

AM10

Notice of administrator's progress report



Companies House

THURSDAY



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A18

12/12/2019

#192

COMPANIES HOUSE

1 Company details

Company number 0 2 2 8 3 3 9 0

Company name in full Eurosigns (UK) Limited

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

2 Administrator's name

Full forename(s) Julien

Surname Irving

3 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

4 Administrator's name

Full forename(s) Andrew

Surname Poxon

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

5 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

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

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6 Period of progress report

From date	d 1	d 6	m 0	m 5	y 2	y 0	y 1	y 9
To date	d 1	d 5	m 1	m 1	y 2	y 0	y 1	y 9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date

d 1	d 1	m 1	m 2	y 2	y 0	y 1	y 9
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AM10

Notice of administrator's progress report



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	Rachel Cooke
Company name	Leonard Curtis
Address	Tower 12, 18/22 Bridge Street
	Spinningfields
	Manchester
Post town	
County/Region	
Postcode	M 3 3 B Z
Country	
DX	
Telephone	0161 831 9999



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:

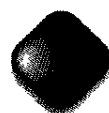
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



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

EUROSIGNS (UK) LIMITED
(IN ADMINISTRATION)

Registered Number: 02283390

Court Ref: 3129 of 2018

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

**Joint Administrators' second progress report in accordance
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
15 May 2019 to 14 November 2019

11 December 2019

Julien Irving and Andrew Poxon - Joint Administrators
Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel: 0161 831 9999 Fax: 0161 831 9090
General email: recovery@leonardcurtis.co.uk
Ref: M/38/RLC/E794K/1010

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NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Eurosigns (UK) Limited ("the Company") for the period from 15 May 2019 to 14 November 2019. This is the Joint Administrators' second progress report to creditors.
- 1.2 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 15 May 2019 to 14 November 2019, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Julien Irving and Andrew Poxon were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 3129 of 2018 on 16 November 2018. The Administration appointment was made by the secured creditor, Bibby Financial Services Limited ("Bibby"). The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was Winterstoke Road, Weston Super Mare, BS24 9BQ. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Winterstoke Road, Weston-Super-Mare, Somerset, BS24 9BQ. Following the appointment, this was changed to Tower 12 18-22 Bridge Street, Spinningfields, Manchester, M3 3BZ. The registered number of the Company is 02283390.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were deemed approved by the general body of creditors on 8 January 2019.

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 This objective has been achieved as Bibby have been repaid in full under their fixed charge security.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 15 May 2019 to 14 November 2019.

Sale of Business

- 4.2 As previously reported to creditors, the business and assets of the Company were sold on 29 November 2019 to Square One Signs & Graphics Limited (CRN: 11532777) (formerly AGHOCO 1758 Limited) (CRN: 11532777) ("the Purchaser"). The sales consideration totalled £317,805.59. The deferred consideration was secured by way of a debenture from the Purchaser.

- 4.3 The sales consideration of £317,805.59 was apportioned as follows:

	£
Book Debts – Due on completion to secured creditor	157,805.59
Book Debts – Residual equity and subject to deferred	40,000.00
Equipment, Plant and Machinery	100,000.00
The Stocks and Contracts	12,000.00
The Goodwill	7,997.00
The Intellectual Property	1.00
The Business Information	1.00
The Seller's Records	1.00
Total	317,805.59

- 4.4 Initial consideration of £157,805.59 was paid to the secured creditor by way of a funds flow agreement on completion, with the balance of £160,000.00 due by way of a deferred repayment plan, consisting of one payment of £23,000, one payment of 22,833.35, and five payments of £22,833.33.
- 4.5 During the previous reporting period, we received £78,666.69 in deferred consideration, which has been apportioned between the assets as per the above agreement. The Purchaser then began to suffer from cash flow issues. During this reporting period, the Purchaser's financial difficulties continued, and on 4 October 2019, the Purchaser entered into administration.
- 4.6 In order to recover the outstanding monies due under the Sale and Purchase Agreement, the Joint Administrators have enforced their debenture over the Purchaser. With the assistance of our specialist agents, Cerberus Asset Management ("CAM"), a large onsite auction was held on 21 October 2019 for the sale of the plant and machinery. Two further auctions also took place on 3 October 2019 and 7 November 2019 for smaller sundry items. The total of the auction proceeds received was £83,024.
- 4.7 CAM's total costs for their assistance with the auction, including commission and disbursements, totalled £13,036. After taking into account the deferred consideration received, the auction proceeds and CAM's costs, and the amounts received and paid shortly after this reporting period, there remains a total of £11,346 due from the Purchaser. From reviewing the Proposals prepared by the Purchaser's administrators, it appears unlikely that there will be any future return from the administration of the Purchaser to cover this shortfall. The Joint Administrators are therefore considering their position regarding the realisation of the remaining funds outstanding.

