

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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07/09/2018

#274

COMPANIES HOUSE

1 Company details

Company number 0 8 1 7 0 9 6 2

Company name in full Uber Office Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals

2 Liquidator's name

Full forename(s) Steven John

Surname Parker

3 Liquidator's address

Building name/number Opus Restructuring LLP

Street Evergreen House North
Grafton Place

Post town London

County/Region

Postcode N W 1 2 D X

Country

4 Liquidator's name

Full forename(s) Trevor John

Surname Binyon

● Other liquidator

Use this section to tell us about
another liquidator

5 Liquidator's address

Building name/number Opus Restructuring

Street Evergreen House North
Grafton Place

Post town London

County/Region

Postcode N W 1 2 D X

Country

● Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	1	7	0	7	2	0	1	7
To date	1	6	0	7	2	0	1	8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d0^d6 ^m0^m9 ^y2^y0^y1^y8

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.

Steven John Parker

Opus Restructuring LLP

Evergreen House North

Grafton Place

London

Postcode

N

W

1

2

D

X

DX

020 7268 3333



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

Content

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

Appendices

- Appendix I - Statutory Information
- Appendix II - Receipts and Payments account for the period 17 July 2017 to 16 July 2018 the ('Review Period')
- Appendix III - Detailed list of work undertaken in the Review Period
- Appendix IV - Time cost and disbursement information for the Review Period
- Appendix V - Opus Restructuring LLP's charge-out rate and disbursement information
- Appendix VI - Expenses summary for the Review Period
- Appendix VII - Joint Liquidators' fee estimate
- Appendix VIII - Notice of decision procedure
- Appendix IX - Proxy form
- Appendix X - Proof of debt
- Appendix XII - Notice inviting committee
- Appendix XIII - Notice of general use of website
- Appendix XIV - Notice of Opting Out
- Appendix XV - Privacy notice

EXECUTIVE SUMMARY

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

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash at Bank	2,975.00	1,420.64	Nil	1,420.64
Bank Interest Gross	Nil	1.30	Nil	1.30
Sale of Assets	1,500.00	3,400.00	Nil	3,400.00
Client Account Funds	Nil	900.00	Nil	900.00
Total	4,475.00	5,721.94	Nil	5,721.94

Expenses

Expense	Amount fees per and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Joint Liquidators' fees	Nil	14,345.00	10,992.50	25,337.50
Agents' fees	Nil	2,000.00	Nil	2,000.00
Agent's Disbursements - Lambert Smith Hampton	Nil	20.80	Nil	20.80
DocuSoft fee	Nil	45.00	Nil	45.00
Specific Bond	Nil	24.00	Nil	24.00
Statutory Advertising	Nil	169.20	84.60	253.80
VisionBlue Fees	Nil	185.00	Nil	185.00
Postage	Nil	53.40	36.00	89.40
Photocopying	Nil	90.60	72.00	162.60
Meeting Room	Nil	75.00	Nil	75.00
Bank charges	Nil	2.45	Nil	2.45

Dividend prospects

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

Summary of key issues outstanding

- Ongoing investigations, with the assistance of solicitors

Closure

Due to the outstanding issue above, it is difficult to estimate the timing of the closure of the 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 III.

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 Review Period, the following key documents have been issued:

- The report presented to the Section 100 meeting of creditors; and
- Initial investigations into the conduct of the directors.

Other administration tasks

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

- Case reviews; and
- Initial appraisal of the Company's affairs.

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.

Of the three directors, one director provided a completed questionnaire and 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 and these investigations are still ongoing.

Although this work has not generated any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations. Solicitors have also been instructed to further investigate this matter on behalf of the Joint Liquidators. This matter is ongoing.

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.

Lambert Smith Hampton ('LSH') were instructed in June 2017 to value the Company's chattel assets and to liaise with the landlord's agents regarding the possibility of the landlord retaining the tenants. LSH confirmed their independence, are accredited by The Royal Institute of Chartered Surveyors and hold adequate professional indemnity insurance.

Cash at bank

As per the directors' Statement of Affairs, the Company's bank account was believed to have a credit balance of £2,975. Upon appointment and after liaising with the Company's bank, the amount of £1,421 was realised and no further realisations are expected in regard.

Chattel assets

LSH's initial valuation of the chattel assets gave an estimated to realise value of £1,500. As the landlord had re-entered the property LSH were able to negotiate entry to collect the Company's chattel assets that comprised of desks, office equipment, and TV's and these were sold for £3,400.

