

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 03093981

Company name in full Delta Design & Print Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Anthony

Surname Milnes

3 Liquidator's address

Building name/number Leonard Curtis

Street 9th Floor

7 Park Row

Post town Leeds

County/Region

Postcode L S 1 5 H D

Country

4 Liquidator's name ①

Full forename(s) Sean

Surname Williams

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Leonard Curtis

Street 9th Floor

7 Park Row

Post town Leeds

County/Region

Postcode L S 1 5 H D

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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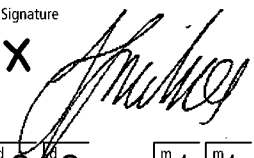
6 Period of progress report

| | |
|-----------|---|
| From date | <div><div>d</div><div>3</div></div> <div><div>d</div><div>0</div></div> <div><div>m</div><div>0</div></div> <div><div>m</div><div>9</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>0</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>0</div></div> |
| To date | <div><div>d</div><div>2</div></div> <div><div>d</div><div>9</div></div> <div><div>m</div><div>0</div></div> <div><div>m</div><div>9</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>0</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>1</div></div> |

7 Progress report

| | |
|---|--|
| <input checked="" type="checkbox"/> The progress report is attached | |
|---|--|

8 Sign and date

| | | |
|------------------------|---|--|
| Liquidator's signature | <div>Signature</div> <div><div>X</div></div> <div><div>X</div></div> | |
| Signature date | <div><div>d</div><div>2</div></div> <div><div>d</div><div>2</div></div> <div><div>m</div><div>1</div></div> <div><div>m</div><div>1</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>0</div></div> <div><div>y</div><div>2</div></div> <div><div>y</div><div>1</div></div> | |

**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 **Kieran Higson**

Company name **Leonard Curtis**

Address **9th Floor**

7 Park Row

Leeds

Post town

County/Region

Postcode **L S 1 5 H D**

Country

DX

Telephone **0113 323 8890**

**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

**Delta Design & Print Ltd
(In Creditors' Voluntary Liquidation)**

Company Number: 03093981

Former Registered Office and Trading Address:

Units 14a & 14b Deanfield Mills, Asquith Avenue, Morley, Leeds, West Yorkshire LS27 9QS

**Joint Liquidators' Second 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 period
30 September 2020 to 29 September 2021**

22 November 2021

**Anthony Milnes and Sean Williams - Joint Liquidators
Leonard Curtis**

**9th Floor, 7 Park Row, Leeds LS1 5HD
Tel: 0113 323 8890 Fax: 0113 323 8891**

recovery@leonardcurtis.co.uk

Ref: E/53/KH/D737L/1010

CONTENTS

- 1 Introduction
- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators’ Remuneration, Expenses and Disbursements, and Creditors’ Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

APPENDICES

- A Summary of Joint Liquidators’ Receipts and Payments from 30 September 2020 to 29 September 2021
- B Summary of Joint Liquidators’ Time Costs from 30 September 2020 to 29 September 2021
- C Summary of Joint Liquidators’ Time Costs for the Period from 30 September 2019 to 29 September 2021 Incorporating a Comparison of the Joint Liquidators’ Fees Estimate
- D Summary of Joint Liquidators’ Expenses from 30 September 2019 to 29 September 2021 Incorporating a Comparison of the of Joint Liquidators’ Statement of Likely Expenses
- E Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- F Proof of Debt Form
- G Privacy Notice

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Anthony Milnes and Sean Williams were appointed Joint Liquidators of Delta Design & Print Ltd (“the Company”) on 30 September 2019.
- 1.2 Anthony Milnes and Sean Williams are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 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 30 September 2020 to 29 September 2021, 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 and should be read in conjunction with the previous progress report dated 23 November 2020.
- 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, 36 Park Row, Leeds LS1 5JL on 16 October 2019.

Assets Realised

Business Rates Refund

- 2.2 During the period of this report, a business rates refund of £3,180 has been received. This was received into the insolvent estate following work completed by instructed agents, Goodman Nash. A total of £12,332 has been received during the Liquidation and this matter is now closed.