Leasehold Interest

- 4.8 The Company traded from leasehold premises at Winterstoke Road, Weston Super Mare, BS24 9BQ ("the Premises". As previously reported, a six month Licence to Occupy was granted to the Purchaser to cover their initial trading period whilst the assignment of the lease and / or an agreement for a new lease could be reached with the Purchaser.
- 4.9 The Purchaser entered into negotiations with the Landlord, but was unable to agree new terms with them. It was therefore necessary to extend the Licence to Occupy on several occasions.
- 4.10 During the Licence to Occupy period, rent has been received from the Purchaser, and has been paid over to the landlord. A total of £68,333.33 has been received in rent, of which £40,999.99 has been received during this reporting period. All consideration in relation to the rent has been paid to the landlord and this covered the period up until 24 November 2019.
- 4.11 After the Purchaser went into administration, it was necessary for the Company to continue to occupy the Premises temporarily to allow the Auction to take place. Following the auction, the Company vacated the Premises on 8 November 2019, and have returned the keys to the Landlord, as the Joint Administrators have no further interest in the property. Surrender documentation has been prepared by the Joint Administrators' legal team, but the Landlord is currently unwilling to execute this.
- 4.12 Given that all rent has been paid over to the Landlord, we do not anticipate any net realisations with regards to this category of assets.

Potential Customer Refund

- 4.13 As previously reported, a sum of £2,923.92 was received into the Company's account shortly after our appointment. These monies related to a trade counter sale completed on 14 November 2018 paid by credit card and not received into the Company account until after Administration. The Joint Administrators subsequently received notice of a refund request from the buyer to Barclaycard, the card facility provider, as the goods were defective.
- 4.14 The Joint Administrators have written to Barclaycard by post and by fax on several occasions during this reporting period, with a view to obtaining further information as to whether the claim has been successful. If the claim was successful, then it is likely that these funds may be required to be refunded to Barclaycard or the buyer. However, no response has been received to date. We will continue to contact Barclaycard during the next reporting period.

Bank Interest

- 4.15 Bank interest of £42.49 has been received during this reporting period, bringing total interest received to date to £113.74.

Book Debt due to Bibby

- 4.16 As previously reported, following the sale, a sum of £214.80 was received into the Company's current account, which related to a debt subject to Bibby's charge.
- 4.17 Given the sale of the book debt ledger, these funds are payable to the Purchaser. However, we are aware that the debt is subject to Bibby's charge held over the Purchaser, as Bibby are providing funding to the Purchaser. This amount is required to be paid to Bibby and will be paid over shortly. These funds were paid over on 3 July 2019.

5 ASSETS STILL TO BE REALISED

- 5.1 The only category of assets which remain to be resolved is in relation to the Sale of Assets as detailed at paragraphs 4.2 to 4.7, and the Potential Customer Refund as per 4.13 and 4.14.

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators 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.
- 6.2 Specific concerns were raised by creditors which the Joint Administrators are investigating. These investigations are currently ongoing. It is not appropriate to provide details of the investigations at this time in order not to prejudice the outcome of the investigations.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**Pre-Administration Costs**

- 7.1 On 14 January 2019, the secured creditor consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Leonard Curtis	Discussions with the secured creditor and directors, considering whether an Administration purpose could be achieved, planning for trading period and attending to all statutory matters relating to the appointment.	11,497.00	11,497.00	Joint Administrator	Nil
Turner Parkinson	General legal advice, dealing with the appointment process, preparation and filing of appointment documents.	2,091.00	2,091.00	Joint Administrator	Nil
CRM	Debtor ledger assessment	3,750.00	3,750.00	Joint Administrator	Nil
	Total	17,338.00	17,338.00		Nil

These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B.

Joint Administrators' Remuneration

- 7.2 On 14 January 2019, the secured creditor agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £115,662.50, as set out in a Fees Estimate.
- 7.3 To date, time charged by the Joint Administrators since appointment are £119,370.50. The time charged by the Joint Administrators for the period of this report amounts to £42,850.00. This represents 118 hours at an average

rate of £363.14 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.

- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators' original fees estimate.
- 7.5 You will note that time costs incurred to date exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred relates to Assets and Legal Services.
- 7.6 Whilst overall time costs are comparable to the estimate, a greater amount of time has been incurred in relation to the category of assets primarily due to the Purchaser's financial difficulties, which were not anticipated at the outset of the matter. Time has been spent by the case administrator pursuing the Purchaser for payment. It has then been necessary to hold several meetings with the Purchaser, the secured creditor, and internal meetings between the case administration team to agree the best way forwards to recover the amounts outstanding. Additional time has then been spent with regards to the sale of assets at auction, and corresponding with the Purchaser's administrators.
- 7.7 An estimate was not provided in our fees estimate for the provision of legal services. The use of Leonard Curtis' in-house legal team is considered to be substantially more cost effective than seeking external legal advice. Time has been incurred by our legal team in relation to the leasehold premises, advising the Joint Administrators regarding their position, dealing with extensions to the licence to occupy, and preparing a surrender agreement.
- 7.8 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. As noted above, the Fees Estimate has been exceeded, however recovery of our unpaid time costs will undoubtedly be limited to available funds. Accordingly the Joint Administrators do not propose requesting the secured consider a revision to the Fees Estimate at this stage, although the Joint Administrators reserve the right to in the event that significant further realisations are made.
- 7.9 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 7.10 If you would prefer this to be sent to you in hard copy please contact Rachel Cooke of this office on 0161 831 9999.
- 7.11 The remuneration drawn by the Joint Administrators to date totals £28,003 plus VAT. No fees have been drawn during this reporting period.

