

In accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A14 \*A8ØMVSØH\* 06/03/2019 #115  
COMPANIES HOUSE

### 1 Company details

Company number 0 7 4 4 3 7 0 8

Company name in full Indulge Interiors Limited

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

### 2 Liquidator's name

Full forename(s) Nicholas Charles Osborn

Surname Lee

### 3 Liquidator's address

Building name/number 158 Edmund Street

Street Birmingham

Post town B3 2HB

County/Region

Postcode

Country

### 4 Liquidator's name •

Full forename(s) Dean Anthony

Surname Nelson

• Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address •

Building name/number 158 Edmund Street

Street Birmingham

Post town B3 2HB

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	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

### 7 Progress report

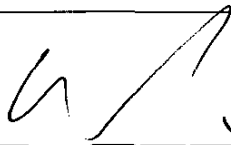
☐ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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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.

Contact name **Peter Armstrong**

Company name **Smith Cooper**

Address **158 Edmund Street**  
**Birmingham**

Post town **B3 2HB**

County/Region

Postcode

Country

DX

Telephone **0121 236 6789**



**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)**

**ANNUAL PROGRESS REPORT**

**INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

# **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

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- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

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- Appendix II – Receipts and Payments account for the period 15 January 2018 to 14 January 2019
- Appendix III - Estimated Outcome Statement
- Appendix IV - Detailed list of work undertaken in the period 15 January 2018 to 14 January 2019
- Appendix V - Time cost information for period 15 January 2018 to 14 January 2019
- Appendix VI – Time costs summary for period, cumulative & comparison with estimate
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# ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated realise Statement Affairs	to per of	Realisations to date	Anticipated future realisations	Total anticipated realisations
Motor Vehicle	£3,100.00		£2,500.00	Nil	£2,500.00
Furniture & Equipment	£200.00		£200.00	Nil	£200.00
Bank Interest Gross	£0.00		£4.17		£4.17
Contribution to costs				£2,555.83	£2,555.83
<b>Total</b>	<b>£3,300.00</b>		<b>£2,704.17</b>	<b>£2,555.83</b>	<b>£5,255.83</b>

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### Expenses

Expense	Amount fees expenses estimates	per and	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Preparation of S of A	£2,500.00		£2,144.16	£355.84	£2,500.00
Cost of convening meeting	£2,500.00		£300.00	£2,200.00	£2,500.00
Insolvency Website charge	5.00		£5.00	0.00	£5.00
Statutory Advertising	£225.00		£225.00	0.00	£225.00
Bond	£30.00		£30.00	0.00	£30.00
<b>Total</b>	<b>£5,260.00</b>		<b>£2,704.16</b>	<b>£2,555.84</b>	<b>£5,260.00</b>

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Unsecured creditors	Nil	Nil

### Summary of key issues outstanding

- Conclude the realisation of assets
- Settling the costs of the liquidation
- Obtaining tax clearance from HMRC and completing closure formalities.

### Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 12 months.

# **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **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 in Appendix IV.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. 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.

During the period 15 January 2018 to 14 January 2019 ("the Review Period"), the following key documents have been issued:

- Notification to creditors of the appointment of Joint Liquidators by way of the Deemed Consent procedure;
- A report to unsecured creditors seeking approval from creditors as to the basis of the Joint Liquidators' remuneration and expenses.

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case reviews
- Bond reviews
- VAT returns
- Bank reconciliations

## **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 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, 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 has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

## **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **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 IV. 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.

#### **Transactions with connected parties**

Since appointment, a sale to a connected party has occurred.

#### **Motor Vehicle**

The Liquidator instructed Gordon Brothers ("GB"), who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available.

Adrian Smith expressed an interest in purchasing the Company's Motor Vehicle. Mr Smith is connected with the Company because he was a director and shareholder of the Company.

Therefore, Mr Smith was invited to contact GB directly to progress his interest. On 1 December 2017, Mr Smith proposed an offer to purchase the Company's Motor Vehicle for £2,500. GB weighed up the advantages of a swift sale, which would avoid the ongoing costs and marketing, against the potential of attracting a better offer albeit that this would involve incurring more costs.

No other offers were received, and in the circumstances GB concluded that Mr Smith's offer was very likely to represent the best net realisation for the asset and they recommended to the Joint Liquidators that the offer be accepted.