Sundry Receipts

- 2.3 A sundry receipt of £763 has been received, during the period of this report. This asset was not referred to on the statement of affairs. This matter is now closed.

Trade Debtors

- 2.4 The Company’s trade debtors had an estimated to realise value of £23,902, as per the statement of affairs. Creditors will be aware that the Joint Liquidators instructed independent debt collection agents, Cerberus Receivables Management Limited (“Cerberus”), and the director of the Company, Phil Brook, to pursue the debtors. Cerberus and Phil Brook have confirmed that no further amounts are anticipated to be recovered in the matter.
- 2.5 The total realisations amount to £14,834. It has previously been reported that total realisations of £14,291 were made in the period to 29 September 2020. It should be noted due to administrative error this amount was understated by £77 and accordingly £77 has been included and added to the debtor realisations made in the period of this report.
- 2.6 During the period of this report realisations of £543 are shown to have been made, which included the amount of £77 which was collected in the prior period. As detailed above collections have been exhausted and no further amounts are anticipated to be collected in this category of assets.

Assets Still to be Realised

- 2.7 There are no further assets still to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators’ receipts and payments for the entire period of the Liquidation, including the period from 30 September 2020 to 29 September 2021, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 Barclays Bank Plc (“Barclays”) holds fixed and floating charges given by the Company on 17 May 1999 and delivered to Companies House on 25 May 1999. Barclays have forwarded a completed proof of debt for an amount of £12,873. It is likely that a distribution will be paid to Barclays. It is anticipated that this class of creditor shall be paid in full.

Preferential Creditors

- 4.2 As at the date of Liquidation, there were nine preferential creditors, with estimated claims totalling £8,289.
- 4.3 A claim has been received from The Insolvency Service with regards to the payments made on behalf of the Company by The Redundancy Payments Service (“RPS”). This claim contains a preferential element of £6,153 and a unsecured element of £117,313. It is understood that the RPS is also likely to make payment of amounts owed to two Company pension schemes. The Joint Liquidators shall request an updated claim from the RPS once these matters have been finalised, to ensure that the final preferential creditor position has been ascertained.
- 4.4 The Joint Liquidators are currently reviewing the case and shall circulate a notice of dividend to preferential creditors in due course. It is anticipated that this class of creditor shall be paid in full.

Prescribed Part

- 4.5 As the secured creditor’s charge was created before 15 September 2003, there will be no requirement to set aside a prescribed part of the Company’s net property.

Ordinary Unsecured Creditors

- 4.6 As at the date of Liquidation, there were 65 ordinary unsecured creditors, with estimated claims totalling £222,370. Claims totalling £232,391 have been received and logged by the Joint Liquidators.
- 4.7 The table below illustrates the position regarding the claims of the ordinary unsecured creditors:

| | As at Date of Liquidation | Claims Received |
|-------------------------|------------------------------|-----------------|
| | £ | £ |
| Trade and Expense | 72,887 | 93,310 |
| Employee Claims (Unsec) | 118,713 | 117,313 |
| Employee Claims (Pref) | 8,289 | 6,153 |
| HMRC (VAT) | 6,415 | - |
| HMRC (PAYE/NIC/CT) | 15,166 | 15,615 |
| Connected Creditor | 900 | - |
| | 222,370 | 232,391 |

- 4.8 There are sufficient funds to declare a first and final dividend to ordinary unsecured creditors and a notice of intended dividend will be issued in due course to creditors who have not proven their debts.
- 4.9 If you have not already done so, please submit details of your claim, by completing and returning the proof of debt form, attached at Appendix F, to this office. Please include documentation to support your claim.