Leasehold property

As per the initial report to creditors and as mentioned above, LSH entered into discussions with the landlord's agents in order to negotiate a novation of the tenants. However, the landlord's agents confirmed that they did not have an appetite for taking on the existing tenancies and as such, they took vacant possession of the building.

Client account funds

These were funds that were paid on account by the former director to cover our disbursements and transferred from the client account to the estate account after the Joint Liquidators' appointment.

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 has not granted any charges over its assets.

Preferential creditors

The only known employee was made redundant on 10 July 2017. The relevant information and help was given to the employee to enable them to submit their claim online and the relevant information was given to the Redundancy Payments Service.

Employees were shown to be owed £1,515. Claims of £554 have been received of which £554 is claimed preferentially.

Unsecured creditors

HMRC was shown to be owed £13,421. A claim of £57,025 has been received.

The trade and expense creditors as per the statement of affairs totalled £91,921. At present we have received claims totalling £206,816

Dividend prospects

It is unlikely that sufficient funds will become available to make a distribution to unsecured creditors, save for our solicitors successfully pursuing potential antecedent transactions.

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 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

£5,400 was agreed and paid by Aldo d'Aponte, a former director, prior to the members and creditors meetings, representing a statement of affairs fee of £3,750 plus VAT, together with a payment on account for disbursements of £750 plus VAT.

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 senior manager and/or partner.

Creditors are being asked to approve the basis of the Joint Liquidators' fees which will be:

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, totalling £25,337.50. 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.

Further information is set out below and in the Appendices to explain the time costs that I anticipate incurring in administering this Liquidation.

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 £2,420.00 and 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 Review Period total £165 60 and these may include an element of overhead charges. At present the Joint Liquidators' do not have approval to draw these disbursements and as such they remain unpaid.

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' together with the firm's charge-out rate and disbursement policy may be found at www.opusllp.com. 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

LSH were instructed as agents and valuers in relation to valuing the Company's chattel assets. Their costs were agreed on a time-cost basis, plus disbursements and VAT. The agents' fees for the Review Period amounted to £3,020.80, however, due to limited realisations it was agreed that £2,020.80 would be due. These costs have been paid in full.

PROPOSED DECISIONS

It has been decided to call a virtual meeting of creditors at 11:00 am on 26 September 2018. The virtual meeting will be conducted using telephone conference call. If you wish to attend the virtual meeting please contact my office at least one business day before the meeting for information on the access codes/password and telephone number. Further information about your rights may be found in the enclosed notice.

At the virtual meeting of creditors, those present remotely or by proxy will be asked to consider:

1. That a Liquidation committee be established if sufficient nominations are received;
2. 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 totalling £25,337.50 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; and
3. That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Opus Restructuring LLP's Summary.

The proof of debt form attached at Appendix X should be sent to this office no later than 4pm on the business day prior to the virtual meeting. The proxy form attached at Appendix IX will need to be delivered to the convener before it may be used at the virtual meeting. Please be aware that if sending documents by email they will not be deemed received until 9am the next business day.

Creditors who meet a statutory threshold as set out in the Notice attached at Appendix VIII can require that a physical meeting of creditors be convened. Such a request must be made to the Joint Liquidators within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decision(s) above you wish the meeting to consider.

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 62 St. Martin's Lane, London, WC2N 4JS 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.

THE GENERAL DATA PROTECTION REGULATION ('GDPR')

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached.

CONCLUSION

The administration of the case will continue and the case will remain open until the matters mentioned above are finalised.

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



Steven John Parker
Joint Liquidator

Enc

Steven John Parker 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

Trevor John Binyon is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England & Wales and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

Appendix I

Statutory Information

Company Name	Uber Office Ltd
Former Trading Name	Uber Office Ltd
Company Number	08170962
Registered Office	c/o Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Former Registered Office	62 St. Martin's Lane, London, WC2N 4JS
Officeholders	Steven John Parker and Trevor John Binyon
Officeholders' address	Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Date of appointment	17 July 2017
Changes to Officeholder	N/A

