

**ICA DESIGN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**  
**Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986**  
**3 April 2018**

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**(a) Introduction**

The Company was placed into Liquidation by a Special Resolution of the members followed by a meeting of the creditors convened under Section 98 of the Insolvency Act 1986, on 10 February 2016. This report provides an update on the progress in the second year of the Liquidation for the year ended 9 February 2018.

**(b) Statutory Information**

Company Name: ICA Design Limited  
Registered Office: 40a Station Road, Upminster, Essex RM14 2TR  
Company Number: 07296130  
Trading Address: 4 Dent Street, Fulwell, Sunderland, Tyne & Wear, 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 a 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.

*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 last Annual 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.

I can advise that there has been no change in the charge-out rates during this appointment. The current charge out rates and previous rates charged are detailed at Appendix 3.



*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.

I 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 £1,322. This represents 7.80 hours at an average rate of £169.49 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 £5,573.00. This represents 31.50 hours at an average rate of £176.89. These time costs are disclosed at Appendix 2.

*During the period under review and to date, 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.

Included in the work undertaken by me and my staff during the period under review is the following:-

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims.
- Corresponding with the Company's Director to provide details of the beneficiaries and explain various transactions recorded in the Company's bank statements.
- Preparation of my annual report to creditors and distribution to creditors.
- Correspondence with the Company's accountants concerning movements on the Company's bank statements and various payments to the Company's Director.
- 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.



My category 2 disbursements for the period 10 February 2017 to 9 February 2018 have not been calculated on the basis that no resolution was approved authorising recovery of the same.

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

**(g) Other professional costs**

No other professionals have been instructed in the Liquidation.

**(h) Details of progress for the period under review**

According to the Statement of Affairs lodged in these proceedings, there were no realisable assets.

Notwithstanding this, following my appointment, I undertook to investigate the Company's affairs to identify any antecedent transactions which can be recovered for the benefit of creditors generally.

Details of the investigations are detailed at sections (i) and (j) of this report.

A Receipts and Payments Account is attached at Appendix 1, which is further explained below. It should be noted that all figures in the Receipts and Payment Account are shown net of VAT

**Receipts**

There have been no realisations during the period under review.

**Payments**

There have been no payments during the period under review.

**(i) Details of any assets that remain to be realised and outstanding matters**

Investigations into payments made from the Company's Bank account have not been concluded. I have written to the Company's Director and accountants to provide details of the beneficiaries and explain the respective transactions.

I am in correspondence with the Company's accountants for an explanation of the respective transactions.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.

**(j) 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.

During the period under review, I carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

Following a review of the company's books and records and having undertaken an analysis of movements on the Company's bank account, I have identified various payments made from the account prior to the onset of the Liquidation.

The payments require further explanation and I have written to the Director and the Company's accountants requesting details of the beneficiaries and nature of the respective transactions. I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquiries.

Subject to the response received, it may be necessary to instruct solicitors to provide advice as to the merits of pursuing recovery actions.

**(k) 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 have been received and noted. Based on current information, a dividend is entirely dependent upon the continued investigations.

**(m) Next report**

The administration of the Liquidation will currently be continuing in order to establish the nature of the voluminous payments from the Company's bank account and of any of these can be recovered for the benefit of creditors generally.

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.

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 Chris Towler at this office.



**Darren Edwards**  
Liquidator

Date: 3 April 2018

## APPENDIX 1

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

From 10 February 2016 To 09 February 2018

S of A £	10/02/16 to 09/02/17	10/02/17 to 09/02/18	Total £
<b>RECEIPTS</b>			
NIL			
<u>NIL</u>	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
<b>PAYMENTS</b>			
NIL	NIL	NIL	NIL
<u>0</u>	<u>NIL</u>	<u>NIL</u>	<u>(NIL)</u>
<u>0</u> <b>CASH IN HAND</b>	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>



## APPENDIX 2

**Liquidator's Remuneration Schedule**  
**ICA Design Limited**  
**Between 10 February 2017 and 09 February 2018**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.80	0.20	0.70	5.80	7.50	1,277.00	170.27
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.20	0.20	30.00	150.00
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	15.00	150.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	0.80	0.20	0.70	6.10	7.80		
<b>Time costs</b>	260.00	50.00	133.00	879.00		1,322.00	
<b>Average hourly rate</b>	325.00	250.00	190.00	144.10			169.49

Description	Total Incurred £	Total Recovered £
None	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>

**Summary of Fees**

Time spent in administering the Assignment	Hours	7.80
Total value of time spent to 09 February 2018	£	1,322.00
Total Liquidator's fees charged to 09 February 2018	£	0.00

