

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A10 *A783RHZ7* #313
14/06/2018
COMPANIES HOUSE

1	Company details	
Company number	0 2 7 6 7 1 0 3	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Forensic Telecommunications Services Limited	
2	Liquidator's name	
Full forename(s)	A J	
Surname	Duncan	
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)	N A	① Other liquidator Use this section to tell us about another liquidator.
Surname	Bennett	
5	Liquidator's address ①	
Building name/number	Leonard Curtis	① Other liquidator Use this section to tell us about another liquidator.
Street	5th Floor	
	Grove House	
Post town	248a Marylebone Road	
County/Region	London	
Postcode	N W 1 6 B B	
Country		

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6 Period of progress report

From date	d	0	d	5	m	0	m	5	y	2	y	0	y	1	y	7
To date	d	0	d	4	m	0	m	5	y	2	y	0	y	1	y	8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	1	d	3	m	0	m	6	y	2	y	0	y	1	y	8
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LIQ03

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Charlotte John**

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**



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Forensic Telecommunications Services Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 02767103

Former Registered Office: The Hart Shaw Building Europa Link, Sheffield Business Park, Sheffield S9 1XU

Trading Address: PO Box 242, Sevenoaks, Kent TN15 6ZT

**Joint Liquidators' First Progress Report
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

Report Date: 13 June 2018

Report Period: 5 May 2017 to 4 May 2018

A J Duncan and N A Bennett - Joint Liquidators
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/31/CER/FOR21/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 A J Duncan and N A Bennett were appointed Joint Liquidators of Forensic Telecommunications Services Limited ("the Company") on 5 May 2017.
- 1.2 A J Duncan is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 5 May 2017 to 4 May 2018, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors 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 to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 9 May 2017.

Assets Realised

2.2 Debtors

- 2.2.1 The Company had a book debt ledger which was subject to an invoice discounting facility with Royal Bank of Scotland Invoice Finance ("RBSIF"). At the date of liquidation, the gross debtor ledger was £29,254 against which £10,350 had been advanced to the Company by RBSIF.
- 2.2.2 RBSIF collected in the book debts and recovered their lending and termination fees in full. We have subsequently received £14,534.73 relating to surplus debtor recoveries.
- 2.2.3 No further debtor recoveries are anticipated.

2.3 Plant and Machinery and Stock

- 2.3.1 Prior to the liquidation, Axia Valuation Services ("Axia"), were instructed to provide a report and valuation of the Company's tangible assets. Axia valued the plant and machinery and stock to realise £31,500 (willing buyer) and £6,650 (forced sale).
- 2.3.2 Following the Joint Liquidators' appointment, Axia were instructed to collect and store the realisable assets from the Company's former trading premises and market the assets for sale.
- 2.3.3 The assets were sold to a number of independent parties with realisations totalling £1,500 for the plant and machinery and £10,000 for the stock.

2.4 Motor Vehicle

- 2.4.1 Following the Joint Liquidators' appointment, a motor vehicle which was owned by the Company was identified.

- 2.4.2 Axia were instructed to recover the vehicle and market it for sale. This resulted in the vehicle being sold to an unconnected party for £833.33 plus VAT.

2.5 Balance at Bank

- 2.5.1 The statement of affairs estimated that the balance of bank on the date of appointment was £80.
- 2.5.2 Following the Joint Liquidators' appointment, bank charges were applied to the account utilising the balance remaining.

2.6 Cash in Hand

Cash in hand of £6,000 has been realised. This relates to the sale consideration received prior to our appointment for the Company's telephone number, website, client list and two pieces of equipment, which were sold to an unconnected company prior to our appointment.

2.7 Provision of Data Services

The Company held highly sensitive client data. The realisations in this category relate to the fees paid by the clients in order to cover the costs incurred in retrieving the data from the Company's servers.

2.8 Assets Still to be Realised

There are no assets that remain to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

A summary of the Joint Liquidators' receipts and payments for the period from 5 May 2017 to 4 May 2018 is attached at Appendix A.

4 OUTCOME FOR CREDITORS

4.1 Secured Creditors

- 4.1.1 As referred to in Section 2.2, RBSIF provided funding to the Company by way of an invoice discounting facility which was supported by a debenture dated 5 December 2012 incorporating fixed and floating charges over all the assets of the Company. As at the date of liquidation, RBSIF were owed £10,350, before applying any termination charges. RBSIF have recovered their lending in full from book debt recoveries.
- 4.1.2 National Westminster Bank plc ("NatWest") also hold a debenture dated 13 November 2012 incorporating fixed and floating charges over all the assets of the Company, however, at the date of liquidation no monies were owed to NatWest.

