

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY  
THURSDAY



A16 \*A84LVD29\*  
02/05/2019 #317  
COMPANIES HOUSE

QIQ \*Q831AWGY\*  
09/04/2019 #141  
COMPANIES HOUSE

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 7 9 4 0 5 5 2

Company name in full DTE London Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Neil Andrew

Surname Bennett

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

### 4 Liquidator's name ①

Full forename(s) Alex David

Surname Cadwallader

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

#### ② Other liquidator

Use this section to tell us about  
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**6** Period of progress report

From date	0	1	0	4	2	0	1	8
To date	0	4	0	4	2	0	1	9

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X

*[Handwritten Signature]*


X


Signature date


0	8	0	4	2	0	1	9
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# LIQ03

## Notice of progress report in voluntary winding up

	<b>Presenter information</b>
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	Ronnie Walters
Company name	Leonard Curtis
Address	
5th Floor	
Grove House	
248a Marylebone Road	
Post town	London
County/Region	
Postcode	N W 1 6 B B
Country	
DX	
Telephone	020 7535 7000

	<b>Checklist</b>
We may return forms completed incorrectly or with information missing.	
Please make sure you have remembered the following:	
<input type="checkbox"/>	The company name and number match the information held on the public Register.
<input type="checkbox"/>	You have attached the required documents.
<input type="checkbox"/>	You have signed the form.

	<b>Important information</b>
All information on this form will appear on the public record.	

	<b>Where to send</b>
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.	

	<b>Further information</b>
For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>	
This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>	



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**DTE London Limited  
(In Members' Voluntary Liquidation)**

Company Number: 7940552

Registered Office: 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB

Former Trading Address: 26 North End Road, London NW11 7PT

**Joint Liquidators' Final Account**  
pursuant to Section 94(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016

**Report period**  
**1 April 2018 to 4 April 2019**

**4 April 2019**

Leonard Curtis  
5th Floor, Grove House, 248a Marylebone Road  
London NW1 6BB  
Tel: 020 7535 7000 Fax: 020 7723 6059  
creditors@leonardcurtis.co.uk  
Ref: L/18/RAW/DTE01/1010

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- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Payments to Creditors
- 5 Distributions to Members
- 6 Joint Liquidators' Remuneration, Expenses and Disbursements, and Members' Rights
- 7 Other Matters

**APPENDICES**

- A Final Account of Joint Liquidators' Receipts and Payments from 1 April 2016 to 4 April 2019
- B Summary of Joint Liquidators' Expenses from 1 April 2016 to 4 April 2019
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- D Privacy Notice

**TO ALL MEMBERS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 N A Bennett and A D Cadwallader were appointed Joint Liquidators of DTE London Limited ("the Company") by the members on 1 April 2016.
- 1.2 N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and A D Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 The liquidation is now, for practical purposes, complete and this is the Joint Liquidators' final account as required by Section 94(1) of the Insolvency Act 1986 (as amended) and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for members and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed from: One Great Cumberland Place, London W1H 7LW to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 26 April 2016.

**Assets Realised**

- 2.2 The Company's only asset was its investment in a wholly owned subsidiary DTE Business Advisory Services Limited ("BAS"). Under the terms of an Asset Purchase Agreement ("APA") dated 1 April 2016, BAS disposed of its business and assets and assigned the benefit of the purchase consideration to the Company. By a further assignment also dated 1 April 2016 the Company, acting by its Joint Liquidators, assigned the whole of the benefit to its members. The benefit comprised an initial cash payment of £900,000, all of which was distributed, and deferred consideration which was assigned.

**Unrealisable Assets**

- 2.3 No assets proved unrealisable.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

Attached at Appendix A is a summary of the Joint Liquidators' receipts and payments for the whole of the liquidation period to date, including details of all receipts and payments for the period of this report.

**4 PAYMENTS TO CREDITORS**

There were no creditors indicated on the Declaration of Solvency. However, we were made aware of a claim of £100 from HM Revenue & Customs ("HMRC") for a late filing penalty, which HMRC subsequently vacated.

**5 DISTRIBUTIONS TO MEMBERS**

Members have received a return of capital of £900 for each £1 share held.

