

WU07

Notice of progress report in a winding-up by the court



Companies House

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

1 Company details

Company number

Company name in full

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

2 Liquidator's name

Full forename(s)

Surname

3 Liquidator's address

Building name/number

Street

Post town

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 ②

Building name/number

Street

Post town

County/Region

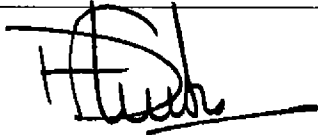
Postcode

Country

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

WU07

Notice of progress report in a winding-up by the court

6	Period of progress report																	
From date	^d	1	^d	7	^m	0	^m	7	^y	2	^y	0	^y	2	^y	2		
To date	^d	1	^d	6	^m	0	^m	7	^y	2	^y	0	^y	2	^y	3		
7	Progress report																	
<input checked="" type="checkbox"/> The progress report is attached																		
8	Sign and date																	
Liquidator's signature	Signature																	
																		
Signature date	^d	0	^d	7	^m	0	^m	9	^y	2	^y	0	^y	2	^y	3		

WU07

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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 **David Frederick Wilson**

Company name **DFW Associates**

Address
29 Park Square West
Leeds

Post town **LS1 2PQ**

County/Region

Postcode

Country

DX

Telephone
01133907940



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

The affairs, business and property of the Company are being dealt with by the Liquidator, who acts as the Company's agent and without personal liability.

Liquidator's Annual Report to Members & Creditors

Altus Media (Eleven) Limited – In Liquidation

For the period 17th July 2022 to 16th July 2023

This report has been produced by the Liquidator solely to comply with his statutory duty to report to members and creditors on the progress of the Liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Altus Media (Eleven) Limited

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Abbreviations

For the purposes of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	Insolvency (England and Wales) Rules 2016
"CVL"	Creditors Voluntary Liquidation
"the Liquidator"	David Frederick Wilson

Data Privacy

Since 25 May 2018 creditors who are individuals (including former employees) now also have enhanced rights under UK Data Protection legislation. The Liquidator is obliged to process personal data in the performance of his statutory duties. Information about the way that we will use, and store personal data on insolvency appointments is enclosed.

1. STATUTORY INFORMATION

Company Number:	08908941
Date of Incorporation:	24 th February 2014

Principal Activity: 59111 – Motion Picture Production Activities
59113 – Television Program Production Activities
459120 – Motion Picture, Video and Television Program Post-Production Activities

Registered Office: 29 Park Square West, Leeds, West Yorkshire, LS1 2PQ

Previous Registered Office: Valhalla House, 30 Ashby Road, Towcester, NN12 6PG

Trading Address: Valhalla House, 30 Ashby Road, Towcester, NN12 6PG

Share Capital: 3,998,159 Shares of £1 each

Shareholders:

Ian Robert Collim	(375,000 Ordinary shares)
Neil Andrew Collim	(550,000 Ordinary Shares)
Rosalind Battersby Dean	(110,000 Ordinary Shares)
Gordon Taylor Deans	(80,000 Ordinary Shares)
Colin John French	(1 Ordinary Shares)
Daniel Francis Hughes	(110,000 Ordinary Shares)
Patrick Terence Hutley	(300,000 Ordinary Shares)
Hugh Keir	(212,743 Ordinary Shares)
David William McComb	(440,000 Ordinary Shares)
Christopher McHale	(144,500 Ordinary Shares)
Alan Neil Moir	(1 Ordinary Shares)
Charles John Perry	(250,000 Ordinary Shares)
Herbert David Perry	(250,000 Ordinary Shares)
Michael Henry Portman	(415,914 Ordinary Shares)
John Frederick Reid	(83,000 Ordinary Shares)
Michael Alan Steele	(77,000 Ordinary Shares)
Kapil Kishore Wadhwani	(300,000 Ordinary Shares)
Tapkeshwar Wadjwani	(300,000 Ordinary Shares)

