

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

|                      |                    |   |   |   |   |   |   |   |
|----------------------|--------------------|---|---|---|---|---|---|---|
| Company number       | 0                  | 5 | 9 | 1 | 8 | 4 | 2 | 8 |
| Company name in full | Silk Brief Limited |   |   |   |   |   |   |   |

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

### 2 Liquidator's name

|                  |         |
|------------------|---------|
| Full forename(s) | Neil    |
| Surname          | Bennett |

### 3 Liquidator's address

|                      |                          |
|----------------------|--------------------------|
| Building name/number | Leonard Curtis           |
| Street               | 5th Floor<br>Grove House |
| Post town            | 248a Marylebone Road     |
| County/Region        | London                   |
| Postcode             | N W 1 6 B B              |
| Country              |                          |

### 4 Liquidator's name ①

|                  |             |
|------------------|-------------|
| Full forename(s) | Alex        |
| Surname          | Cadwallader |

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

### 5 Liquidator's address ②

|                      |                          |
|----------------------|--------------------------|
| Building name/number | Leonard Curtis           |
| Street               | 5th Floor<br>Grove House |
| Post town            | 248a Marylebone Road     |
| County/Region        | London                   |
| Postcode             | N W 1 6 B B              |
| Country              |                          |

② **Other liquidator**  
Use this section to tell us about another liquidator.

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## 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

*[Handwritten Signature]*

X

Signature date

<sup>d</sup> 1 <sup>d</sup> 1

<sup>m</sup> 07 <sup>m</sup>

2023

# 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 **Samuel Wood**

Company name **Leonard Curtis**

Address **5th Floor**

**Grove House**

**248a Marylebone Road**

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**



## Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have attached the required documents.
- You have signed the form.



## Important information

All information on this form will appear on the public record.



## Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



## Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](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)



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**Silk Brief Limited**  
**(In Creditors' Voluntary Liquidation)**

Company Number: 05918428

Registered Office: 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB

Former Trading Address: 4 Stone Lane, Meldreth, South Cambridgeshire SG8 6NZ

**Joint Liquidators' Final Account**  
**pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)**  
**and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**

**14 November 2022**

Leonard Curtis  
5th Floor, Grove House, 248a Marylebone Road  
London NW1 6BB

Tel: 020 7535 7000 Fax: 020 7723 6059  
recovery@leonardcurtis.co.uk

Ref: L/18/SVW/SIL12/115

**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 Other Matters

**APPENDICES**

- A Summary of Joint Liquidators' Receipts and Payments from 17 February 2020 to 14 November 2022
- B Summary of Joint Liquidators' Expenses from 17 February 2020 to 14 November 2022
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- D Notice of Final Account Prior To Dissolution
- E Privacy Notice

**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Neil Bennett and Alex Cadwallader were appointed Joint Liquidators of Silk Brief Limited ("the Company") on 17 February 2020.
- 1.2 Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association and Alex Cadwallader is authorised to act as an insolvency practitioner 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 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), as the Company's affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 26 February 2020.

**Assets Realised / Unrealisable Assets**

- 2.2 No assets have been realised during the liquidation and no assets remain to be realised.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

A summary of the Joint Liquidators' final receipts and payments for the entire liquidation, including details of all receipts and payments for the period from 17 February 2022 to 14 November 2022, is attached at Appendix A.

**4 OUTCOME FOR CREDITORS**

**Secured Creditors**

- 4.1 There are no secured creditors.

**Preferential Creditors**

- 4.2 As at the date of liquidation, there were preferential creditors, with estimated claims totalling £437.
- 4.3 Further to previous reports, a claim for outstanding pension contributions was made to the Redundancy Payments Service ("RPS") and we have received confirmation from the pension provider that the sums were received in full. No claim has been received from the RPS into the liquidation.
- 4.4 No funds have been realised and as a result there will be no dividend to preferential creditors.

#### Prescribed Part

- 4.5 As there are no secured creditors holding a qualifying floating charge, there is no requirement to set aside a prescribed part of net property.

#### Ordinary Unsecured Creditors

- 4.6 As at the date of liquidation, there were 6 unsecured creditors, with estimated claims totalling £75,093.
- 4.7 No funds have been realised. As a result, there will be no dividend to ordinary unsecured creditors.
- 4.8 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

### 5 INVESTIGATIONS

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 No resolution has been proposed to creditors in respect of the Joint Liquidators' remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators' remuneration from the estate.

