

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 0 7 6 0 6 1 5 2

Company name in full HPS Statistics Limited

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Liquidator's name

Full forename(s) Steven

Surname Parker

3 Liquidator's address

Building name/number 1 Radian Court

Street Knowlhill

Post town Milton Keynes

County/Region

Postcode M K 5 8 P J

Country

4 Liquidator's name

Full forename(s) Trevor

Surname Binyon

Other liquidator

Use this section to tell us about another liquidator.

5 Liquidator's address

Building name/number 1 Radian Court

Street Knowlhill

Post town Milton Keynes

County/Region

Postcode M K 5 8 P J

Country

Other liquidator

Use this section to tell us about another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	3	0	1	0	2	0	2	0
To date	2	9	1	0	2	0	2	1

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d1^d7^m1^m2^y2^y0^y2^y1

LIQ03

Notice of progress report in voluntary winding up



Presenter information

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

Steven John Parker

Opus Restructuring LLP

1 Radian Court

Knowlhill

Milton Keynes

Postcode

M	K	5		8	P	J	
---	---	---	--	---	---	---	--

DX

01908 087220



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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

**HPS Statistics Limited
(In Members' Voluntary Liquidation)**

Annual Progress Report to 29 October 2021

Steven John Parker

Trevor John Binyon

Opus Restructuring LLP

1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ

CONTENTS

1. Introduction
2. Administration and Planning (including statutory reporting)
3. Asset Realisations
4. Creditors
5. Distributions to Shareholders
6. Ethics
7. Costs and Expenses
8. Further Information
9. Conclusion

APPENDICES

1. Statutory Information
2. Receipts and Payments Account for the period 30 October 2020 to 29 October 2021
3. Analysis of Time Costs
4. Charge-out Rates and Disbursement Policy
5. Privacy Notice

1. INTRODUCTION

The purpose of this report is to detail the acts and dealing as Joint Liquidator of HPS Statistics Limited (In Liquidation) ("the Company") for the year ended 29 October 2020 and it should be read in conjunction with previous correspondence to members.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

2. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that the Joint Liquidators and their staff carry out our work to high professional standards.

3. ASSET REALISATIONS

The Receipts and Payments Account for the whole period of the winding-up is attached at Appendix 1.

Detailed below is key information about asset realisations.

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £82,591.12 which comprised of a director's loan and prepayments.

Director's Loan

Prior to the commencement of the liquidation, the sum of £78,391.12 was drawn from the Company's bank account as a Director's Loan. On 3 December 2020, the loan was distributed by Deed of Setoff. Further details of this distribution can be seen at section 5.

Prepayments

The sum shown as prepayments on the Declaration of Solvency is represented by funds held by the Company's accountants to discharge the costs and expenses of the liquidation including final accounting costs. The final accountants' costs were drawn from the prepayment and the VAT on the final invoice was reclaimed prior to the Joint Liquidators' appointment.

4. CREDITORS

Secured creditors

There were no secured creditors.

Preferential creditors

There were no preferential creditors.

Unsecured creditors

There were no unsecured creditors.

5. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions were made to the shareholders:

Date of distribution	£ per share distributed	Total amount distributed (by Setoff)
3 December 2020	78,391.12	£78,391.12
Total	78,391.12	£78,391.12

The above included a distribution by Deed of Setoff of the director's loan account with a total estimated value of £78,391.12. This valuation was based upon confirmation of the value of the loan provided by the Company's accountants.

6. COSTS AND EXPENSES

The payments shown on the Receipts and Payments Account at Appendix 1 are self-explanatory.

Joint Liquidators' Remuneration

The Joint Liquidators' remuneration was approved on a fixed fee basis in relation to this assignment as authorised by the passing of the following written resolution by the members of the Company on 30 October 2020:

"An ordinary resolution that the remuneration of the Joint Liquidators be fixed at £3,500.00, inclusive of tax advisory fees and disbursements plus VAT, for carrying out the services as detailed in the terms of engagement. This amount assumes no undue complications arise, also that all accounting information up to the date of liquidation is readily available. If time costs exceed the fixed amount due to unforeseen problems it is resolved that the Joint Liquidators will seek authority from the members to charge additional fees on a time cost basis by reference to the Opus Restructuring LLP scale of charges."

Joint Liquidators' Disbursements

The Joint Liquidators' category 1 disbursements incurred and paid total £43.19 and are detailed at Appendix 2. The recovery of this category of disbursement represents the simple reimbursement of actual out of pocket expenses made on behalf of the assignment.

The Joint Liquidators' category 2 disbursements incurred total £65.00. These have been drawn in accordance with the resolution passed by the members on 30 October 2020. The basis of calculation of this category of disbursement was disclosed to members prior to the resolution being passed and is also detailed at Appendix 3.

7. ETHICS

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

8. FURTHER INFORMATION

Members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

9. CONCLUSION

The administration of the liquidation will continue in order to finalise the following outstanding matters:

- **HMRC clearances continued to be chased**

If you require any further information please contact Conor March on 01908 087229.

A handwritten signature in black ink, appearing to read 'Steven John Parker', written over a horizontal line.

