

WU07

Notice of progress report in a winding-up by the court



Companies House

TUESDAY



A8ILBOLC

A07

19/11/2019

#225

COMPANIES HOUSE

1 Company details

Company number 0 7 3 8 8 6 7 8

Company name in full Aqua Bubble Limited

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

2 Liquidator's name

Full forename(s) Stephen Michael John

Surname Berry

3 Liquidator's address

Building name/number Opus Restructuring LLP

Street Evergreen House north

Grafton Place

Post town Euston

County/Region London

Postcode N W 1 2 D X

Country

4 Liquidator's name

Full forename(s) Colin David

Surname Wilson

● Other liquidator
Use this section to tell us about
another liquidator

5 Liquidator's address

Building name/number 1 Radian Court

Street Knowlhill

Post town Milton Keynes

County/Region

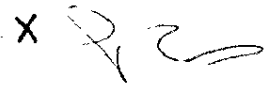
Postcode M K 5 8 P J

Country

● Other liquidator
Use this section to tell us about
another liquidator

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6	Period of progress report	
From date	2 4 1 0 2 0 1 8	
To date	2 3 1 0 2 0 1 9	
7	Progress report	
	<input checked="" type="checkbox"/> The progress report is attached	
8	Sign and date	
Liquidator's signature	<div>Signature X  X</div>	
Signature date	2 3 1 1 2 0 1 9	

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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.

Stephen Michael John Berry

Opus Restructuring LLP

Evergreen House North

Evergreen Place

Euston

London

Postcode

N

W

1

2

D

X

DX

020 3326 6454



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

Annual Progress Report of Aqua Bubble Limited in Liquidation

Annual Progress Report

AQUA BUBBLE LIMITED T/A CRYSTAL UMBRELLA - IN LIQUIDATION ('THE COMPANY')

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Stephen Michael John Berry and Colin David Wilson were appointed Joint Liquidators of Aqua Bubble Limited on 24 October 2018. The affairs, business and property of the Company are managed by the Joint Liquidators. The Joint Liquidators contract without personal liability.

Content

- Administration and Planning
- *Enquiries and Investigations*
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- General Data Protection Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II - Receipts and Payments account for the period 24 October 2018 to 23 October 2019 (*the Review Period*)
- Appendix III - Detailed list of work undertaken in the Review Period
- Appendix IV - Time cost information for the Review Period
- Appendix V - Time costs summary for the Review Period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for the Review Period, cumulative & comparison with estimate
- Appendix VII - Privacy Notice

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found at Appendix III.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Directors and senior employees by means of questionnaires and interviews, making enquiries of the Company's accountants, reviewing information received from creditors and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information obtained from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) 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.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. At present these investigations are ongoing and I am unable to comment further as this may prejudice the Company's position. Creditors will be updated upon the conclusion of the Joint Liquidators' investigations.

Although this work has not yet generated any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Cash at Bank

Upon receiving confirmation of appointment from the Official Receiver ('OR'), the Joint Liquidators wrote to Santander UK Plc ('Santander') requesting any credit balance being held is to be transferred to the Liquidation estate account. During the Review Period a total of £30,212 has been realised and no further realisations are expected in this regard.

Payments

Petitioner's costs

The amount of £900 has been paid to HMRC in relation to the costs that were incurred in the issuing of the winding up petition.

Leaf Technology Fees

Leaf were instructed to assist in the retrieval of the Company's data which involved attending site to assess the data storage equipment they used, liaising with the Company's data storage provider, taking receipt of the data, copying the data and extracting it from the virtual machines. Leaf's fees for doing so totalled £743 plus VAT and has been paid in full. Please note that Leaf are assisting with any ongoing data issues relating to the group of companies, to which the Company forms a part.

Official Receivers Administration and General Fee

The amounts of £5,000 and £6,000 relate to the Official Receivers Administration and General fees respectively. These statutory amount are payable in priority to any class of creditor or the Joint Liquidators.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed & Floating Charge	16 May 2016	Santander UK Plc

As at the date of appointment the indebtedness to Santander was believed to be nil. During the Review Period, no claim has been received.

Preferential creditors

As per the documentation provided by the Directors to the OR, the Company employees/contractors were transferred to Unitum Operations Limited – In Creditors' Voluntary Liquidation on 10 August 2018. As such there have been no preferential claims received and none are expected. Please note that as mentioned above, HMRC received incorrect information in relation to the contractors earnings, as such, the updates being made by Clumber may affect HMRC's final claim in the Liquidation.

