

# LIQ03

## Notice of progress report in voluntary winding up



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

### 1 Company details

Company number 1 1 4 3 1 6 2 3

Company name in full Quirky Ventures Limited

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

### 2 Liquidator's name

Full forename(s) Lisa

Surname Ion

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 3rd Floor

Exchange Station

Post town Tithebarn Street

County/Region Liverpool

Postcode L 2 2 Q P

Country

### 4 Liquidator's name ①

Full forename(s) Mark

Surname Colman

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

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street 3rd Floor

Exchange Station

Post town Tithebarn Street

County/Region Liverpool

Postcode L 2 2 Q P

Country

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

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**6** Period of progress report

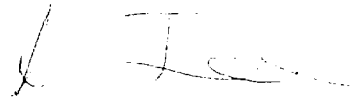
From date	<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report

The progress report is attached

**8** Sign and date

Liquidator's signature Signature

X  X

Signature date

<sup>d</sup> 2	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
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LIQ03

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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 **Ann Simmons**

Company name **Leonard Curtis**

Address **3rd Floor**

**Exchange Station**

**Tithebarn Street**

Post town **Liverpool**

County/Region

Postcode **L 2 2 Q P**

Country

DX

Telephone **0151 556 2790**



### 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

**Quirky Ventures Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 11431623

Former Registered Office: F4 Hooton Business Centre, Hooton, Cheshire, CH66 7NZ

Current Registered Office: 3rd Floor, Exchange Station, Tithebarn Street, Liverpool, L2 2QP

Trading Address: 83 Seaview Road, Liscard, Wallasey, CH45 4LE

**Joint Liquidators' First Progress Report  
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report Period:  
5 July 2022 to 4 July 2023**

**29 August 2023**

Leonard Curtis  
3rd Floor, Exchange Station, Tithebarn Street,  
Liverpool, L2 2QP  
Tel: 0151 556 2790 Fax: 0151 556 2791  
recovery@leonardcurtis.co.uk

Ref: I/48/ASI/Q201E/1010

## 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 Creditors' Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

## APPENDICES

- A Summary of Joint Liquidators' Receipts and Payments from 5 July 2022 to 4 July 2023
- B Summary of Joint Liquidators' Expenses from 5 July 2022 to 4 July 2023
- C Leonard Curtis Policy Regarding Fees and Expenses
- D Privacy Notice

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

**1 INTRODUCTION**

- 1.1 Lisa Ion and Mark Colman were appointed Joint Liquidators of Quirky Ventures Limited ("the Company") on 5 July 2022.
- 1.2 Lisa Ion and Mark Colman are authorised to act as insolvency practitioners 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 This report provides an update on the conduct of the liquidation for the period from 5 July 2022 to 4 July 2023, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the director's estimated Statement of Affairs dated 29 June 2022.
- 1.5 Unless otherwise stated, all figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to the offices of the Joint Liquidators at 6th Floor Walker House Exchange Flags Liverpool L2 3YL on 11 July 2022. The Joint Liquidators have subsequently moved offices in the period and the registered office was changed to 3rd Floor Exchange Station Tithebarn Street Liverpool L2 2QP on 14 February 2023.

**Assets Realised & Conduct in the Period**

- 2.2 On appointment all relevant notices were sent to all parties concerned. Companies House received the notice of appointment and the Statement of Affairs for filing. The Notice of appointment was also advertised in the London Gazette.

The Joint Liquidators have a duty to ascertain if there is an occupational pension scheme in the Company's name. All relevant searches were completed on 23 June 2022 and no pension schemes were identified.

The Joint Liquidators have a statutory duty to investigate the affairs of the director prior to our appointment, and to submit their findings via an online report to the Insolvency Service within 3 months of our appointment. The Joint Liquidators completed their investigations and submitted their report to the Insolvency Service on 21 September 2022.

The Joint Liquidators and their staff have also completed regular compliance reviews of the case files in the period to ensure that all compliance matters have been identified and dealt with.

All queries received from the Company's creditors have been dealt with.

The Company's VAT registration was deregistered on 6 July 2022 all relevant returns have been completed and submitted accordingly.

- 2.3 **Property Improvements**

As detailed in the draft accounts for the year ended 30 June 2020, property improvements with a book value of £10,247 were shown. The director informed the Joint Liquidators that the property improvements had been undertaken which were integrated into the property and therefore is unable to be removed and

holds no realisable value in the Liquidation. No realisations have therefore been achieved in the Liquidation period.

2.4 **Tangible Assets**

The tangible assets in the draft accounts for the year ended 30 June 2020, as provided by the Company's accountant, disclosed a collective value of £17,255. The assets consisted of Plant & Machinery with a net book value of £7,974 and Fixtures & Fittings with a net book value of £9,281. The director informed the Joint Liquidators that the tangible assets were valued at £4,385 by the brewery and upon vacation of the premises on 15 December 2021, the brewery retained the assets and were offsetting the value against monies owed to them. The Joint Liquidators have obtained a copy of the valuation undertaken by Plattsbonson disclosing the valuation figure of £4,385. However, the brewery has yet to confirm that they have offset against monies due to them. The Joint Liquidators will continue to pursue this matter.