#### **Furniture & Equipment**

The Company's Furniture & Equipment was also valued by GB, a valuation of £200 Ex Situ was provided. A sale in the requisite sum took place to a third party shortly after Liquidation.

#### **Bank Interest**

Bank Interest of £4.17 accrued during the Review Period.

### **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 IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

#### **Secured creditors**

The Company has not granted any charges over its assets.

#### **Preferential creditors**

There are no preferential creditors in this matter.



## **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **Unsecured creditors**

The directors' Statement of Affairs ("SoA") showed HMRC as a creditor for £4,750. To date HMRC has lodged a claim of £810.37.

The SoA further showed total estimated creditors of £31,074. To date a total of 9 creditors have submitted claims totalling £34,889.52; a further 4 creditors have yet to lodge claims estimated at £13,106.90.

Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

### **Dividend prospects**

On current information it is anticipated that there will not be a dividend to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

### **FEES AND EXPENSES**

#### **Pre-Appointment Costs**

##### **Fixed fee agreed with the Directors and ratified by creditors**

The creditors authorised the fee of £2,500 for assisting the directors with placing the Company in Liquidation and £2,500 for the preparation of the Statement of Affairs by way of a Decision by Correspondence on 19 February 2018.

The fee has been partially paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

#### **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 (director/partner) then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a (senior) manager or (director/partner).

The basis of the Joint Liquidators' fees was approved by creditors on 19 February 2018 in accordance with the following decision:

"That 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, such time to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed"

The time costs for the Review Period total £8,677.50, representing 57.10 hours at an average hourly rate of £151.97. No post appointment fees have been drawn on account of time costs incurred. The time costs for the 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 Liquidator's consider that:

## **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reason why the fees estimate has been exceeded is due to the additional costs incurred in securing a realisation of assets. However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate. It is also anticipated that a large proportion of our time costs will be written off in their entirety.

### **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VII. Also included in Appendix VII 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 for in the Review Period total £260.00 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The category 2 disbursements for the period Review Period total £9.52. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 19 February 2018, and are also detailed at Appendix VII.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' may be found at <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Other professional costs**

#### **Agents and valuers**

Gordon Brothers were instructed as agents and valuers in relation to a valuation and sale of the Company's assets being Furniture & Equipment and a Motor Vehicle.

Their costs have been agreed on the basis of their standard sales commission rate, plus disbursements and VAT. The agents' fees for the Period amount to £500; no payment has been made.

### **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.

## **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK as their registered office address was 112 Wharf Road, Gnosall, Stafford, Staffordshire, ST20 0DA and their trading address was 106 and 112 Wharf Road, Gnosall, Stafford, Staffordshire, ST20 0DA and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

### **CONCLUSION**

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

- Conclude the realisation of assets
- Settling the costs of the liquidation
- Obtaining tax clearance from HMRC and completing closure formalities.

If you require any further information, please contact Peter Armstrong at this office.

Signed \_\_\_\_\_

**Nicholas Charles Osborn Lee**  
**Joint Liquidator**

5 March 2019

# **ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Appendix I**

### **Statutory Information**

Company Name	Indulge Interiors Limited
Former Trading Name	Not applicable
Company Number	07443708
Registered Office	158 Edmund Street, Birmingham, B3 2HB
Former Registered Office	112 Wharf Road, Gnosall, Stafford, Staffordshire ST20 0DA
Office holders	Nicholas Charles Osborn Lee and Dean Anthony Nelson
Office holders' address	Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB
Date of appointment	15 January 2018

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix II**

**Receipts and Payments account for the period 15 January 2018 to 14 January 2019**

**Indulge Interiors Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 15/01/2018 To 14/01/2019 £	From 15/01/2018 To 14/01/2019 £
	ASSET REALISATIONS		
200.00	Furniture & Equipment	200.00	200.00
3,100.00	Motor Vehicle	2,500.00	2,500.00
	Contribution to costs	NIL	NIL
	Bank Interest Gross	4.17	4.17
		<u>2,704.17</u>	<u>2,704.17</u>
	COST OF REALISATIONS		
	Specific Bond	30.00	30.00
	Preparation of S. of A.	2,144.16	2,144.16
	Cost of convening meeting	300.00	300.00
	Statutory Advertising	225.00	225.00
	Insolvency notice	5.00	5.00
		<u>(2,704.16)</u>	<u>(2,704.16)</u>
	UNSECURED CREDITORS		
(8,279.00)	Trade & Expense Creditors	NIL	NIL
(8,000.00)	Directors Loan-V Smith	NIL	NIL
(12,000.00)	Directors Loan-A Smith	NIL	NIL
(795.00)	Banks/Institutions	NIL	NIL
(4,000.00)	HMRC-VAT	NIL	NIL
(750.00)	HMRC-Corporation Tax	NIL	NIL
(2,000.00)	Landlord	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(20.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(32,544.00)</b>		<b>0.01</b>	<b>0.01</b>
	REPRESENTED BY		
	Bank 1 Current		0.01
			<u>0.01</u>