Unsecured creditors

As per the information received from the OR, HM Revenue & Customs were believed to be owed £1,279,208 in relation to PAYE and £220,557 in relation to VAT. During the Review Period, a claim of £3,97,575 has been received in relation to PAYE and VAT.

As a number of the Company's unsecured creditors are connected companies that Opus Restructuring LLP are also dealing with, the Joint Liquidators are establishing the level of inter-company claims and these are to be reviewed by an independent third party prior to be admitting for dividend purposes.

Dividend prospects

It is currently uncertain as to whether there will be sufficient funds available to pay a distribution to unsecured creditors.

Where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors.

The Company has granted a floating charge to any creditor after 15 September 2003, although it is believed there is no indebtedness to the charge holder. Consequently there will be no prescribed part in this Liquidation.

FEES AND EXPENSES

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and/or partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager and/or partner.

The basis of the Joint Liquidators' fees was approved by creditors on 29 November 2018 in accordance with the following resolution:

"the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, totalling £32,467.50. Such time to be charged at the prevailing standard hourly charge out rates used by Opus Restructuring LLP at the time when the work is performed"

The time costs for the Review Period total £18,710, representing 98.30 hours at an average hourly rate of £190.33. The sum of £11,500 has been drawn on account of time costs incurred. The time costs for the Review Period are detailed at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is likely to be exceeded; and
- the original expenses estimate has been exceeded.

The main reasons why the fees estimate is likely to be exceeded is due to additional work conducted during the Joint Liquidators' investigations and time incurred in dealing the former contractors and HMRC. There will also be significant time incurred in the adjudication and identification of the inter-company claims. The Joint Liquidators intend to seek creditors' approval to fees in addition to that previously estimated and the relevant creditors will be invited to consider the Joint Liquidators' proposal in this regard in due course.

Disbursements

The disbursements that have been paid during the Review Period are detailed at Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate

The category 1 disbursements paid in the Review Period total £12,968, are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment. Please note that this figure include the OR's Administration and General fees that are detailed above

The category 2 disbursements paid in the Review Period total £48 and these may include an element of overhead charges in accordance with the resolution passed by creditors at a meeting held on 29

November 2018. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix VI.

Information about this insolvency process may be found on the R3 website at <http://www.creditorsinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.opuslp.com. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EC REGULATIONS

The Company's centre of main interest was in Unitum House, 1 the Chase, John Tate Road, Hertford, SG13 7NN and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

GENERAL DATA PROTECTION REGULATIONS ('GDPR')

The General Data Protection Regulation requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached at Appendix VII.

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Continue ongoing investigations;
- Conclude former contractor tax issues; and
- Distribution to unsecured creditors.

If you require any further information please contact my colleague, Joe Blundell, this office.

Yours faithfully



Stephen Michael John Berry
Joint Liquidator

Enc

Stephen Michael John Berry is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

Colin David Wilson is licensed to act as an insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

Appendix I

Statutory Information

Court	High Court of Justice
Court number	006246
Company Name	Aqua Bubble Limited
Former Trading Name	Crystal Umbrella
Company Number	07388678
Registered Office	c/o Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Former Registered Office	Unitum House 1 The Chase, John Tate Road, Hertford, SG13 7NN
Officeholders	Stephen Michael John Berry and Colin David Wilson
Officeholders address	Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Date of appointment	24 October 2018
Changes to Officeholder	-

Annual Progress Report of Aqua Bubble Limited in Liquidation

Appendix II

Aqua Bubble Limited - In Liquidation
Joint Liquidators' Abstract of Receipts and Payments
From 24 October 2018 to 23 October 2019