4.2 Preferential Creditors

- 4.2.1 As at the date of liquidation, there were 7 preferential creditors, with estimated claims totalling £11,800.
- 4.2.3 Claims totalling £6,711 have been received.
- 4.2.4 The funds realised have already been used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to the preferential creditors.

4.3 Prescribed Part

4.3.1 The Act provides that, where a Company has created a floating charge after 15 September 2003, a Liquidator must make a prescribed part of the Company's net property available to the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims.

4.3.2 In this case, a prescribed part will not be necessary as RBSIF have been repaid in full from book debt recoveries.

4.4 Ordinary Unsecured Creditors

4.4.1 As at the date of liquidation, there were 22 ordinary unsecured creditors, with estimated claims totalling £829,027.

4.4.2 The funds realised have already been used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to the ordinary unsecured creditors.

4.4.3 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.

5.2 Whilst that assessment did highlight some transactions that required further investigation. After further review, it was concluded that there was insufficient evidence or funding available to pursue the investigations further as it was not deemed to be in the best interests of creditors as a whole.

5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES, DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

6.1 A fee of £7,500 in respect of the preparation of the statement of affairs and convening the virtual meeting of creditors was approved by creditors on 5 May 2017 and has been drawn in full.

6.2 On 31 May 2017, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the Fees Estimate dated 11 May 2017 (for an amount totalling £28,111). The Joint Liquidators' time costs from 5 May 2017 to 4 May 2018 are £32,495.50, which represents 113.9 hours at an average hourly rate of £285.30. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 5 May 2017 to 4 May 2018, together with a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.

6.3 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the original Fees Estimate. You will note that the categories of time costs incurred do not generally exceed those as set out

in the Fees Estimate. The area where significant variance has occurred is in respect of General Administration. More time has been spent dealing with the customer data that the Company held and arranging for this to be retrieved by the customers, corresponding with the Information Commissioner and arranging for secure storage of the data. The amount of work that has been incurred was not originally anticipated at the time of preparing our Fees Estimate.

- 6.4 Whilst total time costs of £32,495.50 are in excess of the Fees Estimate, it is not expected that remuneration anticipated to be drawn by the Joint Liquidators' will exceed the Fees Estimate.
- 6.5 Fees totalling £16,000 have been drawn in the period of this report.

Expenses

- 6.6 A comparison of the Joint Liquidators' expenses from 5 May 2017 to 4 May 2018 and the Joint Liquidators' statement of likely expenses is attached at Appendix D. To assist creditors' 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.

Disbursements

- 6.7 On 31 May 2017, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.8 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses. Axia's fees and expenses were anticipated to total £2,500, however, their costs were significantly higher at £7,276. This is mainly due to the work involved in dealing with the client data as they were instructed to assist in its retrieval, storage and access. The clients have in part covered these costs, as referred to in paragraph 2.7 above.
- 6.9 Attached at Appendix E 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.
- 6.10 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Axia Valuation Services	Valuation and sale of assets	Time Costs plus % of realisations
SJB Consultants UK Ltd	Debt Collection	% of realisations
Hart Shaw	Employee P45's	Time Costs
Clumber Consultancy Limited	Pension Advice	Time Costs

Creditors' Rights

- 6.11 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses, which have been itemised in this report.

- 6.12 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.13 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

7 MATTERS STILL TO BE DEALT WITH

Matters still to be dealt with before conclusion of the liquidation include the following:

- Dealing with the remaining customer data held on the Company's servers. This will involve writing to all the customers and arranging for its secure destruction; and
- The unpaid remuneration and expenses will need to be paid.

8 OTHER MATTERS

- 8.1 For your information, a creditor's guide to Liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

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

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Charlotte John of this office on 020 7535 7000.

- 8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

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

- 8.4 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>

Data Protection

- 8.5 Finally, when submitting details of your claim in the liquidation, you may disclose personal data to us. 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. We act as Data Controller in respect of personal data we obtain in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached to this report at Appendix G, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



A J DUNCAN
JOINT LIQUIDATOR

A J Duncan 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 9319 and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083