2.5 **Bond**

The director has informed the Joint Liquidators that a Deposit Bond of £5,000 has been paid to Heineken/Star Pubs and Bars, which includes £3,000 for Stanley's and £2,000 for Argyle Bar & Carvery. Both are trade creditors and therefore it has been assumed that the bond monies held would be offset against outstanding balances due. This has still to be verified, the Joint Liquidators will continue investigate this matter further.

Ian Roach has personally guaranteed the liability due to Heineken.

2.6 **Cash at Bank**

The Bank froze the account in November 2021 it was understood that the bank held a credit balance of approximately £8,300. It transpired that the balance at 4 November 2021 stood at £5,514.12 in credit and the bank confirmed this was offset against the Bounce Back Loan. This is shown on the closing bank statement received from the Bank. No realisations will be achieved for the Cash at Bank.

2.7 **Bank Interest**

Interest of £3.29 has been accrued during the period 5 July 2022 to 4 July 2023.

2.8 As it appears that the Company does not have any realisable assets, pending the outcome of the Joint Liquidators enquiries into the tangible assets and bond as detailed at point 2.9 below, the director has paid a personal contribution of £6,500 towards the agreed fees of Leonard Curtis for assisting with preparing the Statement of Affairs and convening the decision of creditors for the appointment of a Liquidator.

**Assets Still to be Realised**

2.9 Aside from continuing to pursue confirmation on the position regarding the tangible assets and the bond, as detailed above, there have been no additional assets that have come to light in the period.

Creditors will be advised on the outcome of the Joint Liquidators enquiries into the above assets in due course.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

3.1 A summary of the Joint Liquidators' receipts and payments for the period from 5 July 2022 to 4 July 2023 is attached at Appendix A.

## 4 OUTCOME FOR CREDITORS

### Secured Creditors

4.1 There were no known secured creditors.

### Preferential Creditors

4.2 As at the date of liquidation, no preferential claims were anticipated.

4.3 No claims have been received.

### Secondary Preferential Creditors

4.4 With respect to insolvencies commencing on or after 1 December 2020, HMRC rank ahead of floating charge holders and unsecured creditors in respect of certain unpaid taxes that the relevant company collects on behalf of HMRC. These taxes are known as Priority Taxes and include:

- VAT;
- PAYE (including student loan repayments);
- Construction Industry Scheme deductions; and
- Employees' NI contributions.

4.5 As at the date of liquidation, HMRC had a secondary preferential claim, estimated at £8,186.

4.6 No claim has been received. However, the funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to secondary preferential creditors.

### Prescribed Part

4.7 To the best of our knowledge and belief there are no unsatisfied floating charges created or registered on or after 15 September 2003 and consequently a prescribed part will not apply.

### Ordinary Unsecured Creditors

4.8 As at the date of liquidation, there were 19 unsecured creditors, with estimated claims totalling £111,693.

4.9 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to ordinary unsecured creditors.

4.10 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

5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.

5.2 That assessment did not identify any possible further realisations. In addition, the Joint Liquidators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should send full details to this office.



5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

## 6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND CREDITORS' RIGHTS

### Remuneration

6.1 A fee of £6,500 plus VAT in respect of the preparation of the Statement of Affairs was approved by creditors on 5 July 2022. £5,875 plus VAT has been drawn in this period which includes the sum of £950 plus VAT paid to Wirral Accounting Solutions Ltd, for their assistance with preparing the Statement of Affairs.

6.2 No steps have been taken during the period to fix the basis of fees 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.

6.3 Should further assets realisations be achieved from the Joint Liquidators enquiries into the tangible assets and bond, as detailed in section 2, the Joint Liquidators will be required to initiate a decision procedure for the basis of the Joint Liquidators remuneration and payment of Category 2 disbursements to be approved by creditors.

6.4 The Joint Liquidators' time costs for the period 5 July 2022 to 4 July 2023 are £20,017 which represents 75 hours at an average hourly rate of £266.89.

### Expenses

6.5 A summary of the Joint Liquidators' expenses from 5 July 2022 to 4 July 2023 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.

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 office holder's fees and category 2 expenses.

6.6 No resolution was proposed to creditors with regard to either payments to associates or the Joint Liquidators' category 2 expenses.

6.7 Attached at Appendix C is additional information in relation to the firm's policy on staffing, the use of subcontractors, expenses 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.