SoA £		02/04/2019 to 01/10/2019 £	Total £
	RECEIPTS		
23,772.72	Cash at Bank	30,212.43	30,212.43
-	Bank Interest Gross	67.36	67.36
-	Deposit on Inland Revenue Petition	1,600.00	1,600.00
<u>23,772.72</u>		<u>31,879.79</u>	<u>31,879.79</u>
	PAYMENTS		
	Refund to Debtor	(4,053.89)	(4,053.89)
	BIS Bank Charges	(90.45)	(90.45)
	Petitioners Costs	(920.00)	(920.00)
	Office Holders Fees	(11,500.00)	(11,500.00)
	Statutory Advertising	(169.20)	(169.20)
	Travel	(15.70)	(15.70)
	Tax Deducted at Source	(13.47)	(13.47)
	Postage	(53.92)	(53.92)
	General Fee	(5,000.00)	(5,000.00)
	Specific Bond	(240.00)	(240.00)
	Photocopying	(31.80)	(31.80)
	Leaf Technology Fees	(743.36)	(743.36)
	DocuSoft Fee	(45.00)	(45.00)
	Administration Fee	(5,000.00)	(5,000.00)
		<u>(28,876.79)</u>	<u>(28,876.79)</u>
	UNSECURED CREDITORS		
1,279,208.00	PAYE		
220,557.00	VAT	Nil	Nil
2,000.00	Merryns LLP	Nil	Nil
<u>1,501,765.00</u>	CASH IN HAND	<u>3,003.00</u>	<u>3,003.00</u>
	REPRESENTED BY		
	VAT Receivable		2,559.79
	SMU Berry & CD Wilson Int Liq's of Atlantic Umbrella Company Limited		443.21
			<u>3,003.00</u>

Appendix III

Detailed list of work undertaken for Aqua Bubble Limited in Liquidation for the Review Period

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
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
Bank account administration	Preparing correspondence opening accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report and investigation reports to creditors
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following meeting Issuing notice of result of meeting
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Interviews	Preparing brief to solicitor Liaising with solicitor(s) regarding interviews Attendance at interviews Reviewing interview transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Strategy meeting regarding litigation Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions
Realisation of Assets	
Sale of Business	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Assessment and review of offers received

Annual Progress Report of Aqua Bubble Limited in Liquidation

General Description	Includes
	Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement
Inter-company Debtors	Collecting supporting documentation
Cash at Bank	Liaising with the bank Requesting the transfer of funds Requesting bank statements
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Correspondence with former contractors via telephone and email Liaising with HMRC Attending meetings with HMRC Liaising with agents regarding former contractors
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Partner	325
Senior Manager / Director	275 - 300
Assistant Manager / Manager	200 - 250
Junior Administrator / Administrator / Senior Administrator	100 - 175
Cashier	125
Support Staff	75

Appendix IV

Aqua Bubble Limited
Joint Liquidators' Remuneration Schedule

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning							
Internal Documentation and IT	0.00	0.20	6.00	6.20	12.40	1,287.50	103.83
Case Planning	8.90	3.70	0.00	0.00	12.60	3,817.50	302.98
Case Reviews including MR1s/MR2s	2.20	1.40	1.40	0.00	5.00	1,130.00	226.00
Administrative Set Up	0.00	1.10	3.90	0.20	5.20	777.50	149.52
Appointment Notification	0.00	1.20	0.70	0.00	1.90	387.50	203.95
Maintenance of Records	0.00	0.40	0.00	0.00	0.40	105.00	262.50
Statutory Reporting and Compliance	0.00	0.00	7.60	0.00	7.60	950.00	125.00
Firms Administration - Feeing etc	0.00	1.20	1.60	0.00	2.80	545.00	194.64
Cashiering	0.00	0.70	1.00	2.20	3.90	590.00	151.28
Statutory forms	0.00	0.40	0.00	0.00	0.40	100.00	250.00
Post appointment VAT	0.00	0.00	0.00	0.10	0.10	7.50	75.00
Statutory Meetings	0.00	1.90	1.70	0.00	3.60	687.50	190.97
File Review	0.00	0.00	1.10	0.00	1.10	165.00	150.00
	11.10	12.20	25.00	8.70	57.00	10,550.00	185.09
Investigations							
Other Investigations	3.50	2.60	1.30	1.40	8.80	2,125.00	241.48
Internal Documentation	0.00	2.40	2.70	0.00	5.10	1,005.00	197.06
Analysis of financial records	0.00	0.30	1.30	0.00	1.60	240.00	150.00
Meeting with Directors	0.00	2.50	3.00	0.00	5.50	1,075.00	195.45
	3.50	7.80	8.30	1.40	21.00	4,445.00	211.67
Realisation of Assets							
Sale of Assets	0.00	0.20	0.00	0.00	0.20	50.00	250.00
Identifying, securing, insuring assets	0.80	0.10	0.00	0.00	0.90	285.00	316.67
Pensions, policies and investments	0.00	0.20	0.00	0.00	0.20	50.00	250.00
Cash at Bank	0.00	0.50	2.10	0.00	2.60	387.50	149.04
	0.80	1.00	2.10	0.00	3.90	772.50	198.08
Creditors							
Employees	0.00	0.50	0.00	0.00	0.50	125.00	250.00