#### Expenses

- 6.2 A summary of the Joint Liquidators' expenses from 17 February 2020 to 14 November 2022 is attached at Appendix B. 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.
- 6.3 With effect from 1 April 2021, the Joint Liquidators are also 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. Payments to associates are subject to the same level of approval as the Joint Liquidators' fees and category 2 expenses.
- 6.4 No resolution was proposed to creditors with regard to either payments to associates or the Joint Liquidators' category 2 expenses.

## Silk Brief Limited – In Creditors' Voluntary Liquidation

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- 6.5 Attached at Appendix C 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.
- 6.6 As reported previously, during the liquidation the following professional advisors ("PA") and / or subcontractors ("S") have been instructed:

| Name of Professional Advisor           | PA / S | Service Provided      | Basis of Fees |
|--|--------|-----------------------|---------------|
| Clumber Consultancy Limited<br>("CCL") | PA     | Pension Scheme Advice | Fixed Fee     |

CCL were instructed to undertake a review of the Company's employee pension scheme, to provide details of outstanding matters relating to the scheme and if necessary, to assist in making a claim for any outstanding contributions.

The work undertaken by CCL could have been carried out by the Joint Liquidators, however, CCL have greater experience in dealing with pension schemes in insolvency scenarios and carry out these services for a fixed fee (£350 for report including a further fixed of £425 for dealing with a claim to the RPS for unpaid contributions). The cost of dealing with employee claims would be greater if dealt with by the Joint Liquidators on a time cost basis and as such CCL's instruction was ultimately in the best interest of creditors.

## 7 OTHER MATTERS

### Release from office

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company's creditors objected to the Joint Liquidators' release. Such an objection to the Joint Liquidators' release must be received within eight weeks from the date of receipt of the notice attached at Appendix D. Please note, all objections should be made in writing and sent to Samuel Wood at Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 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 from the R3 website via the following link:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

- 7.4 If you would prefer this to be sent to you in hard copy form, please contact Samuel Wood of this office on 020 7535 7000.
- 7.5 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>

- 7.6 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**

- 7.7 When submitting details of your claim in the liquidation, you may have disclosed 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 E, 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

  
**NEIL BENNETT**  
**JOINT LIQUIDATOR**

Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and Alex Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501

**SUMMARY OF JOINT LIQUIDATORS’ RECEIPTS AND PAYMENTS FROM 17 FEBRUARY 2020  
TO 14 NOVEMBER 2022**

|                        | Estimated<br>to realise<br>£ | Previous<br>periods<br>£ | 17/02/2022<br>to<br>14/11/2022<br>£ | Cumulative<br>£ |
|------------------------|------------------------------|--------------------------|-------------------------------------|-----------------|
| <b>RECEIPTS</b>        |                              |                          |                                     |                 |
| None                   | -                            | -                        | -                                   | -               |
| <b>PAYMENTS</b>        |                              |                          |                                     |                 |
| None                   |                              | -                        | -                                   | -               |
|                        |                              | -                        | -                                   | -               |
| <b>BALANCE IN HAND</b> |                              | -                        | -                                   | -               |

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 17 FEBRUARY 2020 TO 14 NOVEMBER 2022

## Standard Expenses

| Type                  | Charged by                       | Description                          | Total Amount Incurred to Date<br>£ | Amount Incurred in the period 17/02/2022 to 14/11/2022<br>£ | Amount Paid<br>£ | Amount Unpaid<br>£ |
|-----------------------|----------------------------------|--------------------------------------|------------------------------------|---|------------------|--------------------|
| Bond Fee              | AUA Insolvency Risk Services Ltd | Insurance bond                       | 10.00                              | -   | -                | 10.00              |
| Document Hosting      | Pelstar Computing Ltd            | Hosting of documents for creditors * | 21.00                              | -   | -                | 21.00              |
| Software Licence Fee  | Pelstar Computing Ltd            | Case management system licence fee * | 87.00                              | -   | -                | 87.00              |
| Statutory Advertising | Courts Advertising Ltd           | Advertising                          | 183.60                             | -   | -                | 183.60             |
|                       |                                  | <b>Total standard expenses</b>       | <b>301.60</b>                      | <b>-</b>  | <b>-</b>         | <b>301.60</b>      |

