

In accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



A27 *A7EHQ1S3* 14/09/2018 #377
COMPANIES HOUSE

1 Company details

Company number 01804662

Company name in full Acreharrow Limited

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

2 Liquidator's name

Full forename(s) A J

Surname Duncan

3 Liquidator's address

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M457TA

Country

4 Liquidator's name ①

Full forename(s) N A

Surname Bennett

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

5 Liquidator's address ②

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M457TA

Country

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

LIQ14

Notice of final account prior to dissolution in CVL

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



X

Signature date

13 09 2018

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	Leah Lally
Company name	Leonard Curtis
Address	Leonard Curtis House
	Elms Square, Bury New Road
	Whitefield
Post town	Greater Manchester
County/Region	
Postcode	M 4 5 7 T A
Country	
DX	
Telephone	0161 413 0930



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

Acreharrow Limited
(In Creditors' Voluntary Liquidation)

Company Number: 01804662

Former Registered Office:

Unit 17B Kingsway Buildings, Kingsway, Bridgend Industrial Estate, Bridgend, Mid Glamorgan CF31 3YH

Trading Address: 10 Ogmore Crescent, Bridgend Industrial Estate, Bridgend CF31 3TE

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

12 July 2018

Leonard Curtis
Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
recovery@leonardcurtis.co.uk
Ref: K/31/LL/SACR03/115

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 30 September 2011 to 12 July 2018
- B Summary of Joint Liquidators' Expenses from 30 September 2011 to 12 July 2018
- C Summary of Joint Liquidators' Time Costs from 24 July 2017 to 12 July 2018 (Closure Unit)
- D Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- E Shipleys LLP Charge Out Rates
- F Notice of Final Account
- G Privacy Notice

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 C A Beighton and R D Smailes of Shipley's LLP were appointed Joint Liquidators of Acreharrow Limited ("the Company") at meetings of members and creditors held on 30 September 2011. Mr Beighton and Mr Smailes left Shipley's LLP and, by Order of the High Court dated 24 July 2012, S B Ryman and A P Davidson were appointed Joint Liquidators ("the former Joint Liquidators").
- 1.2 Andrew Duncan and Neil Bennett of Leonard Curtis replaced the former Joint Liquidators in accordance with an Order of Court dated 18 March 2015.
- 1.3 Andrew Duncan is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association.
- 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.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to PO Box 60317, 10 Orange Street, London, WC2H 7WR on 10 October 2011 and subsequently changed to 5th Floor Grove House, 248a Marylebone Road, London NW1 6BB on 26 April 2016.

Assets Realised

Motor Vehicles

- 2.2 At the date of Liquidation, four unencumbered motor vehicles were valued at £6,450 by independent agents, Deeley Matthews. An offer of £6,500 was received from Asset Star Limited, a connected company with associated directors. It is not known whether the connected company was separately advised. £6,500 has been received and no further funds are expected to be received.

Book Debts

- 2.3 At the date of Liquidation, the Company had an outstanding debtor ledger of £401,311. The debtor ledger was made up of ongoing disputes and outstanding retentions. It was estimated that £60,000 would be received throughout the Liquidation.
- 2.4 The former Joint Liquidators instructed Anthill Debt Collections to collect the residual ledger. After three months no collections were made so the former Joint Liquidators then found it was fit to instruct Husband Collection Services Limited to collect the remaining balance. Funds of £54,420 have been received and no further collections are expected.

Rates Refund

- 2.5 £3,226 has been received in respect of a rates refund from Bridgend County Borough Council for an overpayment of business rates while the Company was trading.

Bank Refund

- 2.6 £440 has been received from Lloyds Bank Plc ("LB") in respect of a refund of charges.

