

In accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



A12 *A8BK6734* 10/08/2019 #5
COMPANIES HOUSE

1 Company details

Company number 0 7 6 9 7 3 8 7
Company name in full CICS Facilities Management Ltd

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

2 Liquidator's name

Full forename(s) Jeremy
Surname Berman

3 Liquidator's address

Building name/number 76 New Cavendish Street
Street London
Post town W1G 9TB
County/Region
Postcode
Country

4 Liquidator's name ①

Full forename(s)
Surname

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ①

Building name/number
Street
Post town
County/Region
Postcode
Country

① Other liquidator
Use this section to tell us about
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X

X

Signature date

d

0

d

8

m

0

m

8

y

2

y

0

y

1

y

9

LIQ14

Notice of final account prior to dissolution in CVL



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	Jeremy Berman
Company name	Berley
Address	76 New Cavendish Street London
Post town	W1G 9TB
County/Region	
Postcode	
Country	
DX	
Telephone	020 7636 9094



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

Liquidator's Final Account to Creditors and Members

**CICS Facilities Management Ltd
- in Liquidation**

10 June 2019

CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

CONTENTS

- 1** Introduction
- 2** Receipts and Payments
- 3** Work undertaken by the Liquidator
- 4** Outcome for Creditors
- 5** Liquidator's Remuneration & Expenses
- 6** Conclusion

APPENDICES

- A** Receipts and Payments Account from 6 October 2018 to 7 June 2019
- B** Cumulative Receipts and Payments Account for Period from 6 October 2017 to 7 June 2019
- C** Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

1 Introduction

1.1 I, **Jeremy Berman** of Berley Chartered Accountants, 76 New Cavendish Street, London W1G 9TB, was appointed as Liquidator of CICS Facilities Management Ltd (the **Company**) on 6 October 2017. The affairs of the Company are now fully wound-up and this is my final account of the liquidation, which covers the period since my appointment (the **Period**).

1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.

1.3 The trading address of the Company was 206 Turners Hill, Cheshunt, Hertfordshire, EN8 9DE.

The registered office of the Company was changed to 76 New Cavendish Street, London W1G 9TB and its registered number is 07697387.

2 Receipts and Payments

2.1 At Appendix A, I have provided an account of my Receipts and Payments for the Period with a comparison to the directors' statement of affairs values, together with a cumulative account since my appointment at Appendix B, which provides details of the remuneration charged and expenses incurred and paid by the Liquidator.

3 Work undertaken by the Liquidator

3.1 This section of the report provides creditors with an overview of the work undertaken in the liquidation since the date of my last annual report, together with information on the overall outcome of the liquidation.

Administration (including statutory compliance & reporting)

3.2 As you may be aware, the Liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously and I would confirm that in this period of the liquidation, the only matters that have affected the costs to any particular extent are the costs involved in producing my previous report to creditors and producing the documentation necessary to secure sanction for my remuneration.

3.3 Where the costs of statutory compliance work or reporting to creditors exceeded the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.

CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

- 3.4 As noted in my initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of Assets

- 3.5 Details of the asset disposals had been discussed in my previous report, which I will reproduce below for your information. There have been no subsequent asset realisations.

Book Debts

- 3.6 Upon appointment I instructed LPL Commercial Investigations ("LPL"), debt collection agents based in Woodford Green, Essex, to pursue the outstanding debtors. Although the directors Statement of Affairs stated the potential value of the debtors was circa £30,000, in reality the majority of the debts were in dispute and without the resources to fund legal costs, would be very difficult to pursue. Liaising with both LPL, the former directors and the various parties, I was able to ascertain what debts were likely to be collected.

- 3.7 I was able to reach a settlement from 3 of the Company's debtors. In addition, one of the debtors had subsequently been placed into liquidation. I contacted the Liquidator to submit my claim and received a dividend payment of 43 pence in the pound in April 2018. In total, the book debts recovered totalled £4,046.

Motor Vehicles

- 3.8 One of the assets listed in the director's Statement of Affairs was a Ford Transit panel van. Upon appointment I inspected the paperwork and discovered the van was registered to an associated Company and was merely being utilised by the Company. In light of this, the van could not be sold and had to be returned to said Company.

Plant and Equipment

- 3.9 Prior to my appointment as liquidator, in July 2017 the directors, having already ceased to trade, sold operating equipment, including the jetwashers, washing machine & tumble dryer, vacuum and other cleaning equipment to EPOS Direct Limited ("EPOS") for the sum of £5,419.88 plus VAT. It should be noted that one of the directors of EPOS, Francis Appiah – Boakye, had previously been a director of the Company, having resigned in October 2016.
- 3.10 I have reviewed the terms of the sale and am satisfied fair value was paid. The remaining equipment were of little realisable value as the costs to remove and uplift the items were comparable to their value. These items were abandoned.

Creditors (claims and distributions)

- 3.11 Further information on the outcome for creditors in this case can be found at section 4 of this report. A liquidator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 3.12 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be, however a liquidator is required by statute to undertake this work.

Investigations

- 3.13 You may recall from my first progress report to creditors that some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.14 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 3.15 Since my last progress report I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

4 Outcome for Creditors

Secured Creditors

- 4.1 According to Company records there were no secured creditors.

Preferential Creditors

- 4.2 As anticipated, no preferential creditor claims have been received.