- 6.8 As creditors will be aware, prior to the Liquidation, the Company's accountants were requested to assist with the preparation of the Statement of Affairs and creditors have subsequently approved their fees. As the payment has been made during the course of the Liquidation, the following disclosure is again being provided:

Name of Party	PA / S	Service Provided	Basis of Fees
Wirral Accounting Solutions Ltd	S	Assistance with preparation of statement of affairs	Fixed fee, approved by creditors

Wirral Accounting Solutions Ltd, who are the Company's current accountants and have access to the Company's financial information were instructed to assist with providing the information required to assist with preparing the Statement of Affairs. A fixed fee of £950 was proposed for their services, which the creditors approved. There was certain financial information that was only available to the accountants and therefore their services were required to complete the Statement of Affairs. In addition, as the accountants were familiar with the Company records, they are able to extract the required information in a more timely and efficient manner.

The above fees are considered fair and reasonable in light of the services provided.

- 6.9 No additional professional advisors or subcontractors have been instructed in the period.

### Creditors' Rights

- 6.10 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, 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 this report.
- 6.11 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.
- 6.10 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

## 7 MATTERS STILL TO BE DEALT WITH

- 7.1 Matters still to be dealt with before conclusion of the Liquidation include the following:
- The investigation into the assets, as detailed in section 2;
  - Should the Joint Liquidators enquiries into the tangible assets and bond, as detailed in section 2, result in further asset realisations, the Joint Liquidators will be required to initiate a decision procedure for the creditors to approve the basis of the Joint Liquidators remuneration and payment of Category 2 disbursements.
  - The unpaid remuneration and expenses will need to be paid.
  - Once all matters above have been concluded, the Joint Liquidators will review their files with the intention of issuing a final report to creditors and concluding the Liquidation.

**8 OTHER MATTERS**

- 8.1 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 following website via the link below:

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

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Ann Simmons of this office on 0151 556 2790.

- 8.3 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>

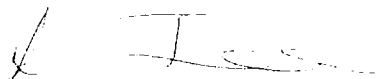
- 8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

**Data Protection**

- 8.5 When submitting details of your claim in the liquidation, you may disclose 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 D, 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



**LISA ION  
JOINT LIQUIDATOR**

Lisa Ion and Mark Colman are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 21912 and 9721, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 5 JULY 2022 TO 4 JULY 2023

	Estimated to realise £	This period £
<b>RECEIPTS</b>		
Interest	-	3.29
Contribution to Costs	-	6,500.00
	<u>-</u>	<u>6,503.29</u>
<b>PAYMENTS</b>		
Disbursements CAT1		
Statutory Advertising		191.70
Statutory Bond		20.00
Postage Fees		107.48
Bank Charges		0.90
Statement of Affairs Fee		5,875.00
		<u>6,195.08</u>
<b>Balance in Hand</b>		<b>308.21</b>
<b>Represented by</b>		
Bank 1 – Current Account		105.51
VAT Control Account		202.70
		<u>308.21</u>

SUMMARY OF JOINT LIQUIDATORS’ EXPENSES FROM 5 JULY 2022 TO 4 JULY 2023

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Services	Insurance bond	20.00	20.00	20.00	-
Postage	Postworks	Post	107.48	107.48	107.48	-
Document Hosting	Pelstar	Hosting of documents for creditors *	7.00	7.00	-	7.00
Software Licence Fee	Pelstar	Case management system licence fee *	87.00	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	191.70	191.70	191.70	-
		<b>Total standard expenses</b>	<b>413.18</b>	<b>413.18</b>	<b>319.18</b>	<b>94.00</b>

\*Payment to Associate requiring specific creditor / committee approval if incurred and / or drawn between 1 April 2021 and 31 December 2022.

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Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Wirral Accounting Solutions Ltd	Assistance with Statement of Affairs	950.00	950.00	950.00	-
Bank Charges	Royal Bank of Scotland	Bank Transfer Fees	0.90	0.90	0.90	-
		<b>Total case specific expenses</b>	<b>950.90</b>	<b>950.90</b>	<b>950.90</b>	<b>-</b>

**LEONARD CURTIS POLICY REGARDING FEES AND EXPENSES**

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:

	<b>6 Jan 2014 onwards</b>		<b>1 Aug 2019 onwards</b>		<b>1 March 2021 onwards</b>	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	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 Leonard Curtis 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 payment will be sought.

Additionally, Pelstar Limited (Pelstar) provides insolvency case management software and document hosting facilities to LC. Until 31 December 2022, LC employed an individual who is married to a director of Pelstar, and as such, whilst not meeting the legal definition of “Associate”, we were aware that there was a perceived association between LC and Pelstar and specific approval of their costs were sought accordingly. As this individual is no longer employed by LC, this is no longer required and Pelstar costs invoiced with effect from 1 January 2023 will be paid without prior approval.

## Quirky Ventures Limited – In Creditors' Voluntary Liquidation

### 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.

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  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	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																						
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BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Software Licence fee hosting via Pelstar Limited	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.																								





## LEONARD CURTIS PRIVACY NOTICE FOR CREDITORS

### 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.

### 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**