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix III**

**Estimated Outcome Statement**

**Indulge Interiors Limited**  
**(In Liquidation)**  
**Joint Liquidators' Estimated Outcome Statement**  
**To 14/01/2019**

Statement of Affairs £	Realised / Paid	Projected	Total £
<b>ASSET REALISATIONS</b>			
200.00 Furniture & Equipment	200.00	NIL	200.00
3,100.00 Motor Vehicle	2,500.00	NIL	2,500.00
Contribution to costs	NIL	2,555.83	2,555.83
Bank Interest Gross	4.17	NIL	4.17
	<u>2,704.17</u>	<u>2,555.83</u>	<u>5,260.00</u>
<b>COST OF REALISATIONS</b>			
Specific Bond	30.00	NIL	30.00
Preparation of S. of A.	2,144.16	355.84	2,500.00
Cost of convening meeting	300.00	2,200.00	2,500.00
Statutory Advertising	225.00	NIL	225.00
Insolvency notice	5.00	NIL	5.00
	<u>(2,704.16)</u>	<u>(2,555.84)</u>	<u>(5,260.00)</u>
<b>UNSECURED CREDITORS</b>			
(8,279.00) Trade & Expense Creditors	NIL	NIL	NIL
(8,000.00) Directors Loan-V Smith	NIL	NIL	NIL
(12,000.00) Directors Loan-A Smith	NIL	NIL	NIL
(795.00) Banks/Institutions	NIL	NIL	NIL
(4,000.00) HMRC-VAT	NIL	NIL	NIL
(750.00) HMRC-Corporation Tax	NIL	NIL	NIL
(2,000.00) Landlord	NIL	NIL	NIL
	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
<b>DISTRIBUTIONS</b>			
(20.00) Ordinary Shareholders	NIL	NIL	NIL
	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
<u>(32,544.00)</u>	<u>0.01</u>	<u>(0.01)</u>	<u>NIL</u>
<b>REPRESENTED BY</b>			
Bank 1 Current	0.01	(0.01)	NIL
	<u>0.01</u>	<u>(0.01)</u>	<u>NIL</u>



# ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Appendix IV

### Detailed list of work undertaken for Indulge Interiors Limited in Creditors' Voluntary Liquidation for the review period 15 January 2018 to 14 January 2019

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

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT 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 and closing 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
<b>Pension scheme</b>	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
<b>Reports</b>	Circulating initial report to creditors upon appointment Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: 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 decisions
<b>Investigations</b>	
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

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

<b>General Description</b>	<b>Includes</b>
	<ul style="list-style-type: none"> <li>Reviewing questionnaires submitted by creditors and directors</li> <li>Reconstruction of financial affairs of the company</li> <li>Reviewing company's books and records</li> <li>Preparation of deficiency statement</li> <li>Review of specific transactions and liaising with directors regarding certain transactions</li> <li>Liaising with the committee/creditors or major creditors about further action to be taken</li> </ul>
Statutory reporting on conduct of director(s)	<ul style="list-style-type: none"> <li>Preparing statutory investigation reports</li> <li>Liaising with Insolvency Service</li> <li>Submission of report with the Insolvency Service</li> <li>Preparation and submission of supplementary information if required</li> <li>Assisting the Insolvency Service with its investigations</li> </ul>
<b>Realisation of Assets</b>	
Furniture and Equipment	<ul style="list-style-type: none"> <li>Liaising with valuers, auctioneers and interested parties</li> <li>Reviewing asset listings</li> <li>Liaising with third party purchaser</li> </ul>
Motor Vehicle	<ul style="list-style-type: none"> <li>Liaising with agents to agree disposal strategy</li> <li>Dealing with potential purchasers</li> <li>Negotiating sales</li> <li>Liaising with solicitors to agree sales</li> <li>Collecting sales consideration</li> </ul>
<b>Creditors and Distributions</b>	
Creditor Communication	<ul style="list-style-type: none"> <li>Receive and follow up creditor enquiries via telephone</li> <li>Review and prepare correspondence to creditors and their representatives via facsimile, email and post</li> <li>Corresponding with the PPF and the Pensions Regulator</li> </ul>
Dealing with proofs of debt ("POD")	<ul style="list-style-type: none"> <li>Receipting and filing POD when not related to a dividend</li> </ul>
Processing proofs of debt	<ul style="list-style-type: none"> <li>Preparation of correspondence to potential creditors inviting submission of POD</li> <li>Receipt of POD</li> <li>Adjudicating POD</li> <li>Request further information from claimants regarding POD</li> <li>Preparation of correspondence to claimant advising outcome of adjudication</li> </ul>