Security Deposit Refund

- 2.7 It has been previously reported that LB received a payment in full from the Liquidation under their debenture over the assets of the Company. The total amount paid was £10,618.
- 2.8 It has since transpired, from a review of the former Joint Liquidators' records, that they had earlier received a payment from LB of £19,900 representing a refund of a deposit paid for the Company's Cardnet account. Cardnet is a trading name of LB and in accordance with the terms of LB's debenture these funds should have been set off by LB against the monies due to them before any balance was paid to the Company. The receipts and payments account has therefore now been amended to reflect this position and shows receipt of the remaining balance of £9,282.

Bank Interest

- 2.9 Bank interest of £208 has been received throughout the Liquidation.

Unrealisable Assets

Plant and Machinery

- 2.10 At the date of Liquidation, the Company had six machines which were subject to a lease agreement with State Securities Limited ("State Securities"). State Securities confirmed that the outstanding liability due to them was £35,760. Deeley Matthews, independent agents, valued the machinery on both an in-situ and ex-situ basis of £30,000 and £22,000 respectively. State Securities have taken the machinery back from the Company under the terms of the lease.
- 2.11 The Company also had a number of machines free of finance but due to old age and wear and tear the director advised, at the date of Liquidation, that they had been scrapped. The former Joint Liquidators investigated the matter and confirmed that the machinery that was scrapped was onerous and no further action has been taken. No realisations have been made in this instance.
- 2.12 There are no further realisable assets.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 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 24 July 2017 to 12 July 2018, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 Creditors will be aware that LB hold debentures incorporating a fixed charge and a floating charge over the assets of the Company which were created on 16 May 1984 and 14 December 2006 and registered on 30 May 1984 and 21 December 2006, respectively. LB received a payment in full from the Liquidation under their debenture over the assets of the Company. The total amount distributed was £10,618.
- 4.2 LB also hold a charge over a deposit agreement to secure Cardnet liabilities which was created on 18 June 2010 and registered on 22 June 2010.
- 4.3 As detailed at paragraph 2.8, following from a review of the former Joint Liquidators' records, the Company received a payment from LB of £19,900 representing a refund of deposit paid for the Company's Cardnet account. Under the terms of LB's debenture these funds should have been set off by LB against the monies due to them before any balance was paid to the Company. Accordingly the receipts and payments show the net realisation of £9,282.
- 4.4 State Securities hold a supplemental chattel mortgage which was created on 27 September 2010 and registered on 29 September 2010. State Securities confirmed that the outstanding liability due to them was £35,760 and subsequently repossessed the machinery under the terms of the lease. No other distribution has been or will be paid to State Securities.

Preferential Creditors

- 4.5 At the date of Liquidation, there were 33 preferential creditors, with estimated claims totalling £24,735.
- 4.6 Insol Group Limited ("Insol") were instructed to undertake a review of the Company's preferential claims prior to paying a first and final dividend to preferential creditors, whose claims totalled £24,735.
- 4.7 A first and final dividend of 41 pence in the pound was declared and paid to preferential creditors on 21 July 2016. No further funds will be distributed. The total amount distributed was £10,141.

Prescribed Part

- 4.8 Since the net property of the Company is below the statutory minimum, there was no requirement to set aside a prescribed part in this case.

Ordinary Unsecured Creditors

- 4.9 At the date of Liquidation, there were 105 unsecured creditors, with estimated claims totalling £1,042,902. Claims totalling £926,389 have been received.
- 4.10 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.
- 4.11 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 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 A fee of £6,000 for the preparation of the statement of affairs was approved by creditors on 30 September 2011. £6,000 has been drawn by the former Joint Liquidators.
- 6.2 At the same meeting, it was resolved that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the Liquidation. The time costs of the Closure Unit of Leonard Curtis from 24 July 2017 to 12 July 2018 are £7,419 which represents 42.1 hours at an average hourly rate of £176.24. Attached at Appendix C is a time analysis which provides details of the activity costs incurred by staff grade during the period from 24 July 2017 to 12 July 2018. Total time costs from the commencement of the Liquidation amount to £52,599.
- 6.3 £32,343 was drawn by the former Joint Liquidators.
- 6.4 £5,363 has been drawn by the Joint Liquidators, £804 of which has been paid during the period of this report. The remaining balance of £14,893 has been written off.
- 6.5 Significant time has been incurred in the category of statutory and review, these costs relate to the maintenance of the Joint Liquidators' files and reviewing them to ensure compliance with all relevant legislation and best practice as well as preparing the former Joint Liquidators' report to the Department of Business, Innovation and Skills. Time has been incurred by the Joint Liquidators, and their staff, in posing receipts received into the estate and preparing requests for funds to be paid from the estate. This also included reconciling all of the receipts and payments at regular intervals. A substantial amount of time has been incurred by the Joint Liquidators, and their staff, in dealing with claims from creditors, general creditor queries and correspondence.