5 INVESTIGATIONS

- 5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

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

Remuneration

- 6.1 A fee of £7,500 for the preparation of the statement of affairs was approved by creditors on 30 September 2019. £7,500 has been drawn and of this amount, £1,500 has been paid to BPR Heaton for their assistance provided with the preparation of the statement of affairs.
- 6.2 On 12 November 2019, creditors resolved by a decision procedure, 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 24 October 2019 (for an amount totalling £44,725). The Joint Liquidators' time costs from 30 September 2020 to 29 September 2021 are £10,723, which represents 30.3 hours at an average hourly rate of £353.88. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 30 September 2020 to 29 September 2021, 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. Total time costs from the commencement of the Liquidation amount to £55,527.
- 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 areas where significant variance has occurred are in respect of insurance, bonding and pensions, assets, liabilities and landlords.

Insurance, Bonding and Pension

- 6.4 Time has been incurred in this category in dealing with the Company's two pension schemes. Time has also been spent in calculating and reviewing the Joint Liquidators' bond.

Assets

- 6.5 Time has been incurred by the Joint Liquidators, and their staff, in realising the assets of the Company. This included liaising with the debt collection agent and corresponding with various parties in order to obtain refunds.

Liabilities

- 6.6 A substantial amount of time has been incurred by the Joint Liquidators, and their staff, in dealing with claims from creditors, general creditor queries and correspondence.

Landlords

- 6.7 Time has been incurred in this matter in dealing with the Company’s leasehold premises. Time has also been spent in the preparation and distribution of a lease disclaimer.
- 6.8 Whilst total time costs of £55,527 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.
- 6.9 Fees totalling £20,500 have been drawn, £2,500 of which has been drawn during the year ending 29 September 2021.

Expenses and Disbursements

- 6.10 A comparison of the Joint Liquidators’ expenses from 30 September 2020 to 29 September 2021 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 expenses’ and they may not be drawn without creditor approval.
- 6.11 With effect from 1 April 2021, the Joint Liquidators are also required to disclose to those responsible for approving their remuneration whether any payments they intend to make from an insolvency estate are to associates of Leonard Curtis. Payments to associates are subject to the same level of approval as the office holder’s fees and category 2 expenses. Further details are included at Appendix D and E.
- 6.12 On 12 November 2019, creditors resolved that the Joint Liquidators be authorised to discharge category 2 expenses.
- 6.13 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.
- 6.14 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. Please be aware that the firm’s charge out rates have been amended with effect from 1 March 2021.
- 6.15 Since the previous progress report, no new professional advisors (“PA”) or subcontractors (“S”) have been instructed.

Creditors’ Rights

- 6.16 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.

- 6.17 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.
- 6.18 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

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

- Payment of dividends to secured and preferential creditors;
- The review, winding up and closure of the Company pension schemes;
- The unpaid remuneration and expenses will need to be paid; and
- Closure of the case.

8 OTHER MATTERS

8.1 For your information, Liquidation: A Guide for Creditors on Insolvency Practitioner Fees, version 1 April 2021, 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/technical-library/england-wales/technical-guidance/fees/>

8.2 If you would prefer this to be sent to you in hard copy form, please contact Kieran Higson of this office on 0113 323 8890.

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 When submitting details of your claim in the Liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this Liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators' privacy notice, which is attached to this report at Appendix G, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



ANTHONY MILNES
JOINT LIQUIDATOR

Anthony Milnes and Sean Williams are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 23150 and 11270, respectively

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM
30 SEPTEMBER 2020 TO 29 SEPTEMBER 2021**