Director:	Appointed	Resigned
Conn Mulholland	13/03/2019	-
Paul Brett	26/03/2019	-
John Fields	24/02/2014	27/03/2019
Peter Nichols	21/05/2018	08/11/2018

Peter Nichols	24/02/2014	14/03/2017
Timothy Smith	01/06/2014	05/10/2016
Mortgage & Charges:	Created	Satisfied
Taxspecialefx LLP	26/11/2018	Outstanding
Bank Leumi (UK) Plc	10/12/2015	04/09/2017

2. PROGRESS DURING THE PERIOD

Case Strategy

My overall strategy for the Liquidation was and remains to realise the Company's assets as expeditiously as possible. As explained below, recoveries are continuing however they are finite in quantum.

I am yet to clarify the position with regards to the company's entitlement to payments in respect of film rights. My investigations are ongoing as to the potential for any realisations in this regard. However, on present information it appears that will be insufficient asset realisations to allow a dividend to any class of creditor.

I have been assisted in the performance of my duties by a Case Administrator who have the day to day conduct of the Liquidation and who helped me to ensure that work done was carried out at the appropriate grade, having regard to its complexity. I have not used any sub-contractors or professional advisers during this Liquidation. There has been no change to my strategy for the conduct of this case since my appointment.

Receipts and Payments during the Period

Receipts

Bank interest of £75.80 has been received in the period of this report and represents the interest paid on the funds held in the Liquidator's account.

Payments

Secretary of State Fee

The sum of £88 was paid as the quarterly bank charge, which is a statutory charge imposed by the Insolvency Service.

Corporation Tax

The sum of £15.16 has been paid in relation to HMRC in relation to corporation tax.

3. OUTCOME FOR CREDITORS

Secured Creditors

The outstanding fixed and floating charge shown at company's house has been paid but this has not been reflected yet at Companies House.

Preferential Creditors

There are no creditors of this classification.

Unsecured Creditors

The statement of affairs, presented to creditors estimated total unsecured debts of £927,305.29. To date, the Liquidator has received claims of £927,305.29. On present information, it appears that there will be insufficient asset realisations to allow a dividend distribution to this class of creditors.

Prescribed part for unsecured creditors pursuant to Section 176a of the Act

Section 176a of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the Liquidator must make a prescribed part of the company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts.

4. PRE-APPOINTMENT COSTS

All pre appointment matters were dealt with by the official receiver therefore no time was incurred pre-appointment by the Liquidator.

5. LIQUIDATOR'S REMUNERATION DISBURSEMENTS & EXPENSES

On the 12th December 2019 the unsecured creditors resolved by correspondence that

"The basis of the Liquidator's remuneration be on a time cost basis at DFW Associates standard charging rates in accordance with his statutory fee estimate, copies of which have been provided to creditors, and that such remuneration be drawn on account."

My statutory estimate of fees acts as a cap on the amount of remuneration that I can draw out of the assets of the company without further authority from creditors.

By virtue of the approval by creditors to the basis of my remuneration, this cap was set at £36,589.50. The services provided, and to be provided, by me included those required by law and/or professional regulations to deal with the procedure.

I am required to detail whether the below listed actions were for the direct financial benefit of creditors or a Statutory Requirement or both. I have annotated them with either an 'F' for Financial Benefit or 'S' as a Statutory Requirement.

FEE APPROVAL-

1 Administration and case planning

Setting case strategy, performing file reviews, delegating tasks and managing workflows	S
Secure and prepare inventory of books and records; create paper and electronic files; data input	S
Keeping the case data up to date throughout as the case progresses; recording decisions	S
Notification, filing and advertising of the appointment; arrange and monitor insolvency bond	S
Opening and operating estate bank accounts under Statement of Insolvency Practice 11	S
Accounting for VAT, VAT reclaims and Corporation Tax returns; obtaining tax clearance prior to closure	F

