

in accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

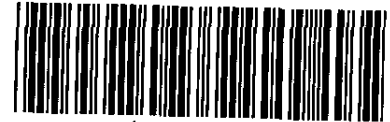
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY

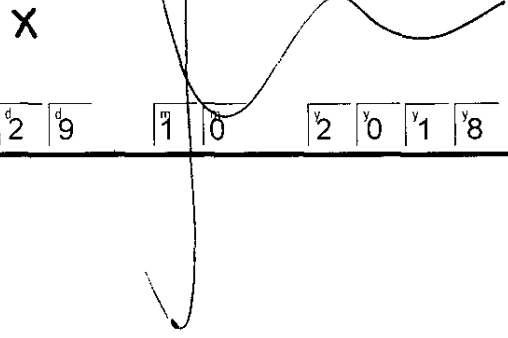


A19 \*A7HP7IYJ\* 31/10/2018 #256  
COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 7 6 9 7 3 8 7	→ Filling in this form Please complete in typescript or in bold black capitals
Company name in full	CICS Facilities Management Ltd	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Jeremy	
Surname	Berman	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	76 New Cavendish Street	
Street	London	
Post town	W1G 9TB	
County/Region		
Postcode		
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)		① Other liquidator Use this section to tell us about another liquidator.
Surname		
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number		② Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>																	
From date	d	0	d	6	m	1	m	0	y	2	y	0	y	1	y	7		
To date	d	0	d	5	m	1	m	0	y	2	y	0	y	1	y	8		
<b>7</b>	<b>Progress report</b>																	
<input type="checkbox"/> The progress report is attached																		
<b>8</b>	<b>Sign and date</b>																	
Liquidator's signature	Signature																	
													X					
Signature date	d	2	d	9	m	1	m	0	y	2	y	0	y	1	y	8		

LIQ03

## Notice of progress report in voluntary winding up

**Presenter information**

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

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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

# **Liquidator's Annual Progress Report to Creditors & Members**

**CICS Facilities Management Ltd  
- in Liquidation**

**29 October 2018**

## **CICS FACILITIES.MANAGEMENT LTD - IN LIQUIDATION**

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## **CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION**

### **1 Introduction and Statutory Information**

- 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. This progress report covers the period from 6 October 2017 to 5 October 2018 (the **Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 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 principal trading address of the Company was 206 Turners Hill, Cheshunt, Herts EN8 9DE.
- 1.4 The registered office of the Company has been changed to 76 New Cavendish Street, London W1G 9TB and its registered number is 07697387.

### **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

#### ***Administration (including statutory compliance & reporting)***

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details of all the work I anticipate will need to be done in this area is outlined to creditors in my enclosed fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds 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
- 2.5 As noted in my enclosed fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

## CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

### Realisation of Assets

#### *Book Debts*

- 2.6 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.
- 2.7 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 was £4,046.

#### *Motor Vehicles*

- 2.8 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*

- 2.9 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.
- 2.10 I have reviewed the terms of the sale and am satisfied fair value was paid.
- 2.11 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.
- 2.12 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and unsecured creditors of the Company.

## CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

### *Creditors (claims and distributions)*

- 2.13 Further information on the anticipated outcome for creditors in this case can be found at Section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), 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.
- 2.14 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.15 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.16 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 4 unsecured creditor claims in this case with a value per the directors' statement of affairs of 360,800.
  - There are no secured creditors.

### *Investigations*

- 2.17 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.
- 2.18 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.19 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations



## CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

### ***Matters still to be dealt with***

- 2.20 I am awaiting confirmation from my debt collection agents on the prospect of any further recoveries. Once it has been established there will be no further recoveries, I will obtain VAT and tax clearance from HM Revenue and Customs and take steps to close the liquidation.

## **3 Creditors**

### ***Secured Creditors***

- 3.1 According to Company records there are no secured creditors.

### ***Preferential Creditors***

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

### ***Unsecured Creditors***

- 3.3 I have received claims totalling £436,704 from 4 creditors.
- 3.4 The Company did not grant a floating charge to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).
- 3.5 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

## **4 Liquidator's Remuneration**

- 4.1 I reported to creditors' in my letter of 10 October 2017 that a resolution agreeing the basis of my remuneration would be deferred to a later date rather than being sought at that time. I am now writing to make arrangements with creditors to approve the basis of my remuneration and propose dealing with this by correspondence under the provisions of Rule 4.63A of the Insolvency Rules 1986 in order to save costs. This will be dealt with under separate cover but is enclosed with this report.