| | Estimated to Realise | As at 29 September 2020 | Movements in the Period | As at 29 September 2021 |
|-------------------------------------|-------------------------|-------------------------------|----------------------------|-------------------------------|
| | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Cash in Hand | 10,190 | 10,190.00 | - | 10,190.00 |
| Trade Debtors | 23,902 | 14,291.14 | 543.16 | 14,834.30 |
| Debtors (Plant and Machinery Sale) | 31,600 | 31,600.00 | - | 31,600.00 |
| | 65,692 | 56,081.14 | 543.16 | 56,624.30 |
| Business Rates Refund | | 9,151.93 | 3,180.30 | 12,332.23 |
| DVLA Refund | | 86.66 | - | 86.66 |
| Customer List | | 1,500.00 | - | 1,500.00 |
| Bank Interest | | 35.40 | - | 35.40 |
| Sundry Receipt | | - | 763.91 | 763.91 |
| | | 66,855.13 | 4,487.37 | 71,342.50 |
| PAYMENTS | | | | |
| Statement of Affairs Fee | | 7,500.00 | - | 7,500.00 |
| Joint Liquidators' Remuneration | | 18,000.00 | 2,500.00 | 20,500.00 |
| Debt Collection Fees | | 1,169.88 | - | 1,169.88 |
| Client ID Checks | | 10.00 | - | 10.00 |
| IT Licence Fee | | 87.00 | - | 87.00 |
| Bordereau Fee | | 135.00 | - | 135.00 |
| Statutory Advertising | | 171.90 | - | 171.90 |
| Report Hosting | | 14.00 | - | 14.00 |
| Land Registry Search | | 3.00 | - | 3.00 |
| Storage Fees | | 21.02 | 151.23 | 172.25 |
| Accountancy Fees | | 2,500.00 | - | 2,500.00 |
| Legal Fees | | 3,000.00 | - | 3,000.00 |
| Employment Consultancy Fees | | 355.49 | - | 355.49 |
| Pension Assistance Fees | | 355.49 | - | 355.49 |
| Valuation Agents' Fees | | 5,732.50 | - | 5,732.50 |
| Rates Refund Assistance | | - | 795.08 | 795.08 |
| Corporation Tax | | - | 6.73 | 6.73 |
| TOTAL COSTS AND CHARGES PAID | | 39,055.28 | 3,453.04 | 42,508.32 |
| BALANCE | | 27,799.85 | 1,034.33 | 28,834.18 |

Delta Design & Print Ltd – In Creditors' Voluntary Liquidation

MADE UP AS FOLLOWS

| | | | |
|---------------------|-------------------------|------------------------|-------------------------|
| Balance at Bank | 20,368.79 | 267.88 | 20,636.67 |
| VAT Control Account | <u>7,431.06</u> | <u>766.45</u> | <u>8,197.51</u> |
| | <u>27,799.85</u> | <u>1,034.33</u> | <u>28,834.18</u> |

**It should be noted that the debtor collections in the previous period were understated by £77.20 which has now been included and added to the debtor collections in this period to ensure that the total collections are stated correctly. This change is not a material discrepancy, and no detriment has been caused to creditors as a result of the error. Details of the amendment are included at section 2.4.*

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 30 SEPTEMBER 2020 TO 29 SEPTEMBER 2021

| | 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 and Review | 10 | 525.00 | - | - | - | - | 7 | 199.00 | - | - | 17 | 724.00 | 425.88 |
| Receipts and Payments | 8 | 437.50 | - | - | - | - | 3 | 85.50 | 10 | 175.00 | 21 | 698.00 | 332.38 |
| Insurance | 23 | 1,232.50 | - | - | - | - | 20 | 573.50 | - | - | 43 | 1,806.00 | 420.00 |
| Assets | 3 | 165.00 | - | - | 2 | 83.00 | 40 | 1,135.00 | - | - | 45 | 1,383.00 | 307.33 |
| Liabilities | 28 | 1,495.00 | 10 | 445.00 | - | - | 101 | 2,852.00 | - | - | 139 | 4,792.00 | 344.75 |
| Landlords | - | - | - | - | - | - | 3 | 84.00 | - | - | 3 | 84.00 | 280.00 |
| General Administration | 4 | 212.50 | 4 | 186.00 | 6 | 241.00 | 20 | 579.50 | 1 | 16.50 | 35 | 1,235.50 | 353.00 |
| Total | 76 | 4,067.50 | 14 | 631.00 | 8 | 324.00 | 194 | 5,508.50 | 11 | 191.50 | 303 | 10,722.50 | |
| Average Hourly Rate (£) | | <u>535.20</u> | | <u>450.71</u> | | <u>405.00</u> | | <u>283.94</u> | | <u>174.09</u> | | <u>353.88</u> | |

All Units are 6 minutes

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE
PERIOD 30 SEPTEMBER 2020 TO 29 SEPTEMBER 2021**

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 to be carried out under this category will comprise the following:

- Case-management reviews. These will be carried out periodically throughout the life of the case. As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.
- 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.