2 Investigations

Review of books and records; preliminary investigation under Statement of Insolvency Practice 2	S
Review of Company books and records and affairs of the Company to ascertain any unidentified assets	F
Review of Company bank statements	F
Corresponding with Directors in relation to the Company's affairs	S
Full investigation of any antecedent transactions and recovery action, where in creditors' interests	F
Corresponding with the Directors for delivery of books and records	S
Corresponding with Company advisors in relation to Company Affairs	F

3 Realising assets

Investigation matters as detailed above to ascertain if there are any Company owned assets

F

4 Trading

No Trading

S

5 Creditors

Dealing with the enquiries and claims of unsecured creditors - creditor queries and correspondence, lodging claims	S
Corresponding with creditors advising of Liquidator's appointment, opting out and forming a creditors committee	S
Issuing the report on the Statutory Fees and Expenses Estimates of the Liquidator	S
Convening, conducting, reporting on the decision by correspondence of creditors, filing statutory documents at Companies House	S
Issuing Progress Reports at statutory intervals; filing at Companies House	S
Issuing a draft final and a final report to creditors; filing at Companies House	S

6 Case specific

N/
A

Any matters not specified above

7 Potential areas of further work not anticipated in the fee estimate (milestone events)

If it becomes necessary to extend the Liquidation beyond 36 months	S
If a Creditors' Committee is appointed	S
If it becomes necessary to bring or defend other legal proceedings, or any Employee Tribunal issues	S

Generally, time spent has been in-line with the fee estimate. The variances are detailed below with a short explanation and details.

	Fee Estimated	Actual (from SIP 9 time cost report)	£ Difference (-/+)
Admin & Planning	£9,116.25	£1,965.50	-£7,150.75
Investigations	£11,312.00	£13,223.00	+£1,911.00
Realising Assets	£6,528.00	£11,099.50	+£4,571.50
Trading	£0.00	£0.00	£0.00
Creditors	£9,633.25	£3,920.00	-£5,713.25
Case Specific	£0.00	£0.00	£0.00
Total	£36,589.50	£30,208.54	-£6,380.96

As illustrated in the table above, the Liquidator's original cost estimate £36,589.50 have not been exceeded in the period has fallen short by £6,380.96, however as I am yet conclude outstanding matters in the Liquidation. I expect to have met or exceeded the original time cost estimate by the time the Liquidation has concluded.

The total time spent on the Liquidation by myself and my staff from 17th July 2022 to 16th July 2023 is 2.90 hours equating to time costs £655.50 at an average rate of £226.03 per hour.

The total time spent on the Liquidation by myself and my staff from the date of appointment on 17th July 2019 is 85.08 hours equating to time costs £30,208.54 at an average rate of £355.05 per hour. During the period of this report I have drawn Liquidator fees in the sum of £25,702.54 on account of these time costs.

The following further information in relation to the Liquidator's time costs is enclosed with this report:

- Table of time spend and charge-out value for the period 17th July 2022 to 16th July 2023 and 17th July 2019 to 16th July 2023
- DFW Associates charging policy for disbursements; and
- Details of creditors' rights: (Creditors' and members' requests for further information and details of remuneration and expenses: application to court by a creditor or members on grounds that remuneration or expenses are excessive in accordance with Rule 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016).

Please note an explanatory leaflet "A Creditor's Guide to Liquidator's Remuneration", is also available on request from my office.

Disbursements

The following category 1 disbursements have been incurred and paid in the period of this report:

Services Provided	Charged by	Total Incurred in period £	Total Paid in period £	Balance Remaining To be paid £
Statutory Advertising	Courts Advertising	84.50	84.50	0.00
		84.50	84.50	0.00

The following expenses have been incurred and paid in the period:

Services Provided	Charged by	Total Incurred in period £	Total Paid in period £	Balance Remaining To be paid £
DTI Cheque Fees	Official Receiver	0.45	0.45	0.00
ISA Charges	Official Receiver	88.00	88.00	0.00
Petitioner's Costs	Carrick Read	3,967.50	3,967.50	0.00
		4,055.95	4,055.95	0.00

Creditors Rights

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence in 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Should you require any further information extracts from the relevant Insolvency Rules are attached.