Expenses and Disbursements

- 6.6 A summary of the Joint Liquidators' expenses from 30 September 2011 to 12 July 2018 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 disbursements' and they may not be drawn without creditor approval.
- 6.7 On 30 September 2011, Creditors resolved that the Joint Liquidators' be authorised to take Category 2 disbursements.

6.8 Attached at Appendices D and E is additional information in relation to the Leonard Curtis and Shipleys LLP policies on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

6.9 During the Liquidation, the following professional advisors / subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Coffin Mew	Legal Advice	Time Costs
Husband Collection Services	Debt Collection Agents	Percentage of Realisations
Deeley Matthews	Valuation of assets	Percentage of Realisations
Insol Group	Financial Advice	Fixed Fee
Anthill Debt Collections	Debt Collection	Percentage of Realisations

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.

6.12 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 OTHER MATTERS

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 F. Please note, all objections should be made in writing and sent to Leah Lally at Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA.

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, a creditor's guide to liquidators' fees, 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/what-we-do/publications/professional/fees>

7.4 If you would prefer this to be sent to you in hard copy form, please contact Leah Lally of this office on 0161 413 0930.

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>

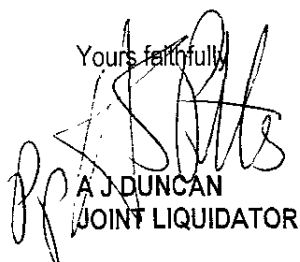
- 7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<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 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 G, 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


A J DUNCAN
JOINT LIQUIDATOR

A J Duncan 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 9319 and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 30 SEPTEMBER 2011 TO 12 JULY 2018

	Estimated to Realise £	As at 23 July 2017 £	Movements in the Period £	As at 12 July 2018 £
RECEIPTS				
Motor Vehicles	6,450	6,500.00	-	6,500.00
Book Debts	60,000	54,420.37	-	54,420.37
	<u>66,450</u>	<u>60,920.37</u>	<u>-</u>	<u>60,920.37</u>
 Rates Refund		3,226.43	-	3,226.43
Sundry Refund		440.06	-	440.06
Security Deposit Refund		9,282.45	-	9,282.45
Bank interest		208.63	-	208.63
		<u>74,077.94</u>	<u>-</u>	<u>74,077.94</u>
PAYMENTS				
Document Upload Fee		15.40	7.70	23.10
Statutory Advertising		3.77	-	3.77
Storage Charges		30.00	-	30.00
Software Licence Fee		87.00	-	87.00
Bordereau Fee		40.00	-	40.00
Postage Charges		53.04	-	53.04
Printing Charges		10.40	-	10.40
Payment to Leasing Company		45.00	-	45.00
Debt Collection Expenses		16,682.91	-	16,682.91
Agents' Valuation Fees and Expenses		690.00	-	690.00
Court Transfer Fees		210.00	-	210.00
Legal Fees and Expenses		1,551.79	-	1,551.79
Former Joint Liquidators' Disbursements		747.83	-	747.83
Irrecoverable VAT		-	1.54	1.54
Statement of Affairs Disbursements		500.00	-	500.00
Statement of Affairs Fee		6,000.00	-	6,000.00
Joint Liquidators' Remuneration		36,456.28	803.77	37,260.05
TOTAL COSTS AND CHARGES PAID		<u>63,123.42</u>	<u>813.01</u>	<u>63,936.43</u>
 DISTRIBUTIONS				
Preferential Creditors (41p/£ 21/07/16)		10,141.51	-	10,141.51
		<u>10,141.51</u>	<u>-</u>	<u>10,141.51</u>
BALANCE		<u>813.01</u>	<u>(813.01)</u>	<u>-</u>
 MADE UP AS FOLLOWS				
Balance at Bank		973.76	(973.76)	-
VAT Control Account		(160.75)	160.75	-
		<u>813.01</u>	<u>(813.01)</u>	<u>-</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 30 SEPTEMBER 2011 TO 12 JULY 2018