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.

- Management of case bank account to ensure compliance with relevant risk management procedures.
- Regular review of the account by a 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 all post-appointment tax and VAT returns.
- Managing estate expenses.

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.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Liaising with pension providers with regards to outstanding contributions due to the schemes.
- Submissions of RP15 and RP15a forms to the RPS for repayments of eligible amounts to the schemes.

Assets

- Pursuing the trade debtors of the Company. Philip Brook, a director of the Company, was instructed to collect the debtors of the Company alongside independent debt collection specialist, Cerberus Receivables Management. Time has been spent liaising with both parties and collections have now been completed.
- Regular updates and reviews of the debtor collections with the above.
- Business rates refund – a review of the Company's position was completed by Goodman Nash, this identified that returns were due to the Company and this work has been completed.

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 66 creditors will be logged. In this instance, it is anticipated that there will be sufficient funds available to enable a distribution to be made to the preferential and the secured creditors of the Company and therefore claims will be formally agreed in due course, with regards to these creditor classes.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

- Dealing with enquiries from the Company's creditors – This will include dealing with creditors general queries by post, telephone and email. Time will also be incurred providing updates to the secured creditor on the progress of the Liquidation and timing of distributions under their security.

Landlords

- Conducting a review into the progress of the Company's rates refunds.
- Liaising with instructed agents, Goodman Nash, to ascertain the business rates refund position.

General Administration

- Dealing with general correspondence and communicating with directors and shareholders.

**SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2021
INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE**

| | Fees Estimate | | | Incurred To 29 September 2021 | | | Variance |
|--------------------------------|---------------|-----------|---------------------------|-------------------------------|-----------|---------------------------|------------|
| | Total | | | Total | | | |
| | Units | Cost | Average Hourly Rate | Units | Cost | Average Hourly Rate | Cost |
| | No | £ | £ | No | £ | £ | £ |
| Statutory and Review | 210 | 7,017.50 | 334.17 | 197 | 7,660.00 | 388.83 | 642.50 |
| Receipts and Payments | 125 | 4,515.00 | 361.20 | 112 | 5,147.00 | 459.55 | 632.00 |
| Insurance | 50 | 1,400.00 | 280.00 | 122 | 4,473.50 | 366.68 | 3,073.50 |
| Assets | 355 | 13,092.50 | 368.80 | 388 | 15,578.50 | 401.51 | 2,486.00 |
| Liabilities | 205 | 6,697.50 | 326.71 | 294 | 9,951.00 | 338.47 | 3,253.50 |
| Landlords | - | - | - | 108 | 3,454.50 | 319.86 | 3,454.50 |
| General Administration | 158 | 4,735.00 | 299.68 | 170 | 4,926.50 | 289.79 | 191.50 |
| Appointment | 108 | 3,277.50 | 303.47 | 109 | 3,182.00 | 291.93 | (95.50) |
| Investigations | 115 | 3,990.00 | 346.96 | 37 | 1,154.50 | 312.03 | (2,835.50) |
| Total | 1,326 | 44,725.00 | 337.29 | 1,537 | 55,527.50 | 361.27 | 10,802.50 |
| All Units are 6 minutes | | | | | | | |