## 6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS, AND MEMBERS' RIGHTS

### Remuneration

- 6.1 By written resolutions of the members dated 1 April 2016, it was resolved that the Joint Liquidators' remuneration be payable as a set amount of £5,000.
- 6.2 The full amount of £5,000 has been drawn.

### Expenses and Disbursements

- 6.3 A summary of the Joint Liquidators' expenses from 1 April 2016 to 9 May 2019 is attached at Appendix B. To assist members' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
  - *Case Specific Expenses*: this category includes expenses likely to be payable by the joint liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.4 Authority to take category 2 disbursements was approved by members on 1 April 2016.
- 6.5 Attached at Appendix C is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.6 No professional advisors, including subcontractors, have been used during the liquidation.
- 6.7 Further guidance may be found in "A Guide to Liquidators' Fees" which may be downloaded from [www.r3.org.uk/what-we-do/publications/professional/fees](http://www.r3.org.uk/what-we-do/publications/professional/fees). If you would prefer this to be sent to you in hard copy please contact Ronnie Walters of this office on 020 7535 7000.

### Members' Rights

- 6.8 Information concerning the rights of members under Rules 18.9 and 18.34 of the Rules was provided to members within the Notice of Proposed Final Account dated 12 March 2019.

## 7 OTHER MATTERS

### Data Protection

- 7.1 When submitting details of your claim in the liquidation, you may disclose personal data to the joint liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The joint liquidators act as Data Controller in respect of personal data obtained in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data processed. The joint liquidators' privacy notice, which is attached at Appendix D, explains how your personal data is processed. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

## DTE London Limited – In Members' Voluntary Liquidation

7.2 The Joint Liquidators are bound by the Insolvency Code of Ethics which can be found at:  
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Yours faithfully



**N A BENNETT**  
**JOINT LIQUIDATOR**

N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9588 and A D Cadwalader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501



**Final Account of Joint Liquidators' Receipts and Payments for the Period  
from 1 April 2016 to 4 April 2018**

	Declaration of Solvency £	01/04/2016 to 31/03/2018 £	01/04/2018 to 09/05/2019 £	£
<b>Receipts</b>				
Investments	625,041	900,000.00	-	900,000.00
<b>Payments</b>				
Nil				
<b>Paid to Creditors</b>				
Nil				
<b>Paid to Shareholders</b>				
Return of Capital of £900 per £1 share		900,000.00	-	900,000.00
Balance in Hand		-	-	-

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 1 APRIL 2016 TO 4 APRIL 2019

Note: The following expenses have been incurred and have been reimbursed to our company by the members.

## Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	15.00	-	15.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	375.00	-	375.00	-
Company Searches	Companies House	Extraction of company information from Companies House	-	-	-	-
Document Hosting	Peistar Computing	Hosting of documents for creditors	-	-	-	-
Software Licence Fee	Peistar Computing	Case management system licence fee	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	534.42	-	534.42	-
Storage Costs	Total Data Management	Storage of books and records	88.75	-	88.75	-
		<b>Total standard expenses</b>	<b>1,100.17</b>	<b>-</b>	<b>1,100.17</b>	<b>-</b>

## Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
General Stationery and postage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	100.00	-	100.00	-
		<b>Total case specific expenses</b>	<b>100.00</b>	<b>-</b>	<b>100.00</b>	<b>-</b>

## LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

**Staff Allocation and Charge Out Rates**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

**Subcontractors**

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Expenses**

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) **Standard Expenses** – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per individual

## DTE London Limited – In Members' Voluntary Liquidation

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£85.95 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – In this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any revocable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See <b>disbursements</b> section below	See <b>disbursements</b> section below

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors' members or part thereof
Storage of office files (6 years)	£31.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

## **PRIVACY NOTICE**

### **Information we collect and hold about you**

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

### **Legal justification for processing your Personal Data**

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

### **How we use your information**

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

### **Who we share your information with**

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### **How long will we hold your Personal Data for?**

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

### **Your rights in respect of your Personal Data**

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

### **Your right to complain**

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

## **DTE London limited – In Members' Voluntary Liquidation**

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If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

### **Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: [privacy@leonardcurtis.co.uk](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**