6. INVESTIGATIONS INTO THE AFFAIRS OF THE COMPANY

Report on the conduct of Directors

The Liquidator has a statutory duty to investigate the conduct of the Directors and any person he considers to be or have been a shadow or de facto Director during the period of three years before the date of their appointment, in relation to their management of the affairs of the company and the causes of its failure. The Liquidator is obliged to submit confidential reports to the Department for Business Innovation and Skills. I can confirm that I have discharged my duties in this regard.

Best practice guidance requires a Liquidator to make enquiries of creditors regarding the way in which the Company's business has been conducted, or any potential recoveries that they may be aware of, for the estate. If you would like to bring any such issues to our attention, please do so in writing to my office. Such a request for information is standard practice and does not imply any criticism, or cause of action against any person concerned in the management of the company's affairs.

My preliminary investigations revealed no matters that it was in the interests of creditors for me to investigate in depth and no matters have yet come to light during the Liquidation.

7. MATTERS THAT REMAIN OUTSTANDING

As detailed in section 2 of this report, the Liquidator is investigating potential asset realisation in respect of film rights. The other investigations and formalities continue and I will seek to update creditors in my next annual report.

8. CONCLUSION

I will contact you again at the next annual reporting period or at the conclusion of the Liquidation whichever is the sooner. Should you have any further queries please contact my office on 0113 390 7940, alternatively direct any emails to james.nuttall@dfwassociates.co.uk.

A handwritten signature in black ink, appearing to read 'David Wilson', with a horizontal line underneath.

David Frederick Wilson
Liquidator of Altus Media (Eleven) Limited

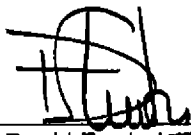
Dated: 7th September 2023

Altus Media (Eleven) Limited
(In Liquidation)

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 17/07/2022 To 16/07/2023 £	From 17/07/2019 To 16/07/2023 £
RECEIPTS			
Film Revenue		0.00	2,216.62
Cash at Bank		0.00	45,890.79
Bank Interest Gross		75.80	198.01
DTI Cheque Fees		0.00	0.30
Petitioners Deposit		0.00	1,600.00
Petitioners Costs		0.00	2,347.00
Office Holders Fees		0.00	1,800.00
Vat Payable		0.00	533.20
		<u>75.80</u>	<u>54,585.92</u>
PAYMENTS			
O.R. Remuneration		0.00	6,066.00
DTI Cheque Fees		0.00	5.15
Sec of State Fees		88.00	5,286.00
Petitioners Costs		0.00	6,314.50
Specific Bond		0.00	400.00
Office Holders Fees		0.00	27,502.54
Corporation Tax		15.16	39.60
Storage Costs		0.00	150.00
Statutory Advertising		0.00	84.50
Vat Receivable		0.00	5,720.61
		<u>103.16</u>	<u>51,568.90</u>
BALANCE - 16 July 2023			<u><u>3,017.02</u></u>

Note:



 David Frederick Wilson
 Liquidator

Time Entry - SIP9 Time & Cost Summary

WUC0008 - Altus Media (Eleven) Limited
From: 17/07/2019 To: 16/07/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.70	1.90	0.00	0.20	5.80	1,965.50	338.88
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	3.13	5.00	0.00	7.85	15.98	3,920.54	245.29
Investigations	31.80	0.00	0.00	3.40	35.20	13,223.00	375.65
Realisation of Assets	28.10	0.00	0.00	0.00	28.10	11,099.50	395.00
Tracing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	66.73	6.90	0.00	11.45	85.08	30,208.54	355.05
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

WUC0008 - Altus Media (Eleven) Limited
Project Code: POST
From: 17/07/2022 To: 16/07/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.10	0.00	0.00	0.00	0.10	42.00	420.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	0.00	0.00	2.50	2.80	613.50	219.11
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
Total Hours	0.40	0.00	0.00	2.50	2.90	655.50	226.03
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Creditors' and members' requests for further information in administration, winding up and bankruptcy