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	40.00	-	40.00	-
Document Hosting	Creditor Web Pelstar	Hosting of documents for creditors	23.10	7.70	23.10	-
Software Licence Fee	Pelstar Limited	Case management system licence fee	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	3.77	-	3.77	-
Storage Costs	Total Data Management	Storage of books and records	30.00	15.00	30.00	-
Postage	Postal Charges	Costs of all posted mail	53.04	-	53.04	-
Printing	Printing Charges	Costs of printing	10.40	-	10.40	-
		Total standard expenses	247.31	22.70	247.31	

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Irrecoverable VAT	HMRC	Irrecoverable VAT	1.54	1.54	1.54	-
Professional Fees	Farley's Solicitors	Transfer Assistance	51.79	-	51.79	-
Professional Fees	Insolvency Group Limited	ERA Assistance	690.00	-	690.00	-
Legal Fees	Coffin Mew LLP	Costs of appointed solicitors	1,500.00	-	1,500.00	-
Debt Collection Expenses	Husband Collection	Debtor Collections	16,682.91	-	16,682.91	-
Court Fees	Husband Collection	Costs of Courts	210.00	-	210.00	-
Statement of Affairs Disbursements	Shipley's	Various	500.00	-	500.00	-
Former Joint Liquidators' Disbursements	Shipley's	Various	747.83	-	747.83	-
		Total case specific expenses	20,384.07	1.54	20,384.07	-

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 24 JULY 2017 TO 12 JULY 2018 (CLOSURE UNIT)

	Director		Manager 1		Administrator 3		Administrator 4		Total		Average Hourly Rate
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	
		£		£		£		£		£	£
Statutory and Review	-	-	7	255.50	33	693.00	302	4,530.00	342	5,478.50	160.19
Receipts and Payments	-	-	2	73.00	-	-	7	105.00	9	178.00	197.78
Insurance	-	-	-	-	-	-	2	30.00	2	30.00	150.00
Liabilities	10	450.00	10	365.00	33	693.00	15	225.00	68	1,733.00	254.85
Total	10	450.00	19	693.50	66	1,386.00	326	4,890.00	421	7,419.50	
Average Hourly Rate (£)		450.00		365.00		210.00		150.00		176.24	
All Units are 6 minutes											

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 resolution 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 obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders’ remuneration may include costs incurred by the firm’s in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

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.

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.

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:

Acreharrow Limited – In Creditors' Voluntary Liquidation

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and 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	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service

Document hosting	Hosting of documents for creditors/shareholders	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	
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £185.00 3-6 months £275.00 6-12 months £445.00		
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case		
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert 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:

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 externally 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.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as *Category 1* and *Category 2* disbursements.

- a) **Category 1 disbursements.** These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) **Category 2 disbursements:** These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

Shipley's LLP
10 Orange Street, Haymarket, London WC2H 7DQ

**CREDITORS' GUIDE TO FEES
EFFECTIVE FROM 1 MAY 2014
CHARGE-OUT RATES**

Staff Allocation and Support Staff

An objective and practical approach is taken to each case which includes active Principal 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. Set out below are the relevant charge-out rates per hour worked for the grades of all staff. Time is charged by reference to actual work carried out on each assignment. There has been no allocation of any general or overhead costs.