Appendix IV

Employee Communications	0.00	0.00	0.00	0.60	0.00	0.60	90.00	150.00
Communication with creditors	0.50	0.10	5.70	0.00	0.00	6.30	1,022.50	162.30
Ordinary creditors	0.00	2.50	0.00	0.00	0.00	2.50	625.00	250.00
Employee claims	0.00	0.00	5.70	0.00	0.00	5.70	820.00	143.86
	0.50	3.10	12.00	0.00	0.00	15.60	2,682.50	171.96

Case Specific Matters								
Liasing with external Joint Appointee	0.80	0.00	0.00	0.00	0.00	0.80	260.00	325.00
	0.80	0.00	0.00	0.00	0.00	0.80	260.00	325.00

Total hours	16.70	24.10	47.40	10.10	98.30			
Time costs	5,317.50	6,035.00	6,420.00	937.50	18,710.00			
Average hourly rate	318.41	250.41	135.44	92.82	190.34			

Summary of Fees								
Time spent in administering the Assignment	Hours							
Total value of time spent to 23 October 2019	£							
Total Joint Liquidators' fees charged to 23 October 2019	£							

Disbursements								
Description		Total Incurred £		Total Recovered £				
CAT 1 Bonding			240.00				240.00	
CAT 1 Travel			15.70				15.70	
CAT 2 Photocopying			31.80				31.80	
CAT 1 Postage			53.92				53.92	
Totals			341.42				341.42	

Annual Progress Report of Aqua Bubble Limited in Liquidation

Appendix V

Time costs summary for the Review Period, cumulative & comparison with estimate for Aqua Bubble Limited in Liquidation

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	37.50	175.02	6,563.50	57.00	185.09	10,550.00	57.00	185.09	10,550.00
Realisation of assets	18.00	193.75	3,487.50	3.90	198.08	772.50	3.90	198.08	772.50
Creditors (claims and distribution)	17.00	221.32	3,762.50	15.60	171.96	2,682.50	15.60	171.96	2,682.50
Investigations	89.00	209.59	18,654.00	21.00	211.67	4,445.00	21.00	211.67	4,445.00
Case specific matters	-	-	-	0.80	325.00	260.00	0.80	325.00	260.00

Annual Progress Report of Aqua Bubble Limited in Liquidation

Appendix VI

Expenses summary for the Review Period, cumulative & comparison with estimate for Aqua Bubble Limited - Liquidation

Below are details of the Joint Liquidators' expenses for the Review Period and the total to date.

Expenses	Original expenses estimate £	Actual expenses paid in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Statutory Advertising	169	169	169	
Bonding	120	240	240	Due to the potential realisations a higher level of bonding has been required
Document Storage	Uncertain	-	-	
DocuSoft Fee	45	45	45	
Visionblue Fee	185	-	185	This cost has been incurred but has not yet been paid
Postage	24	54	54	Additional correspondence has been sent to creditors.
Official Receiver's Administration Fee	5,000	5,000	5,000	
Official Receiver's General Fee	6,000	6,000	6,000	
Category 2 Expenses				
Virtual Meeting				
Photocopying	48	32	32	
Travel	-	16	16	Travel costs have been incurred in relation to attending meeting relating to the Liquidation

Appendix VII

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP are: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX, 020 7268 3333, info@opusllp.com.</p> <p>Where an insolvency practitioner of Opus Restructuring LLP is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX, 020 7268 3333, info@opusllp.com.</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Opus Restructuring LLP has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>
Who we share our data with	<p>Personal data held by us may be transferred to:</p> <p>Other member firms and/or Other offices Details of our member firm/other office locations are available here www.opusllp.com. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p>

	<p>Third party organisations that provide applications/functionality, data processing or IT services to us We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
How long we retain your personal information	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Opus Restructuring LLP, Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG, 020 7268 3333, info@opusllp.com. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at info@opusllp.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>
Changes to our privacy statement	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Opus Restructuring LLP, Evergreen</p>

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	House North, Grafton Place, London, NW1 2DX
	This privacy statement was last updated on 1 May 2018.
Complaints	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.