Rule 18.9

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

EXTRACT FROM THE INSOLVENCY RULES (ENGLAND AND WALES) 2016

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

Rule 18.34

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
 - (i) 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
 - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

DFW Associates Charging Policy

Introduction

This note applies where a licenced insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees. Following a passing of the resolution for the office holder to be remunerated on a time cost basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the costs of facilities provided by the firm and where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

Office Holder's Fees in Respect of the Administration of the insolvent estate.

The office holder will delegate tasks to colleagues. Such delegation assists the office holder as it allows him/her to deal with the more difficult aspects of the case and ensures that work is allocated and completed at the appropriate level. There are various staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows the staff working on the case with the office holder to allocate their time to the case. The time is recorded at the individual hourly rate in force at that time which is detailed below.

Expenses Incurred By Office Holder In Respect Of the Administration of Insolvent Estates

Best practice guidance classifies expenses into two broad categories

- Category 1 disbursements (approval not required) – specific expenditure that is directly related to the case usually outsourced to a third party. Once these items of expenditure are incurred they are immediately charged to the case.
- Category 2 disbursements (approval required) – items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval)

- Car Mileage is charged at a rate of 45p per mile
- Storage of books and records (when not chargeable as a category 1 disbursement)
- Expenses which should be treated as Category 2 disbursements (approval required) – in addition to the 2 categories referred to above best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as category 2 disbursements

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a category 1 disbursement.

- Telephone and facsimile
- Printing and photocopying
- Stationery

DFW Charge-out Rates –Post 1st November 2022

Time is recorded in 6 minute units.

Principal Associate	495
Senior Associate	295
Junior Associate	225

DFW Associates

Privacy Statement for Data Subjects who are Individuals

Introduction

A Privacy Statement is a document explaining to you, if you are an individual, how your personal data will be used by us and what your rights are.

This Statement describes in general terms how we collect and use personal data about you. It has been prepared to meet the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data.

Data Controller

DFW Associates is a Firm ('the Firm') of Insolvency Practitioners whose sole Principal is David Frederick Wilson ('Mr Wilson'). His and the Firm's contact details are given below. Mr Wilson is licensed to act as an insolvency practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

Mr Wilson trading as DFW Associates is a Data Controller within the meaning of the Data Protection Legislation when the Firm is engaged to provide a service under the terms of a contract which requires it to process personal data. (The client in respect of whom personal data is being processed is also a Data Controller).

Where Mr Wilson is acting as an Officeholder (Administrative Receiver, Administrator, Liquidator, Nominee or Supervisor of a Voluntary Arrangement or a Trustee in Bankruptcy) under insolvency legislation he is the Data Controller for data processed by him as part of his statutory duties.

In this situation the Company or other legal entity over which he has been appointed as Officeholder will remain the Data Controller in respect of personal data collected and processed by it prior to his appointment (albeit it should now be contacted via the Officeholder).

For all purposes in relation to this Privacy Statement Mr Wilson can be contacted at:

DFW Associates
29 Park Square West
Leeds
LS1 2PQ

E: david.wilson@dfwassociates.co.uk
T: 0113 390 7940

Personal Data

Personal data means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data – the information we use to identify you, which may include data contained in photographs.
- Contact Data – the information we use to contact you.
- Financial Data – details of your income and expenditure, assets and liabilities and ancillary data such as your bank account details
- Transaction Data – includes details about payments to and from you
- Communications Data – your communication preferences, for example any opt out exercised by you under Insolvency legislation.

We may collect some 'special category' personal data from you including (but not restricted to) details of your health, or whether you are a member of a Trade Union, where this is necessary to meet our legal or regulatory obligations. We may also collect information about criminal convictions and offences and whether you have been previously involved in any personal or corporate insolvency proceedings.