APPENDIX D

**SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2021
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 £ |
|-----------------------|------------------------------|--------------------------------------|-----------------------|------------------------------------|-------------------------------------|------------------|--------------------|
| Client ID Checks | Business Tax Centre | Electronic client verification | 10.00 | 10.00 | - | 10.00 | - |
| Bond Fee | AUA Insolvency Risk Services | Insurance bond | 135.00 | 135.00 | - | 135.00 | - |
| Document Hosting | Pelstar-Creditorweb | Hosting of documents for creditors * | 35.00 | 21.00 | 7.00 | 14.00 | 7.00 |
| Software Licence Fee | Pelstar | Case management system licence fee * | 87.00 | 87.00 | - | 87.00 | - |
| Statutory Advertising | Courts Advertising | Advertising | 171.90 | 171.90 | - | 171.90 | - |
| Company Searches | HM Land Registry | Land Registry Searches | - | 3.00 | - | 3.00 | - |
| Storage Costs | Charles Taylor | Storage of books and records | Uncertain | 172.25 | 79.99 | 172.25 | - |
| | | Total standard expenses | 438.90 | 600.15 | 86.99 | 593.15 | 7.00 |

* Payment to Associate requiring specific creditor / committee approval from 1 April 2021

Case Specific Expenses

| Type | Charged by | Description | Estimated Amount £ | Total Amount Incurred to Date £ | Amount Incurred in This Period £ | Amount Paid £ | Amount Unpaid £ |
|-------------------|--|---|-----------------------|------------------------------------|-------------------------------------|------------------|--------------------|
| Professional Fees | BPR Heaton | Assistance with Statement of Affairs | 1,500.00 | 1,500.00 | - | 1,500.00 | - |
| Professional Fees | Charles Taylor | Asset Valuation | Uncertain | 4,732.50 | - | 4,732.50 | - |
| Professional Fees | UKELC & Co Ltd | Employment Consultancy | 355.49 | 355.49 | - | 355.49 | - |
| Professional Fees | UKELC & Co Ltd | Pension Assistance | - | 355.49 | - | 355.49 | - |
| Professional Fees | Weightmans LLP | Sale and Purchase Agreement – Legal Fees | Uncertain | 3,000.00 | - | 3,000.00 | - |
| Professional Fees | BPR Heaton | Accountancy Work – Tax Review | 2,500.00 | 2,500.00 | - | 2,500.00 | - |
| Professional Fees | Fraser Commercial | Property Condition Report | 1,000.00 | 1,000.00 | - | 1,000.00 | - |
| Professional Fees | Goodman Nash | Rates Refund Assistance | - | 795.08 | 795.08 | 795.08 | - |
| Professional Fees | Cerberus Receivables Management Limited and Phil Brook (Director of the Company) | Debtor Collection | Uncertain | 2,339.76 | - | 1,169.88 | 1,169.88 |
| Staff Mileage | Leonard Curtis | Category 2 expense requiring specific creditor / committee approval | Uncertain | 96.76 | - | - | 96.76 |
| Corporation Tax | HMRC | Tax paid on chargeable receipts | - | 6.73 | 6.73 | 6.73 | - |
| | | Total case specific expenses | 5,355.49 | 16,681.81 | 801.81 | 15,415.17 | 1,266.64 |

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 the appropriate body of creditors 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 request and obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

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

| | 6 Jan 2014 onwards | | 1 Aug 2019 onwards | | 1 March 2021 onwards | |
|-----------------|---------------------------|--------------|---------------------------|--------------|-----------------------------|--------------|
| | Standard £ | Complex £ | Standard £ | Complex £ | Standard £ | Complex £ |
| Director | 450 | 562 | 525 | 656 | 550 | 688 |
| Senior Manager | 410 | 512 | 445 | 556 | 465 | 581 |
| Manager 1 | 365 | 456 | 395 | 494 | 415 | 518 |
| Manager 2 | 320 | 400 | 345 | 431 | 365 | 456 |
| Administrator 1 | 260 | 325 | 280 | 350 | 295 | 369 |
| Administrator 2 | 230 | 287 | 250 | 313 | 265 | 331 |
| Administrator 3 | 210 | 262 | 230 | 288 | 245 | 306 |
| Administrator 4 | 150 | 187 | 165 | 206 | 175 | 219 |
| Support | 0 | 0 | 0 | 0 | 0 | 0 |

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

Use of Associates

We are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to Associates of Leonard Curtis. The term “Associate” is defined in s435 of the Insolvency Act 1986 but we are also required to consider the substance or likely perception of any association between the appointed insolvency practitioner, their firm (LC) or an individual within the firm and the recipient of a payment. Payments to Associates are subject to the same level of approval as the office holder’s fees and category 2 expenses (see table below).