## **CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION**

- 4.2 This report should be read in conjunction with the attached fee estimate and approval documentation to give creditors a greater understanding of the work undertaken so far.
- 4.3 My time costs for the Period are £17,621. This represents 64 hours at an average rate of £272 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. As I will be seeking creditors sanction for my remuneration to be fixed as a set fee, this analysis is for information purposes only.
- 4.4 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>
- 4.5 Attached as Appendix C is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

### **5 Creditors' Rights**

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

### **6 Next Report**

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 020 7636 9094 or by email at [info@berley.co.uk](mailto:info@berley.co.uk)

**CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION**

Yours faithfully

Jeremy Berman  
**Liquidator**

Encl

**CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION**

**Appendix A**

**Receipts and Payments Account for the Period from 6 October 2017 to 5 October 2018**

**CICS Facilities Management Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**  
**To 05/10/2018**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
Uncertain	Plant & Equipment	NIL	
3,000.00	Motor Vehicles	NIL	
Uncertain	Book Debts	4,046.13	
NIL	Employee Advances	NIL	
	Bank Interest Gross	2.49	
			4,048.62
	<b>COST OF REALISATIONS</b>		
	Debt Collection Agency Fees	809.83	
			(809.83)
	<b>UNSECURED CREDITORS</b>		
(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
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	
			NIL
<b>(357,900.00)</b>			<b>3,238.79</b>
	<b>REPRESENTED BY</b>		
	Input VAT		161.97
	Bank 1 - Current		3,076.82
			<b>3,238.79</b>

**CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION**

**Appendix B**

**Time Analysis for the Period from the 6 October 2017 to 5 October 2018**

SIP9 Detailed Report  
C500 CICS Facilities Management Ltd  
Creditors Voluntary Liquidation  
06/10/2017 to 05/10/2018

Administration and planning										
Review of Bordereau level	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.25	81.25	325.00
Vat correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33	66.67	202.03
Diary Review	0.00	0.75	0.00	0.00	0.00	0.00	0.00	2.25	543.75	241.67
Case Review	2.00	15.25	0.00	0.00	0.00	0.00	0.00	18.00	5,856.25	325.35
Members meeting	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.75	243.75	325.00
Diary Updating	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.25	81.25	325.00
Letter Processing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	800.00	100.00
Notification of appointment to Registrar of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	150.00	200.00
Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	100.00	200.00
Billing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	487.50	325.00
Correspondence with Directors	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.25	81.25	325.00
Conversation with Director	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.33	66.67	202.03
Conversation with Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.75	568.75	325.00
Closing Consideration	0.00	1.75	0.00	0.00	0.00	0.00	0.00	0.25	50.00	200.00
Statutory Advertisement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33	66.67	202.03
Correspondence with Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	100.00	325.00
Conversation with Inland Revenue	0.00	0.50	0.00	0.00	0.00	0.00	0.00	1.00	100.00	100.00
Copying Documentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	50.00	100.00
Email	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.51	99.99	198.06
Bank Reconciliation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	300.00	200.00
Daily Bank postings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.98	200.01	202.03
Paying in instructions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.83	166.67	200.81
Statutory Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33	66.67	202.03
VAT	2.00	21.25	0.00	0.00	0.00	0.00	0.00	41.65	10,389.60	249.45

SIPA Subcategory	Partner	Manager	Staff	Administrative	Clerical	Total Hours	Charge	Rate
Agreement of creditors claims	0.00	0.50	0.00	0.00	0.00	0.50	162.50	325.00
Creditor Correspondence	0.00	0.40	0.00	0.75	0.00	1.15	205.00	178.26
Creditors Meeting	0.00	0.75	0.00	0.00	0.00	0.75	243.75	325.00
Investigations	0.00	1.65	0.00	0.75	0.00	2.40	611.25	254.69
Directors Disqualification Reports	1.00	1.50	0.00	0.00	0.00	2.50	862.50	345.00
Investigation	0.00	7.75	0.00	0.00	0.67	8.42	2,652.08	314.97
Investigation of assets	1.00	9.25	0.00	0.00	0.67	10.92	3,514.58	321.85
Debt collection	0.00	8.00	0.00	0.00	0.00	8.00	2,600.00	325.00
Debtor review	0.00	1.25	0.00	0.00	0.00	1.25	406.25	325.00
Special Projects	0.00	9.25	0.00	0.00	0.00	9.25	3,006.25	325.00
Specific Bond Insurance	0.00	0.00	0.00	0.00	0.50	0.50	100.00	200.00
	0.00	0.00	0.00	0.00	0.50	0.50	100.00	200.00
Hours	3.00	41.40	0.00	10.25	10.07	64.72		
Charge	1,125.00	13,455.00	0.00	1,025.00	2,016.88		17,621.88	272.28



## 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 are not proposing to utilise the services of any sub-contractors in this case.

### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors 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

#### *Current position of Liquidator's expenses*

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

## CICS FACILITIES MANAGEMENT LTD - IN LIQUIDATION

				Total anticipated costs £
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]				
<b>Category 2 disbursements</b>				
Business mileage	Nil	Nil	Nil	Nil
[Other - list]				

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. These disbursements are included in the tables of expenses above.

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. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

## 4 Charge-Out Rates

4.1 Berley's current charge-out rates effective from 1 April 2013 are detailed below. Please note this firm records its time in minimum units of 5 minutes. As I will be seeking sanction for my remuneration to be fixed as a set fee, this analysis is for information purposes only.

4.2

Category of Staff	Per Hour £
SECRETARIAL	100-125
ADMINISTRATIVE	100
JUNIOR	100
CASHIER	200-250
SENIOR ADMINISTRATOR	275-350
MANAGER	325-400
PARTNER	550-675

## 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](mailto: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.