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix V**

**Time cost information for period 15 January 2018 to 14 January 2019**

**INDULGE INTERIORS LIMITED - IN LIQUIDATION**

**SUMMARY OF TIME SPENT IN THE PERIOD 15 JANUARY 2018 TO 14 JANUARY 2019**

CLASSIFICATION OF WORK FUNCTION	HOURS SPENT				TOTAL COSTS £	AVERAGE HOURLY RATE £
	Partners/ Directors	Manager	Other/Senior Professionals	Assistants & Support Staff	Total Hours	
Case Administration and Planning	2.40	8.00	29.20	0.10	39.70	126.17
Investigations	-	-	-	2.00	2.00	774.00
Realisation of Assets	-	3.10	-	2.00	5.10	150.78
Cashiering	-	-	-	7.90	7.90	124.75
Creditors	-	1.50	0.90	-	2.40	152.50
Trading	-	-	-	-	-	-
Total Hours	2.40	12.60	30.10	12.00	57.10	
Total Costs £	852.00	3,762.00	2,709.00	1,354.50	8,677.50	151.97

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix VI**

**Time costs summary for the Review Period & comparison with estimate**

	Original fees estimate			Actual time costs incurred during the Review Period		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	11.50	166.52	1,915.00	39.70	126.17	5,009.00
Realisation of assets	4.00	165.00	660.00	5.10	150.78	769.00
Creditors (claims and distribution)	6.50	128.46	835.00	2.40	152.50	366.00
Investigations	8.50	180.00	1,530.00	2.00	774.00	1,548.00
<b>Total</b>	<b>30.50</b>	<b>161.97</b>	<b>4,940.00</b>	<b>57.10</b>	<b>151.97</b>	<b>8,677.50</b>



Derby | St Helen's House | King Street | Derby | DE1 3EE | 01332 332021  
Nottingham | 2 Lace Market Square | Nottingham | NG1 1PB | 0115 945 4300  
Birmingham | 158 Edmund Street | Birmingham | B3 2HB | 0121 236 6789  
Ashbourne | 54 St John Street | Ashbourne | DE6 1GH | 01335 343 141  
Leicester | 53 Windsor Street | Burbage | Leicestershire | LE10 2EE | 01455 614 500  
Telford | M54 Space Centre | Halesfield Business Park | Halesfield 8 | Telford | TF7 4QN | 01952 601052

## INFORMATION FOR CREDITORS IN RELATION TO FEES AND DISBURSEMENTS

### INFORMATION RELEVANT AT 1 APRIL 2017

W	smithcooper.co.uk
F	0121 285 1480
VAT	123354934

### General information to creditors regarding insolvency matters

Creditors wishing to understand or find out more information in relation to this or any other type of insolvency process may visit the website:

<http://www.creditorinsolvencyguide.co.uk/>

This website is a step-by-step guide designed to help creditors navigate their way through an insolvency process and has been produced by R3, the UK insolvency trade body.

A creditors' guide to the fees payable in an insolvency process and the process an insolvency practitioner is required to adopt for seeking approval of his or her fees may be acquired from the following website:

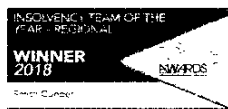
<https://www.r3.org.uk/what-we-do/publications/professional/fees>

If any party is unable to obtain a copy of either of the above guides, please contact the individual referred to below who will furnish you with a copy, free of charge:

- Contact – Marina Bray
- Telephone - 0121 236 6789
- Email – [marina.bray@smithcooper.co.uk](mailto:marina.bray@smithcooper.co.uk)
- Post – Marina Bray, Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Sent from: Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England  
Registered number: 7678255  
Registered Office: St Helen's House, King Street, Derby DE1 3EE  
A list of directors is available for inspection at the above address.