Appendix II

Receipts and Payments account for the Review Period

S of A £	As Previously Reported	17/07/17 to 16/07/18	Total £
RECEIPTS			
2,975.00	Cash at Bank	1,420.64	1,420.64
NIL	Bank Interest Gross	1.30	1.30
1,500.00	Sale of Assets	3,400.00	3,400.00
NIL	Client Account Funds	900.00	900.00
NIL	Leasehold Property	0.00	0.00
<u>4,475.00</u>		<u>5,721.94</u>	<u>5,721.94</u>
PAYMENTS			
	Agent's Fees - LSH	(2,000.00)	(2,000.00)
	Statutory Advertising	(169.20)	(169.20)
	Agent's Disbs - LSH	(20.80)	(20.80)
	DocuSoft fee	(45.00)	(45.00)
	VisionBlue Fees	(185.00)	(185.00)
		<u>(2,420.00)</u>	<u>(2,420.00)</u>
CASH IN HAND		<u>3,301.94</u>	<u>3,301.94</u>

Appendix III

Detailed list of work undertaken for Uber Office Ltd Limited in Creditors' Voluntary 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, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
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 Preparation of deficiency statement 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
Realisation of Assets	
Freehold/Leasehold Property	Liaising with valuers and agents Dealing with tenant issues (if any) Liaising with landlords
Cash at Bank	Liaising with Bank Requesting balance be remitted to Liquidation account Requesting statements
Chattel Assets	Liaising with valuers and agents Reviewing offers received
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email

General Description	Includes
	and post Assisting employees to pursue claims via the RPO
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
Creditors Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected Holding an initial meeting of the Committee Reporting to committee members Seeking the committee's approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate

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

Time cost information for the Review Period.

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning							
Appointment Notification	0.00	0.10	0.00	0.00	0.10	25.00	250.00
Case Planning	0.00	1.90	0.30	0.00	2.20	575.00	261.36
Cashiering	0.00	0.20	2.30	4.00	6.50	810.00	124.62
File Review	0.00	0.00	0.80	0.00	0.80	100.00	125.00
Internal Documentation and IT	0.00	0.10	40.90	10.20	51.20	5,905.00	115.33
Maintenance of Records	0.00	0.10	0.00	0.70	0.80	115.00	143.75
Post appointment VAT	0.00	0.00	1.20	0.00	1.20	150.00	125.00
Statutory Meetings	0.00	0.50	0.00	0.00	0.50	137.50	275.00
Statutory Reporting and Compliance	1.00	1.50	0.00	0.00	2.50	737.50	295.00
	1.00	4.40	45.50	14.90	65.80	8,555.00	130.02
Creditors							
Adjudication on claims	0.00	0.40	0.00	0.00	0.40	110.00	275.00
Communication with creditors	0.00	1.50	0.50	0.00	2.00	475.00	237.50
Dealing with legal reps re creditors	0.00	1.70	0.00	0.00	1.70	445.00	261.76
Internal Documentation	0.00	0.30	0.00	0.00	0.30	82.50	275.00
	0.00	3.90	0.50	0.00	4.40	1,112.50	252.84
Investigations							
Analysis of financial records	0.00	5.40	0.00	0.00	5.40	1,485.00	275.00
CDDA Reports	1.00	0.00	1.10	0.00	2.10	462.50	220.24
D Reports	0.00	1.80	5.40	0.00	7.20	1,170.00	162.50
Internal Documentation	0.00	0.00	0.70	0.00	0.70	90.00	128.57
Legal Correspondence	0.00	0.80	0.00	0.00	0.80	220.00	275.00
Other Investigations	0.00	0.40	3.40	0.00	3.80	535.00	140.79
	1.00	8.40	10.60	0.00	20.00	3,962.50	198.13

Realisation of Assets										
Legal Matters		0.00	1.20	0.00	0.00	1.20	0.00	1.20	330.00	275.00
Property, business and asset sales - secured		0.00	0.40	0.00	0.00	0.40	0.00	0.40	110.00	275.00
Sale of Assets		0.00	1.00	0.00	0.00	1.00	0.00	1.00	275.00	275.00
		0.00	2.60	0.00	0.00	2.60	0.00	2.60	715.00	275.00

Total hours	2.00	19.30	56.60	14.90	92.80		
Time costs	650.00	5,280.00	7,097.50	1,317.50	14,345.00		
Average hourly rate	325.00	273.58	125.40	88.42	154.58		

Summary of Fees		Hours	
Time spent in administering the Assignment		92.80	
Total value of time spent to 16 July 2018	£	14,345.00	
Total Joint Liquidators' fees charged to 16 July 2018	£	0.00	