How we collect Personal Data

The personal data we initially used to contact you was provided by the Company or Individual on whose instructions DFW Associates is acting or in relation to which Mr Wilson has been appointed as Officeholder. Your personal data may also be collected from the following sources:

- Records that our client or the insolvent Company or individual already holds about you.
- Questionnaires and Forms completed and submitted by you, for example to the Redundancy Payments Service or to us.
- Correspondence and other communications or meetings between you and the Firm.
- Information provided to the Firm by third parties in relation to an appointment, for example your bank, your professional advisers or the Insolvency Service.
- Information held in the public domain (for example, at Companies House and the Land Registry).

Other data controllers (including clients) may also provide your personal data to us.

How we use Personal Data

Most processing is carried out to comply with the Officeholder's legal and regulatory obligations or to enable DFW Associates to provide a service in accordance with its contractual terms. Personal data will be used to verify identity (where this is required), for communications, to maintain records and process transactions. It may also be used to facilitate the performance of investigations (including the prevention of fraud), the realisation of assets and the agreement and settlement of financial claims. Your personal data may therefore be used for more than one purpose.

Disclosure of your personal data

Mr Wilson and the Firm have a legal obligation, in certain circumstances, to disclose personal data to:

- Mr Wilson's regulatory body, the Institute of Chartered Accountants in England and Wales.
- The Secretary of State (including, but not restricted to, the Official Receiver).

Mr Wilson and the Firm may also be under an obligation to provide your personal data to other third parties who have a statutory right to request it (for example, HMRC and Law Enforcement Agencies) or who have obtained an appropriate court order.

We may also share your personal data with:

- Our accountants, solicitors, insurers and sub-contractors
- Other Governmental or relevant regulatory bodies.
- Third parties who support us in providing our IT systems, including our website, e mails, data backup and storage.
- Third parties who archive our paper records
- Third party professional service providers instructed on a case by case basis by the Officeholder or the Firm, including (but not restricted to) accountants and tax advisers, solicitors, valuers, debt collection agencies and service providers who may assist with the calculation of employee claims or pension deficits and contributions. They will only process your data on our instructions and they are under a professional duty of confidentiality.

Protection of your personal data

Policies and commercially reasonable and appropriate procedures are in place to safeguard your personal data from loss, misuse and improper disclosure.

- Staff training
- Digital personal data is held in secure data centres potentially located worldwide (and therefore potentially outside of the EEC).
- Paper personal data is held at the Firm's offices in Leeds, or, if the case has been closed, in a secure off-site third party storage facility.

We also have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We only allow third-party service providers to process your personal information for specified purposes and in accordance with our instructions.

Retention of Personal Data

We will only retain your personal data for as long as necessary. This necessity includes the purposes of satisfying any legal, accounting, regulatory or reporting requirements.

In line with these requirements personal data will generally be held for no longer than 6 years after the closure of an assignment or insolvency appointment.

If you have opted out of receiving future correspondence from us, your contact details will remain on our opt-out list to prevent you from receiving any further correspondence from us except where we are obliged to contact you by insolvency legislation.

Your rights

We will maintain an accurate record of personal data submitted to us. Please inform us of any changes to your information.

You are entitled to:

- Be notified that we hold and may process your personal data. This Notice meets that requirement
- Request access to and correction of your personal data.
- Request erasure of your personal data (unless we hold it under a legal obligation)
- Object to the processing of your personal data or seek to restrict its scope (unless we hold it under a legal obligation).
- Request the transfer of your personal data to you or to a third party (unless we hold it under a legal obligation).
- Withdraw consent at any time, where we are relying on consent to process your personal data. (Where the data received was not based on obtaining consent the right to withdraw consent does not apply).

To exercise any relevant rights, or to update your personal data, please contact Mr Wilson at david.wilson@dfwassociates.co.uk. We will seek to respond promptly and no later than 28 days.

We may need you to help us to confirm your identity or to ask you for further information to ensure that personal data is not disclosed to any person who has no right to receive it.