Whilst we are not aware of any third parties who meet the legal definition of “Associate” we are aware that there is a perceived association between LC and Pelstar Limited. Pelstar Limited provides insolvency case management software and document hosting facilities to LC. LC employs an individual who is married to a director of Pelstar Limited. Pelstar Limited’s costs are set out in the tables below.

Use of 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.

Use of 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.

Categorisation of 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 via Smartsearch | Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 | £5.00 plus VAT per search | | | | | | | | | | | | | | | | | | | | | | | | |
| Bond / Bordereau fee via AUA Insolvency Services | Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP | £10.00 to £1,200.00 dependent on value of assets within case | | | | | | | | | | | | | | | | | | | | | | | | |
| Company searches via Companies House | Extraction of company information from Companies House | £1.00 per document unless document can be accessed via the free service | | | | | | | | | | | | | | | | | | | | | | | | |
| Document hosting via Pelstar Limited (see Use of Associates and Category 2 expenses) | Hosting of documents via a secure portal for access by creditors/shareholders. Costs are charged per upload plus VAT and are generally dependent upon the number of creditors. The costs are commensurate with those charged by other providers of comparable services. | <table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table> | Type | First 100 | Every addtl 10 | ADM | £14.00 | £1.40 | CVL | £7.00 | £0.70 | MVL | £7.00 | £0.70 | CPL | £7.00 | £0.70 | CVA | £10.00 | £1.00 | BKY | £10.00 | £1.00 | IVA | £10 p.a. or £25 for life of case | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Software Licence fee hosting via Pelstar Limited (see Use of Associates and Category 2 expenses) | Payable to software provider for use of case management system. The costs are commensurate with those charged by other providers of comparable services. | £87.00 plus VAT per case | | | | | | | | | | | | | | | | | | | | | | | | |
| Postage via Royal Mail or Postworks | Cost of posting documents which are directly attributable to a case to external recipients | Calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post. | | | | | | | | | | | | | | | | | | | | | | | | |
| Post re-direction via Royal Mail | Redirection of post from Company's premises to office-holders' address | 0-3 months £216.00 3-6 months £321.00 6-12 months £519.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Statutory advertising via advertising agents | Advertising of appointment, notice of meetings etc. - London Gazette - Other | £91.80 - £102.00 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 but may not be restricted to:

Please note that expenses are generally categorised as Category 1 or Category 2:

- a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.
- b) Category 2 expenses: These are costs that are directly referable to the appointment in question, but not paid to an independent third party. They may include costs which have an element of shared cost. The following items of expenditure are recharged on this basis and are charged at HMRC approved rates:

| | |
|------------------|--------------|
| Business mileage | 45p per mile |
|------------------|--------------|

Payments to Associates (as defined above) are categorised by LC in the same way as Category 2 expenses.

Category 2 expenses and payments to Associates may only 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: 30 SEPTEMBER 2019

Please e-mail completed form to:

recovery@leonardcurtis.co.uk quoting ref: D737L/KH/PROOF

Name of Company in Liquidation:

DELTA DESIGN & PRINT LTD

Company registration number:

[Liquidation only]

03093981

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

Delta Design & Print Ltd – In Creditors' Voluntary Liquidation

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.

3. **Please e-mail completed form to:**

recovery@leonardcurtis.co.uk quoting ref: D737L/KH/PROOF

**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, 5th Floor, Grove House, 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