## APPENDIX 2

**Liquidator's Remuneration Schedule**  
**ICA Design Limited**  
**Between 10 February 2016 and 09 February 2018**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.80	0.50	9.80	7.30	18.40	2,884.00	156.74
Investigations	1.40	3.10	7.50	0.00	12.00	2,495.00	207.92
Realisation of Assets	0.00	0.00	0.50	0.20	0.70	125.00	178.57
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.30	0.10	0.40	68.00	170.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>2.20</b>	<b>3.60</b>	<b>18.10</b>	<b>7.60</b>	<b>31.50</b>		
<b>Time costs</b>	<b>715.00</b>	<b>900.00</b>	<b>2,943.00</b>	<b>1,014.00</b>		<b>5,572.00</b>	
<b>Average hourly rate</b>	<b>325.00</b>	<b>250.00</b>	<b>162.60</b>	<b>133.42</b>			<b>176.89</b>

Description	Total Incurred £	Total Recovered £
Statutory Advertising	338.40	338.40
INSOLV IT Software	110.00	110.00
Bordereau	20.00	20.00
<b>Totals</b>	<b>468.40</b>	<b>468.40</b>

**Summary of Fees**

Time spent in administering the Assignment	Hours	31.50
Total value of time spent to 09 February 2018	£	5,572.00
Total Liquidator's fees charged to 09 February 2018	£	0.00

## APPENDIX 3

### ASPECT PLUS LIMITED

#### CHARGE OUT RATE AND DISBURSEMENT POLICY

This guide to our fees & disbursements has been produced to provide creditors with information required by best practice guidance. We recommend that this guidance is read in conjunction with the note entitled "A Creditors Guide to Liquidators' Fees", which can be viewed at the following website: -

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

At Aspect Plus Limited, we seek to recover fees on time cost basis. Set out below are our firm's current hourly rates excluding VAT: -

Staff	Charge out rates from 1 January 2016	Charge out rates from 1 April 2011 to 31 December 2015
Partners/Office Holders	325	270
Managers/Directors	250	190
Seniors	190	140
Administrators	150	100
Junior Assistants	90	50

Storage and Archiving is recharged to the estate at the rate of £5 per box per annum for storage and on a time costs basis at £37.50 per hour for contents listing together with a small charge to cover the administration costs of archiving and retrieval of documents. A cost may also be incurred in respect of the collection and delivery of records at a rate of 75p per mile per van and £18.50 per hour per storage staff member.

#### Category 2 disbursements

A resolution for our category 2 disbursements may be sought, details of which are detailed below: -

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

Stationary, fax, postage, photocopying and telephone will be charge at a fixed rate of £10 per creditor.

Mileage (own car usage) will be charged at 45p per mile.

VAT will be charged on the above disbursements where applicable.

#### Time charging policy

Support staff do not charge their time to each case.

Support staff include, secretarial and administration support.

Please be advised that the minimum unit of time recorded is 6 minutes.

#### Appendix 4

**Detailed list of work undertaken for ICA Design Limited in Creditors' Voluntary Liquidation for the review period 10/02/2017 to 09/02/2018**

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

<b>General Description</b>	<b>Includes</b>
<b>Statutory and General Administration</b>	
<b>Statutory/advertising</b>	Filing of documents to meet statutory requirements including annual receipts and payments accounts
<b>Document maintenance/file review/checklist</b>	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
<b>Planning / Review</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Reports</b>	Preparing annual progress report, investigation, meeting and general reports to creditors
<b>Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, insurance claims</b>	<i>Correspondence to request information on the company's dealings, making further enquiries of third parties</i>
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
<b>Dealing with proofs of debt</b>	Receipting and filing POD when not related to a dividend



## APPENDIX 5

PROOF OF DEBT FORM  
JCA DESIGN LIMITED - IN LIQUIDATION

Date of resolution for voluntary winding-up: 10 February 2016

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>• For UK companies: its registered number;</li> <li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered;</li> <li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of winding-up, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

## APPENDIX 6

### OPTING OUT OF RECEIVING DOCUMENTS

#### The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect *any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.*

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

#### How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

#### How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

#### Contact details

The Liquidator's contact details are as follows:

<b>Names of Liquidator(s):</b>	Darren Edwards
<b>Address of Liquidator(s):</b>	40a Station Road, Upminster, Essex, RM14 2TR
<b>Email Address</b>	chris@aspectplus.co.uk
<b>Telephone Number</b>	01708 300170

**FORM TO OPT-OUT OF RECEIVING FURTHER CORRESPONDENCE**

**ICA DESIGN LIMITED - IN LIQUIDATION**

Date of Liquidation: 10 February 2016

Name of creditor: .....

I/We confirm that we no longer wish to receive any further information or documents concerning the Liquidation of the Company.

Signed: .....

Date: .....