Disbursements		Total Incurred £	Total Recovered £
Description			
CAT 1 Bonding	24.00		0.00
CAT 2 Photocopying	90.60		0.00
CAT 1 Postage	53.40		0.00
CAT 1 Bank charges	2.45		0.00
CAT 2 Meeting Room	75.00		0.00

Appendix VI

Expenses summary for the Review Period, cumulative & comparison with estimate for Uber Office Ltd Limited in Creditors' Voluntary Liquidation

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 £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Agents and valuers' costs	N/A	2,000.00	2,000.00	
Agents and valuers disbursements	N/A	20.80	20.80	
Advertising	N/A	169.20	169.20	
DocuSoft fee	N/A	45 00	45.00	
VisionBlue fee	N/A	185 00	185 00	
Bonding	N/A	24 00	24 00	
Postage	N/A	53.40	53.40	
Category 2 Expenses				
Photocopying	N/A	90 60	90.60	
Meeting Room	N/A	75 00	75.00	

Appendix VII

Joint Liquidators' fee estimate

Fees Estimate for Uber Office Ltd - Proposed Creditors' Voluntary Liquidation as at 17 July 2017

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £25,337.50 for 131.50 hours at an average hourly rate of £192.68.

A link to my current charge-out rates may be found at www.opusllp.com and are also detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total £
Administration and Planning (including statutory reporting)		78.50	189.33	14,862.50
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Document maintenance/file review/checklist	Filing of documents Periodic file reviews 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			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors			
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total £
	Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) 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 Issuing notice of result of decision process			
Investigations		27.00	191.66	5,175.00
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 Preparation of deficiency statement 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			
Recoveries	Strategy meeting regarding recoveries Liaising with solicitors regarding recovery actions			
Realisation of Assets		13.00	209.61	2,725.00
Freehold/Leasehold Property	Liaising with valuers and agents Dealing with tenant issues (if any) Liaising with landlords			
Cash at Bank	Liaising with Bank Requesting balance be remitted to			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total \$
	Liquidation account Requesting statements			
Chattel Assets	Liaising with valuers and agents Reviewing offers received			
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate			
Creditors and Distributions		13.00	198.07	2,575.00
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD			
Creditors Committee	[No fees estimate has been provided since this will not incur any costs unless a Committee is elected] Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate			
Total		131.50	192.68	25,337.50

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 VIII

1.1 THE INSOLVENCY ACT 1986

NOTICE OF DECISION PROCEDURE

Company Name: Uber Office Ltd ('the Company')
Company Number: 08170962
Former Company Name(s): N/A
Trading Name: Uber Office
Registered Office: c/o Opus Restructuring LLP, 160 Evergreen House
North, Grafton Place, London, NW1 2DX
Principal Trading Address: 15-17 Grosvenor Gardens, London, SW1W 9DA

This Notice is given under Rule 15.8 of the Insolvency Rules (England & Wales) 2016 ("the Rules").

Creditors are invited to attend a virtual meeting by Steven John Parker and Trevor John Binyon, Joint Liquidators of the Company for the purposes of considering the following (for the full wording of proposed decisions, see the proxy form):

1. That a Liquidation committee be established if sufficient nominations are received.
2. 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 totalling £25,337.50 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; and
3. That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Opus Restructuring LLP's Summary.

The virtual meeting will be held as follows:

Time: 11:00 am

Date: 26 September 2018

To access the virtual meeting: **Please contact the Joint Liquidators at least one business day before the virtual meeting to obtain access information**

The virtual meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

Also provided is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder, if they wish to attend or be represented at the meeting).

All proxy forms, together with a proof of debt if one has not already been submitted, must be completed and returned by one of the methods set out below:

By post to: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
By fax to: 020 3691 1570
By email to: joe.blundell@opuslip.com

Please note that, if you are sending forms by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All proofs of debt must be delivered by: 4pm on 25 September 2018

All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 11:00 on 26 September 2018

If your proof of debt has not been received by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time set out above.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

Creditors who have taken all steps necessary to attend the virtual meeting under the arrangements made by the convener, but that do not enable them to attend the whole or part of the meeting, may complain under Rule 15.38 of the Rules. A complaint must be made as soon as reasonably practicable and in any event no later than 4pm on the business day following the day on which the person was, or appeared to be, excluded; or where an indication is sought under Rule 15.37, the day on which the complainant received the indication.