Unsecured Creditors

CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

- 4.3 I received claims totalling £436,704 from 4 creditors.
- 4.4 No floating charges were granted to secured creditors by the Company. Accordingly, there was no requirement under s176A of the Insolvency Act 1986 to create a fund out of the Company's net floating charge property for unsecured creditors, known as the Prescribed Part.
- 4.5 Overall, I can confirm that the realisations are insufficient to declare a dividend to the unsecured creditors, aside from the dividend from the unsecured creditors' fund noted above. Overall, I can confirm that the realisations in the liquidation are insufficient to declare a dividend to the unsecured creditors after defraying the expenses of the proceedings.

5 Liquidator's Remuneration & Expenses

- 5.1 The basis of the Liquidator's remuneration was fixed a set fee of £3,700 plus VAT.
- 5.2 The Liquidator has drawn £3,077 against the total set fee approved by creditors. No further fees will be taken.
- 5.3 Attached as Appendix E is additional information in relation to the Liquidator's fees and the expenses and disbursements incurred in the liquidation.

A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.icaew.com/en/technical/insolvency/creditors-guides>

6 Conclusion

- 6.1 This final account will conclude my administration of this case. The Notice accompanying this account explains creditors rights on receipt of this information and also when I will vacate office and obtain my release as Liquidator.

Yours faithfully

Jeremy Berman
Liquidator

Encl

Receipts and Payments Account from 6 October 2018 to 7 June 2019

CICS Facilities Management Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 06/10/2018 To 07/06/2019 £	From 06/10/2017 To 07/06/2019 £
	ASSET REALISATIONS		
	Bank Interest Gross	1.58	4.07
Uncertain	Book Debts	NIL	4,046.13
NIL	Employee Advances	NIL	NIL
3,000.00	Motor Vehicles	NIL	NIL
Uncertain	Plant & Equipment	NIL	NIL
		<u>1.58</u>	<u>4,050.20</u>
	COST OF REALISATIONS		
	Debt Collection Agency Fees	NIL	809.83
	Liquidators Fees	3,076.82	3,076.82
	Specific Bond	19.05	19.05
	Statutory Advertising	<u>144.50</u>	<u>144.50</u>
		(3,240.37)	(4,050.20)
	UNSECURED CREDITORS		
(163,919.00)	Customs & Excise-VAT	NIL	NIL
(121,120.00)	Directors	NIL	NIL
(31,609.00)	Inland Revenue-PAYE	NIL	NIL
(28,393.00)	NIC	NIL	NIL
(15,759.00)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<u>(357,900.00)</u>		<u>(3,238.79)</u>	<u>0.00</u>
	REPRESENTED BY		
			<u><u>NIL</u></u>

Cumulative Receipts and Payments Account for Period from 6 October 2017 to 7 June 2019

CICS Facilities Management Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 07/06/2019

S of A £		£	£
	ASSET REALISATIONS		
Uncertain	Plant & Equipment	NIL	
3,000.00	Motor Vehicles	NIL	
Uncertain	Book Debts	4,046.13	
NIL	Employee Advances	NIL	
	Bank Interest Gross	4.07	
			4,050.20
	COST OF REALISATIONS		
	Specific Bond	19.05	
	Liquidators Fees	3,076.82	
	Debt Collection Agency Fees	809.83	
	Statutory Advertising	144.50	
			(4,050.20)
	UNSECURED CREDITORS		
(15,759.00)	Trade & Expense Creditors	NIL	
(121,120.00)	Directors	NIL	
(31,609.00)	Inland Revenue-PAYE	NIL	
(28,393.00)	NIC	NIL	
(163,919.00)	Customs & Excise-VAT	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(357,900.00)			(0.00)
	REPRESENTED BY		
			NIL

Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any sub-contractors in this case.

2 Professional Advisors

- 2.1 On this assignment we have used the professional advisor listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
LPL Commercial Investigations (Debt Collection)	12.5% commission on book debt recoveries (debt < 12 months) 15% commission (debt > 12 months < 24 months) 20% commission (debt >24 months) No win no fee

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Liquidator's Expenses & Disbursements

- 3.1 A copy of the estimate of expenses (including disbursements), in addition to details of expenses already incurred, which were provided to creditors when the basis of my fees were approved, is set out below:

CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

	Paid in prior period \$	Paid in the period covered by this report \$	Incurred but not paid to date \$	Total anticipated cost \$
Agents' costs	n/a	809	Nil	Uncertain
Statutory advertising	n/a	145	Nil	145
Specific penalty bond	n/a	90	Nil	90
External storage of books & records	n/a	7	7	14
Case related travel & subsistence	n/a	19	Nil	19
[Other – list]				
Category 2 disbursements				
Business mileage	Nil	Nil	Nil	Nil
[Other - list]				

Summary of Liquidator's expenses

- 3.2 A summary of the expenses paid by the Liquidator during the Period can be found in the Receipts and Payments account at Appendix A. An outline of the total expenses paid during the Liquidation can be found in the Receipts and Payments account at Appendix B.
- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. No Category 2 Disbursements costs were incurred in this instance.

Privacy Notice

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. **Berley Chartered Accountants** will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is *considered more sensitive, for example health records* and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact **Mark Levy - Data Protection Officer at 76 New Cavendish Street, London W1G 9TB, info@berley.co.uk** so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.