Dean Anthony Nelson, Nicholas Charles Osborn Lee, Andrew Paul Stevens and Michael Paul Roome are licensed in the United Kingdom to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. They are all bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment, which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. When acting as Receiver, Administrative Receiver or Administrator they act as agent only, without personal liability and when acting as Administrator, the affairs, business and property of the company are being managed by them.

Regulated by the Institute of Chartered Accountants in England & Wales for a range of investment business activities.

When taking appointments, the firm's licensed Insolvency Practitioners are Data Controllers of personal data as defined by the Data Protection Act 1998 and the General Data Protection Regulations 2018. Smith Cooper will act as Data Processor on their instructions. Personal data will be kept secure and processed only for matters relating to the appointments which they take. For further details see the firm's privacy policy

### Information specific to Smith Cooper

Grade	Charge out rate (£ per hour)
Partner	355
Director	255
Manager	190
Assistant Manager	190
Senior Insolvency Administrator	165
Administrator	130
Junior Administrator	90
Cashier	90
Other	60
Time costs are calculated using 6 minute units.	

The Office Holder does not recover the costs of support staff other than where their time is specifically incurred and can be identified in dealing with work undertaken on a specific engagement.

### Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

### Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1, being expenses directly referable to a third party, eg statutory advertising, external meeting room hire, specific bond insurance and courier costs, external archive, storage and subsequent destruction and Company Search fees, or Category 2, being expenses incurred by the firm and recharged to the estate, which may include a profit element, eg postage, stationery and storage.

Category 1 disbursements are recoverable in full from the estate without the prior approval of creditors. Category 2 disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered, subject to obtaining the requisite approval, as follows:-

Postage	Charged at actual cost (first class)
Photocopying	Recharged at 17p per sheet
Storage	Charged at cost
Room Hire	£50 per meeting held Smith Cooper offices
Archiving case files & closure	Recharged at £42.70 per box
Archiving records & closure	Recharged at £9.55 per box
Mileage	45p per mile

# ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Appendix VII

### Expenses summary for the Review Period & comparison with estimate

Below are details of the Joint Liquidators' expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>			
Agents' and valuers' costs	0.00	500.00	No costs recovered from Liquidation funds
Advertising	225.00	225.00	
Bonding	30.00	30.00	
Insolvency Website charge		5.00	
Postage	26.88	17.92	No costs recovered from Liquidation funds
<b>Total</b>	<b>281.88</b>	<b>777.92</b>	
<b>Category 2 Expenses</b>			
Photocopying	14.28	9.52	
<b>Total</b>	<b>14.28</b>	<b>9.52</b>	No costs recovered from Liquidation funds



**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

**Appendix VIII**

**Provision of Services Regulations 2009**

# Provision of Services Regulations 2009

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We use the word "partner" to refer to a shareholder or director of Smith Cooper Limited or of its subsidiary companies since all directors are also members of SHH 101 LLP, the ultimate owner of the group headed by Smith Cooper Limited.

## **Company details**

Smith Cooper Limited is a limited company registered in England with registered number 03231247. The registered office is St Helen's House, King Street, Derby, DE1 3EE. Registered to carry on audit work in the UK and Ireland. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) for the UK and [www.cro.ie/auditors](http://www.cro.ie/auditors) for Ireland under reference number Coo3697617.

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England with reference number 7678255. The registered office is St Helen's House, King Street, Derby, DE1 3EE.

Smith Cooper Limited and SC Advisory Services Ltd are not authorised under the Financial Services and Markets Act 2000 but we are able in certain circumstances to offer a limited range of investment business and consumer credit activities to clients because we are regulated by the Institute of Chartered Accountants in England and Wales. We can provide these investment business and consumer credit services if they are an incidental part of the professional services we have been engaged to provide. Smith Cooper IT Services Limited is registered in England with reference number 7661373. The registered office is St Helen's House, King Street, Derby, DE1 3EE.

## **Insolvency Appointments**

Dean Nelson, Nicholas Lee, Andrew Stevens and Michael Roome are licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales to act as insolvency practitioners.

Work undertaken under insolvency appointments is subject to insolvency law and regulation (the Insolvency Act 1986, the Insolvency Rules 1986, The Insolvency Regulations 1994 and The Insolvency Practitioners Regulations 2005), court practice notes and the Statements of Insolvency Practice.