Grade	Charge-out rate (£ per hour) plus VAT where applicable
Principal*	480 - 510
Manager	250 - 325
Assistant Manager	240 - 250
Senior Administrator	220 - 240
Administrator	140 - 190
Assistant & Cashier	110 - 265

* or equivalent

NB: Time costs are calculated at 6 minute units

The time of support staff is not charged to a case except when the initial set up is being performed and appointment documentation is prepared. Support staff will also occasionally charge their time when performing a sizeable administrative task within the case. Support staff charge their time at the £110/hr Assistant rate shown on the preceding table.

Specialist departments with the firm such as Tax and VAT may sometimes charge their time if and when the Office Holders may require their expert advice. The figures below provide details of the charge-out rates per hour worked for typical staff involved in this way.

Grade	Charge-out rate (£ per hour) plus VAT where applicable
Tax Principal*	300-480
Tax Manager	250
Tax Practitioner	200
Tax Assistant	145

Details of historic charge out rates in respect of the London office are provided at the end of this guide. Should any creditor wish to receive details of the charge out rates for the London office in force prior to those shown, these can be provided upon request.

DISBURSEMENTS

Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. Examples of equivalent costs that may be reimbursed to the office holders without uplift and do not require prior approval are given below:

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Stationery	At cost incurred
Storage	Charge at actual cost incurred for storage (and retrieval, when appropriate) of records.
Other	At actual cost charged

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified:

Category	Basis of Charge
Business Mileage	Motor vehicle at 40p per mile
Internal Room Hire	Held at Shipley's LLP, 10 Orange Street, Haymarket, London WC2H 7DQ: £50
Photocopying	Specific calculation of 25 pence per sheet x number of creditors
Facsimiles	£1 for 1 st page and 10 pence for each additional page

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

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 or 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.

Acreharrow Limited – In Creditors' Voluntary Liquidation

	01/04/07-31/12/07	01/01/08-31/12/08	01/01/09-31/12/09	01/01/10-31/12/10	01/01/11-31/12/11	01/01/12-31/01/12
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	360-370	375	395	395-445	410-460	460
Director	n/a	340	355	375-400	n/a	n/a
Manager	285-300	300	300	245-270	280	300-325
Assistant Manager	200-220	222	180-228	180-250	260	n/a
Senior Administrator	160-210	175-210	140-190	175-220	200-225	210-230
Administrator	110-155	127-165	100-165	75-155	85-160	125-170
Assistant & Cashier	50-95	50-100	50-215	50-240	99-245	100-245

	01/02/12-30/04/12	01/05/12-31/07/12	01/08/12-31/12/12	01/01/13-30/04/13	01/05/13-31/12/13	01/01/14-30/04/14
	Charge-out rate (£ per hour) plus VAT where applicable					
Principal*	460	400-480	400-480	450-480	465-495	465-495
Director	n/a	n/a	n/a	n/a	n/a	n/a
Manager	300-325	300-325	230-325	240-325	240-326	250-325
Assistant Manager	n/a	n/a	n/a	230-240	230-240	240-250
Senior Administrator	210-230	210-230	210-230	220-235	220-240	220-240
Administrator	125-170	125-170	125-170	125-185	125-185	140-190
Assistant & Cashier	100-250	100-250	100-250	110-260	110-260	110-265

* or equivalent

Acceharrow Limited – In Creditors' Voluntary Liquidation

APPENDIX F

S106(1) INSOLVENCY ACT 1986

R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

ACCEHARROW LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")

COMPANY NUMBER: 01804662

NOTICE IS HEREBY GIVEN THAT

It appears to Andrew Duncan (IP Number 9319) and Neil Bennett (IP Number 9083) of Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA ("the Joint Liquidators") that the Company's affairs are fully wound up.

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.
--------------------	--

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: 12 July 2018

**ANDREW DUNCAN
JOINT LIQUIDATOR**

Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA
0161 413 0930

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

Acreharrow Limited – In Creditors' Voluntary Liquidation

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, Level 5, The Grove, 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

Data Controller: LEONARD CURTIS