\* Payment to Associate requiring specific creditor / committee approval if drawn after 1 April 2021

## Case Specific Expenses

| Type              | Charged by              | Description                          | Total Amount Incurred to Date<br>£ | Amount Incurred in the period 17/02/2022 to 14/11/2022<br>£ | Amount Paid<br>£ | Amount Unpaid<br>£ |
|-------------------|-------------------------|--------------------------------------|------------------------------------|---|------------------|--------------------|
| Professional Fees | Clumber Consultancy Ltd | Pension scheme review and assistance | 775.00                             | 425.00  | -                | 775.00             |
|                   |                         | <b>Total case specific expenses</b>  | <b>775.00</b>                      | <b>425.00</b>   | <b>-</b>         | <b>775.00</b>      |

**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     | 650                  | 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       |

In respect of assignments pre-dating 1 March 2022, 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 (LC). 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 on the next page for further details).

Leonard Curtis Legal Limited (LC Legal) are part of the LCBSG group; as such they are an “Associate” of LC. Where LC Legal are instructed to assist an office-holder in a particular matter from 1 March 2022 onwards, details of their proposed costs will be provided to creditors and specific approval for payments to associates will be sought.

Additionally, whilst not meeting 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 expenses 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.

## Silk Brief Limited – In Creditors’ Voluntary Liquidation

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<br><br>Note that with effect from 1 April 2021, these costs are no longer recovered from the estate.   |           |                |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| 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 border="1"> <thead> <tr> <th>Type</th> <th>First 100</th> <th>Every addtl 10</th> </tr> </thead> <tbody> <tr> <td>ADM</td> <td>£14.00</td> <td>£1.40</td> </tr> <tr> <td>CVL</td> <td>£7.00</td> <td>£0.70</td> </tr> <tr> <td>MVL</td> <td>£7.00</td> <td>£0.70</td> </tr> <tr> <td>CPL</td> <td>£7.00</td> <td>£0.70</td> </tr> <tr> <td>CVA</td> <td>£10.00</td> <td>£1.00</td> </tr> <tr> <td>BKY</td> <td>£10.00</td> <td>£1.00</td> </tr> <tr> <td>IVA</td> <td>£10 p.a. or £25 for life of case</td> <td></td> </tr> </tbody> </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<br>3-6 months £321.00<br>6-12 months £519.00  |           |                |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |

## Silk Brief Limited – In Creditors' Voluntary Liquidation

|  |  |   |
|--|--|---|
| Statutory advertising via advertising agents | Advertising of appointment, notice of meetings etc.<br>- London Gazette<br>- Other | £91.80 - £102.00 plus VAT per advert<br>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:

| Type                 | Description   | Amount  |
|----------------------|---|---|
| Agents' fees         | Costs of appointed agents in valuing and realising assets   | Time costs plus disbursements plus VAT                              |
| Debt Collection fees | Costs of appointed debt collectors in realising debts   | Generally agreed as a % of realisations plus disbursements plus VAT |
| Legal fees           | Costs of appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. Where the solicitor appointed is LC Legal, any fee payable for work completed is classed as a payment to an associate and requires specific creditor / committee approval as detailed above. | Time costs plus disbursements plus VAT                              |
| Other expenses       | See Category 1 and 2 expenses notes below   | See Category 1 and 2 expenses notes below                           |

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.

S106(1) INSOLVENCY ACT 1986  
R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016

**NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION**

**SILK BRIEF LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")**  
**COMPANY NUMBER: 05918428**

**NOTICE IS HEREBY GIVEN THAT**

It appears to Neil Bennett (IP Number 9083) and Alex Cadwallader (IP Number 9501) of Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB ("the Joint Liquidators") that the Company's affairs are fully wound up.

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| Prescribed Period: | Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined. |
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Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), within 21 days of receipt of the Joint Liquidators' Final Account, 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 their report.

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

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company's creditors object to their release.

Signed: \_\_\_\_\_



Dated: 14 November 2022

**NEIL BENNETT**  
**JOINT LIQUIDATOR**

Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB  
020 7535 7000

## **PRIVACY NOTICE**

### **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.



## **Silk Brief Limited – In Creditors' Voluntary Liquidation**

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### **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, 5<sup>th</sup> 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](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**