Steven John Parker
Joint Liquidator

Appendix 1

STATUTORY INFORMATION

HPS Statistics Limited (In Liquidation)

Registered office: 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Former Registered Office: 21 Nelson Road New Malden Surrey KT3 5EA

Registered Number: 07606152
Other trading names: None

Name of Liquidators: Steven John Parker
Trevor John Binyon
Address of Liquidators: 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ

IP Numbers 8989
9285
Date of Appointment of Liquidators: 30 October 2020
Appointed By: The members
Contact Name: Conor March
Email Address: conor.march@opusllp.com
Telephone Number: 01908 087220

The Company's principal activity was data processing, hosting and related activities.

HPS Statistics Limited - In Members Voluntary Liquidation
Joint Liquidators' Abstract of Receipts & Payments

From 30 October 2020 to 29 October 2021

S of A £		£
RECEIPTS		
NIL	Director's Loans	78,391.12
NIL	Prepayments	2,520.00
NIL		<u>80,911.12</u>
PAYMENTS		
NIL	Office Holders Fees	(1,599.06)
NIL	Office Holders' Expenses	(68.19)
NIL	Statutory Advertising	(245.25)
NIL	Vat Irrecoverable	(382.50)
NIL	Licence Fees	(185.00)
NIL	Specific Bond	(40.00)
NIL	Ordinary Shareholders	(78,391.12)
0		<u>(80,911.12)</u>
0	CASH IN HAND	<u>NIL</u>

Pre & Post Appointment Remuneration Schedule
HPS Statistics Limited
Between 30 October 2020 and 29 October 2021

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.20	0.00	3.90	7.60	11.70	1,842.50	157.48
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.20	0.00	0.20	35.00	175.00
Case Specific Matters	0.00	0.00	0.00	1.30	1.30	162.50	125.00
Pre Appointment	0.00	0.00	0.00	0.20	0.20	25.00	125.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.20	0.00	4.10	9.10	13.40		
Time costs	85.00	0.00	817.50	1,162.50		2,065.00	
Average hourly rate	425.00	0.00	199.39	127.75			154.10

Description	Total Incurred £	Total Recovered £
CAT 1 Bonding	40.00	40.00
CAT 1 Postage	3.14	3.14
CAT 1 Bank charges	0.05	0.05
CAT 2 Smartsearch fee	5.00	5.00
CAT 2 Red Flag search	10.00	10.00
CAT 2 Virtual Cabinet	50.00	50.00
Totals	108.19	108.19

Summary of Fees

Time spent in administering the Assignment	Hours	13.40
Total value of time spent to 29 October 2021	£	2,065.00
Total Pre & Post Appointment fees charged to 29 October 2021	£	1,599.06

Opus Restructuring LLP

Information relating to Opus Restructuring LLP's Fees and Expenses

Explanation of Opus Restructuring LLP's charging and disbursement recovery policies

Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Rates from 01.05.2020 £'s
Partner	375 – 425
Senior Manager / Director	325 – 350
Assistant Manager / Manager	250 – 300
Junior Administrator / Administrator / Senior Administrator	150 – 225
Cashier	150
Support Staff	100

Disbursement recovery

Disbursements are categorised as either Category 1 or 2 Category 2.

Category 1 disbursements will generally comprise of external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from members is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case, (including business mileage up to the HMRC approved rate for cases commenced before 1 November 2011.) Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

There is no statutory requirement for the shareholders to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the liquidator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the liquidator's own firm), commonly known as Category 2 Disbursements, they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

The Category 2 Disbursements which may be charged in a solvent liquidation are as follows (shown net of VAT):

	£
Room Hire (for internal room hire outside of London and London)	100 / 150
Virtual Meetings	100
Photocopying/scanning/faxes (internal)	10p per side
Business mileage per mile	45p
Smartsearch per search – UK based	5
Smartsearch per search – rest of world	47.50 - 185
File set-up cost (per file)	6
Company Searches (downloading and printing documents)	10
Virtual Cabinet	50

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

Smartsearch charges for UK based searches which range from £2.53 to £7.49. Accordingly, an average of £5 is charged.

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP are: 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ, 01908 087220, miltonkeynes@opusllp.com.</p> <p>Where an insolvency practitioner of Opus Restructuring LLP is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ, 01908 087220, miltonkeynes@opusllp.com.</p> <p>[ALSO ADD REPRESENTATIVE OF THE CONTROLLER(S) AND DATA PROTECTION OFFICER(S), IF THERE ARE ANY]</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none">• deliver services and meet legal responsibilities• verify identity where this is required• communication by post, email or telephone• understand needs and how they may be met• maintain records• process financial transactions• prevent and detect crime, fraud or corruption• may also need to use data to defend or take legal actions related to the above

Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Opus Restructuring LLP has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>
Who we share our data with	<p>[if applicable] Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p>[if applicable]Other member firms and/or Other offices Details of our member firm/other office locations are available here www.opusllp.com. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p>[if applicable]Third party organisations that provide applications/functionality, data processing or IT services to us We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>[if applicable]Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable</p>

	<p>law or regulation</p> <p>Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
How long we retain your personal information	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ, 01908 087220, miltonkeynes@opusllp.com. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at miltonkeynes@opusllp.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>

Changes to our privacy statement	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ.</p> <p>This privacy statement was last updated on 21 September 2021.</p>
Complaints	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	<p>The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.</p>