APPENDIX A

**Summary of Joint Liquidators' Receipts and Payments
from 5 May 2017 to 4 May 2018**

	Statement of Affairs	Fixed	Floating	Total
	£	£	£	£
RECEIPTS				
Debtors - Surplus from RBSIF	10,128	-	14,534.73	14,534.73
Plant and Machinery	1,150	-	1,500.00	1,500.00
Stock	5,500	-	10,000.00	10,000.00
Balance at Bank	80	-	-	-
Cash in Hand	6,000	-	6,000.00	6,000.00
	<u>22,858</u>	<u>-</u>	<u>32,034.73</u>	<u>32,034.73</u>
Provision of Data Services		-	3,911.49	3,911.49
Motor Vehicles		-	833.33	833.33
Deposit Interest Gross		-	1.98	1.98
		<u>-</u>	<u>36,781.53</u>	<u>36,781.53</u>
PAYMENTS				
Agents' Valuation Costs		-	7,275.86	7,275.86
Agents' Commission and Expenses		-	1,208.66	1,208.66
Debt Collection Expenses		-	198.72	198.72
Other Professional Fees		-	990.00	990.00
Statutory Advertising		-	249.07	249.07
Bordereau Fee		-	90.00	90.00
IT Licence Fee		-	87.00	87.00
Storage Charges		-	883.29	883.29
Sundry Expenses/Disbursements		-	12.00	12.00
Cost of Creditors' Meeting		-	7,500.00	7,500.00
Joint Liquidators' Remuneration		-	16,000.00	16,000.00
VAT Input		-	490.73	490.73
		<u>-</u>	<u>34,985.33</u>	<u>34,985.33</u>
Balance in Hand		<u>-</u>	<u>1,796.20</u>	<u>1,796.20</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 5 MAY 2017
TO 4 MAY 2018

Forensic Telecommunications Services Limited
(In Creditors' Voluntary Liquidation)

Summary of Joint Liquidators' Time Costs from 5 May 2017 to 4 May 2018

	Director		Senior Manager		Manager 1		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	6	270.00	35	1,435.00	-	-	83	2,158.00	9	135.00	133	3,998.00	300.60
Receipts & Payments	-	-	-	-	1	36.50	47	1,222.00	11	165.00	59	1,423.50	241.27
Insurance	-	-	-	-	-	-	28	728.00	2	30.00	30	758.00	252.67
Assets	6	270.00	-	-	-	-	23	598.00	-	-	29	868.00	299.31
Liabilities	1	45.00	-	-	-	-	48	1,248.00	16	240.00	65	1,533.00	235.85
Debtenture Holder	-	-	-	-	-	-	18	468.00	-	-	18	468.00	260.00
General Administration	13	585.00	-	-	-	-	269	6,994.00	9	135.00	291	7,714.00	265.09
Appointment	13	585.00	-	-	-	-	23	598.00	10	150.00	46	1,333.00	289.78
Post Appointment Creditor Reporting	5	225.00	17	697.00	-	-	72	1,872.00	-	-	94	2,794.00	297.23
Investigations	10	450.00	70	2,870.00	-	-	246	6,396.00	3	45.00	329	9,761.00	296.69
Legal Services	-	-	45	1,845.00	-	-	-	-	-	-	45	1,845.00	410.00
Total	54	2,430.00	167	6,847.00	1	36.50	857	22,282.00	60	900.00	1,139	32,495.50	
Average Hourly Rate (£)		450.00		410.00		365.00		260.00		150.00		285.30	

All Units are 6 minutes

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE
PERIOD 5 MAY 2017 TO 4 MAY 2018**

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work carried out under this category has comprised the following:

- Case-management reviews. These are carried out periodically throughout the life of the case. A month one review was undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further reviews are undertaken to ensure that the case is progressing as planned. Case reviews were undertaken in September and December 2017 and February and June 2018.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The team is required under the Company Directors Disqualification Act 1986 ("CDDA") to review the Company's records and consider information provided by creditors on the conduct of the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years. The report has been submitted to the Insolvency Service.
- Review of directors' statement of affairs and filing of document at Companies House in accordance with statutory requirements.

Case management reviews will continue to be carried out as the liquidation continues and case closing procedures will be carried out once the liquidation can be finalised.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

Time has been incurred in the following areas during the period under report:

- Opening of case bank accounts;
- Management of case bank accounts to ensure compliance with relevant risk management procedures;
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Timely completion of post-appointment VAT returns; and
- Managing estate expenses.

The above work will continue to be carried out as the liquidation continues.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

Time has been incurred in the following areas:

- Calculation and request of the Joint Liquidators' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all liquidations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond has been reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Dealing with the Company's pension scheme and notifying the Pension Regulator, Pension Protection Fund and scheme trustees of the liquidation.
- The Joint Liquidators instructed pension specialists, Clumber Consultancy, to assist in winding up the Company pension scheme. Therefore, time has also been incurred corresponding with them.

Assets

- Agreeing strategy for realisation of Company assets.
- Instructing and liaising with Axia regarding the sale of the tangible assets;
- Corresponding with RBSIF regarding the re-assignment of the debtor ledger and collecting outstanding debtors;
- Liaising with Company's bankers regarding the pre-appointment bank accounts.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's 22 creditors have been logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.

Non statutory

- Dealing with enquiries from the Company's creditors – This has included dealing with creditors general queries by post, telephone and email.

Debenture Holder

- Correspondence with the debenture holders in respect of their liabilities; and
- Corresponding with RBSIF regarding the progress of book debt realisations.