In addition, insolvency practitioners are subject to the ICAEW's Code of Ethics. Insolvency practitioners are also expected to comply with the Joint Insolvency Code of Ethics.

## **Data protection**

Smith Cooper Limited and SC Advisory Services are registered with the Information Commissioner as data controllers under registration numbers ZA056879 and ZA180098 respectively. Dean Anthony Nelson, Nicholas Charles Osborn Lee, Andrew Paul Stevens and Michael Paul Roome are all licensed appointment takers under the Insolvency Act. They hold personal registrations with the Information Commissioner as data controllers.

## **Help us to give you the right service**

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know, by contacting your local office.

We undertake to look into any complaint carefully and promptly and do all we can to explain the position to you. If we do not answer your complaint to your satisfaction you may of course take up the matter with the Institute of Chartered Accountants in England & Wales.

For insolvency appointments, you should contact the relevant insolvency practitioner. You may also take up the matter with the Insolvency Complaints Gateway, operated by the Insolvency Service.

## **Professional Indemnity insurance**

In accordance with the disclosure requirements of the Services Regulations 2009, our lead professional indemnity insurers are RSA Insurance Group Limited and QBE Insurance Group (Europe) Limited.

## **Accessibility**

Smith Cooper wish their services to be available to everyone however we recognise that some of our offices are located in listed/old buildings where alterations are not always a practicable option. Should you wish to visit one of our offices and are concerned about access, please telephone the relevant office and we will do our utmost to accommodate you wherever possible and practicable.

Alternatively, we are happy to provide our services to you directly at your place of business.

## **Disclaimer**

This website is designed for information purposes only. Whilst every effort has been made to provide accurate and up to date information, you should not rely upon or act upon anything you read here without first seeking specific professional advice.

**ANNUAL PROGRESS REPORT OF INDULGE INTERIORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

**Appendix IV**

**Privacy Statement**

## 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.

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an insolvency practitioner of Smith Cooper is not appointed as office holder, the data controller is either the company/individual on whose instructions Smith Cooper is acting or it is Smith Cooper. The contact details of Smith Cooper are: 158 Edmund Street, Birmingham, B3 2HB. Telephone: 0121 236 6789, Email: <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a>.</p> <p>Where an insolvency practitioner of Smith Cooper is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holders are the data controllers. The insolvency practitioners can be contacted at: Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB.</p> <p>Telephone: 0121 236 6789, Email: <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a></p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"><li>• deliver services and meet legal responsibilities</li><li>• verify identity where this is required</li><li>• communication by post, email or telephone</li><li>• understand needs and how they may be met</li><li>• maintain records</li><li>• process financial transactions</li><li>• prevent and detect crime, fraud or corruption</li><li>• may also need to use data to defend or take legal actions related to the above</li></ul>
<b>Lawful basis for the processing</b>	<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 Smith Cooper 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>
<b>What personal information we hold</b>	<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 individuals' health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>

<p><b>Who we share our data with</b></p>	<p>Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p><b>Other member firms and/or Other offices</b>  Details of our member firm/other office locations are available here <a href="https://www.smithcooper.co.uk/">https://www.smithcooper.co.uk/</a>. 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><b>Third party organisations that provide applications/functionality, data processing or IT services to us</b>  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><b>Third party organisations that otherwise assist us in providing goods, services or information</b></p> <p><b>Auditors and other professional advisers</b></p> <p><b>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</b>  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>
<p><b>How long we retain your personal information</b></p>	<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</p>

	comply with statutory or regulatory requirements regarding the retention of such records.
<b>Your rights</b>	<p>The GDPR provides the following rights for individuals:</p> <p><b>Right to inform</b> This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><b>Access to personal data</b> You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting Greg Whiting. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p><b>Amendment of personal data</b> To update personal data submitted to us, you may email us at <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a> 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><b>Rights that do not apply in these particular circumstances</b> 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>
<b>Right to withdraw consent</b>	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
<b>Changes to our privacy statement</b>	<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 Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB.</p> <p>This privacy statement was last updated on 17 May 2018.</p>
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us at, <a href="mailto:creditor.correspondence@smithcooper.co.uk">creditor.correspondence@smithcooper.co.uk</a>.</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 <a href="#">ICO website</a>.</p>
<b>Who provided the personal data</b>	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.