Names of Insolvency Practitioners: Steven John Parker and Trevor John Binyon

Date of Appointment: 17 July 2017

IP Numbers 8989 and 9285

Contact Name	Joe Blundell
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Email Address joe.blundell@opusllp.com

Telephone Number 020 7268 3333

Steven John Parker
Joint Liquidator

Dated: 6 September 2018

Appendix IX

Proxy form

Insolvency Act 1986
Proxy - Creditors' Voluntary Winding Up

Uber Office Ltd

Please give full name and address for communication

Name of Creditor _____

Address _____

Please insert name of person or "chair of the meeting". If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the names of the alternatives as well

Name of Proxy Holder

1 _____

2 _____

3 _____

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my / the creditor's / proxy holder at the meeting of creditors to be held on 26 September 2018, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting instructions for resolutions:

SEE ATTACHED SHEET

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS _____

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature _____

Are you are the sole member/shareholder of the Creditor (where it is a company)?

☐ Yes / ☐ No

YES/NO

This proxy may be completed with the name of the person or the chair of the meeting who is to be the proxy-holder.

Remember: there may be resolutions on the other side of this form

Appendix IX

Proxy form

Insolvency Act 1986

Proxy - Creditors' Voluntary Winding Up

Uber Office Ltd

Name of creditor _____

Voting instructions for resolutions:

1	That a Liquidation Committee be established if sufficient creditors are willing to be members of a Committee.	*For / Against
2	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 totalling £25,337.50 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; and	*For / Against
3	That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Opus Restructuring LLP's Summary.	*For / Against

* Please delete as applicable to indicate your voting instructions

Appendix X

PROOF OF DEBT – GENERAL FORM
Uber Office Ltd – In Creditors' Voluntary Liquidation
 Date of resolution for voluntary winding-up 17 July 2017

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

Appendix XII

Notice Inviting Committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: UBER OFFICE LTD ("THE COMPANY")

COMPANY NUMBER: 08170962

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by Steven John Parker and Trevor John Binyon the Joint Liquidators' of the Company, Evergreen House North, Grafton Place, London, NW1 2DX (telephone number 020 7268 3333).

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Joint Liquidators' by one of the following methods:

By post to: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
By fax to: 020 3691 1570
By email to: joe.blundell@opusllp.com

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 4pm on 25 September 2018

Nominations can only be accepted if Steven John Parker and Trevor John Binyon Joint Liquidators and the Conveners of the meeting is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to: www.opusllp.com

Appendix XII

Notice Inviting Committee

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor), _____,

at (address of Creditor): _____,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you are the sole member/shareholder of the Creditor (where it is a company)?

☐ Yes / ☐ No

Appendix XIII

NOTICE OF GENERAL USE OF WEBSITE

Company Name: Uber Office Ltd in Liquidation ("the Company")
Company Number: 08170962

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by Steven John Parker and Trevor John Binyon the Joint Liquidators of the Company, of Evergreen House North, Grafton Place, London, NW1 2DX (telephone number 020 7268 3333).

Accessing documents

The Joint Liquidators have chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: <https://www.myinsolvencyreport.com/QuickView.aspx>
Username: Opus
Password: 11fdebd5

Documents will be uploaded to this website without further notice to members and creditors and the Joint Liquidators will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, contact Joe Blundell by one of the following methods:

Telephone: 020 7268 3333
Email: joe.blundell@opusllp.com
By post: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Documents that are likely to be uploaded to the website

In Liquidation, the following reports and notices are generally issued:

Document	Approximate timescale (from commencement of Liquidation)
Annual Progress Report	14 months
Final Account	Unknown

Appendix XIV

Notice of Opting Out

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

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

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

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

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

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

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

How to opt out

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

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

The creditor must deliver the notice to the Joint Liquidators (details below)

How to opt back in

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

Contact details

The Joint Liquidators' contact details are as follows:

Names of Liquidator(s):	Steven John Parker and Trevor John Binyon
Address of Liquidator(s):	Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Email Address	joe.blundell@opusllp.com
Telephone Number	020 7268 3333

Appendix XV

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: 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, 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</p>

	<p>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</p> <p>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, Evergreen House North, Grafton Place, London, NW1 2DX, 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 House North, Grafton Place, London, NW1 2DX.</p>
Complaints	<p>Should you want to complain about our use of personal data, please</p>

	<p>contact us at Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX.</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	<p>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.</p>