General Administration

- General planning matters.
- Setting up and maintaining the Joint Liquidators' records.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with directors and shareholders.
- Dealing with the retrieval of the highly sensitive client data and corresponding with clients, Axia and the Information Commissioner's Office ("ICO").

Further work will be incurred in relation to the client data as the ICO has advised that we need to write to all known clients of the Company who may have data stored before we can arrange for its destruction.

Appointment

- Statutory notifications to creditors and other interested parties following the liquidators' appointment.
- Preparation of case plan.

Post-Appointment Creditor Reporting

- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Conducting business by correspondence to agree Fees Estimate;

Further work will be incurred in this category in relation to preparing this progress report to creditors and time will also be incurred in preparing our final progress report.

Investigations

- Collecting and reviewing the Company's records.
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the CDDA.

The work undertaken did not result in any assets being identified for the benefit of the liquidation estate. Furthermore, creditors should be aware that the work done is a statutory requirement necessary to enable the submission of the return under the CDDA and has not resulted in any benefit for creditors.

Legal Services

Leonard Curtis' internal legal team assisted with the highly sensitive client data and advising on regulatory risk points that needed to be considered by the Joint Liquidators.

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 5 MAY 2017 TO 4 MAY 2018
INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 4 MAY 2018			VARIANCE
	Total			Total			
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	
Statutory and Review	103	3,374.50	327.62	133	3,998.00	300.60	623.50
Receipts and Payments	10	231.00	231.00	59	1,423.50	241.27	1,192.50
Insurance, Bonding and Pensions	13	327.00	251.54	30	758.00	252.67	431.00
Assets	27	773.00	286.30	29	868.00	299.31	95.00
Liabilities	40	974.00	243.50	65	1,533.00	235.85	559.00
Debenture Holder	12	388.00	323.33	18	468.00	260.00	80.00
General Administration	45	1,146.00	254.67	291	7,714.00	265.09	6,568.00
Appointment	22	645.00	293.18	46	1,333.00	289.78	688.00
Post Appointment Creditor Reporting	135	3,895.00	288.52	94	2,794.00	297.23	(1,101.00)
Investigations	660	16,357.50	247.84	329	9,761.00	296.69	(6,596.50)
Legal Services	-	-	-	45	1,845.00	410.00	1,845.00
	1,067	28,111.00	263.46	1,139	32,495.50	285.30	4,384.50

APPENDIX D

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 5 MAY 2017 TO 4 MAY 2018 INCORPORATING A
COMPARISON OF THE OF JOINT LIQUIDATORS' STATEMENT OF LIKELY EXPENSES

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	5.00	5.00	5.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	40.00	90.00	90.00	90.00	-
Company Searches	Companies House	Extraction of company information from Companies House	5.00	-	-	-	-
Document Hosting	Pelstar Computing Ltd	Hosting of documents for creditors	28.00	7.00	7.00	7.00	-
Software Licence Fee	Pelstar Computing Ltd	Case management system licence fee	87.00	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	249.06	249.07	249.07	249.07	-
Storage Costs	Total Data Management	Storage of books and records	500.00	883.29	883.29	883.29	-
Post redirection	Royal Mail	Redirection of post	185.00	-	-	-	-
		Total standard expenses	1,104.06	1,321.36	1,321.36	1,321.36	-

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees	Axia Valuation Services	Costs of valuing and realising assets	2,500 plus 10% of disposals	8,484.52	8,484.52	8,484.52	-
Debt Collection Fees	SJB Consultants UK Ltd	Costs of collection of debts	-	198.72	198.72	198.72	-
Legal Fees	N/a	Costs of appointed solicitors	-	-	-	-	-
Pension Fees	Clumber Consultancy Limited	Costs of appointment pension agents to deal with the Company's pension scheme.	250.00	700.00	700.00	700.00	-
Bookkeeping	Hart Shaw	Employee P45's	-	290.00	290.00	290.00	-
Staff Mileage	N/a	Category 2 disbursement requiring specific creditor / committee approval	-	-	-	-	-
		Total case specific expenses	2,750 plus 10% of disposals	9,673.24	9,673.24	9,673.24	-

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 Regulations 2007	£5.00 plus VAT per individual
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and 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

Forensic Telecommunications Services Limited – In Creditors' Voluntary Liquidation

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>£10 p.a. or £25 for life of case</td><td></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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BKY	£10.00	£1.00																								
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	£83.02 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 – 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 reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements 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)	£81.25 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

Insolvency (England and Wales) Rules 2016
Rule 14.4

Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 5 MAY 2017

Name of Company in Liquidation:

FORENSIC TELECOMMUNICATIONS SERVICES
LIMITED

Company registration number:

[Liquidation only]

02767103

1 Name of creditor
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

APPENDIX F (CONT.)

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Liquidator

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

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.

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.

Data Controller: LEONARD CURTIS