8 JOINT ADMINISTRATORS' EXPENSES

- 8.1 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

These are known as “Category 2 disbursements” and are subject to the approval of the creditors. On 14 January 2019, the secured creditor also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators’ statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 8.4 The Joint Administrators have used the professional services of Landwood Group during this reporting period, which was not included in the Joint Administrators statement of likely expenses. Landwood Group have reviewed the Landlord’s dilapidations claim, and have provided us with specialist advice on a fixed fees basis.
- 8.5 CAM have incurred £13,036 of costs during this reporting period in relation to their commission for the sale of the assets at auction. Given that an auction was not envisioned at the outset of this matter, costs for this were not included in our original estimate. However, these costs were necessary to realise the assets of the Purchaser.
- 8.6 Attached at Appendix F is additional information in relation to the firm’s policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm’s charge out rates have been amended with effect from 1 August 2019.
- 8.7 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 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.8 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators’ remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 8.9 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 8.10 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 Administration.

9 ESTIMATED OUTCOME FOR CREDITORS

- 9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

Secured Creditor

Bibby

- 9.2 The Company was funded by way of an Invoice Finance Facility with Bibby, who hold security by way of a Debenture, incorporating Fixed and Floating charges over all assets, created on 14 September 2018.
- 9.3 Bibby has received £157,805.59 during the course of the administration. Bibby have been repaid in full under their fixed charge.

Preferential Claims

- 9.4 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions. All preferential claims have been submitted to the Redundancy Payments' service (RPS), and a claim is expected in due course. Please note that we are aware that the RPS is currently suffering from a significant backlog of claims due to technology upgrades in their systems.
- 9.5 In any case, it is not anticipated that there will be sufficient realisations to enable a distribution to preferential creditors in this instance.

Prescribed Part

- 9.6 As Bibby have been repaid in full under its fixed charge, there is no requirement to set aside a prescribed part in this case.

Unsecured Non-Preferential Claims

- 9.7 At present, it is considered unlikely that there will be sufficient funds available to enable any form of distribution to unsecured creditors. However, creditors should continue to submit their claims to our office. A proof of debt form is attached at Appendix H for your ease of use. All claims received will be passed on to any subsequent liquidator should one be appointed.
- 9.8 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

10 MATTERS STILL TO BE DEALT WITH

- 10.1 Matters still to be dealt with before conclusion of the Administration include the following:
- The realisation of the remaining assets, as detailed in section 5;
 - Agreeing terms of the Surrender of the lease with the Landlord;
 - Continue investigations to identify any additional recoveries for the benefit of creditors;
 - Continuing to liaise with Barclaycard with regards the potential customer refund; and
 - The unpaid remuneration and expenses of the Administration will need to be defrayed.

11 EXTENSIONS TO THE ADMINISTRATION

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 11.2 In certain circumstances it may be necessary to extend the administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months with the consent of the secured creditor of the Company.
- 11.3 As you will be aware, the period of the administration was extended by twelve months until 14 November 2020 with the consent of the secured creditor.
- 11.4 We do not anticipate a further extension to the administration will be necessary.
- 11.5 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

12 NEXT REPORT

- 12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

13 DATA PROTECTION

- 13.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. 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 Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix I, 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.

If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully
for and on behalf of
EUROSIGNS (UK) LIMITED



ANDREW POXON
JOINT ADMINISTRATOR

Julien Irving and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 13092 and 8620, respectively

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Julien Irving and/or Andrew Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Julien Irving and/or Andrew Poxon be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
15 MAY 2019 TO 14 NOVEMBER 2019**

	Estimated to Realise	Previously Reported	This period	Cumulative
	£	£	£	£
RECEIPTS				
Book Debts (subject to Fixed Charge)	157,805.59	157,805.59	-	157,805.59
Book Debts (surplus subject to deferred)	40,000.00	19,666.68	-	19,666.68
VAT Reclaimable on Bibby's Fees	-	2,658.18	-	2,658.18
Goodwill, Business Information, Intellectual Property & Seller's Records	8,000.00	3,933.34	-	3,933.34
Equipment, Plant and Machinery	100,000.00	49,166.68	-	49,166.68
Stock and Contracts	12,000.00	5,900.00	-	5,900.00
Auction Proceeds	-	-	83,024.06	83,024.06
Cash at Bank	2,244.00	2,599.96	-	2,599.96
Book Debt (not subject to Fixed Charge)	-	69.82	-	69.82
Post Appointment Receipts	-	4,350.54	-	4,350.54
Potential Customer Refund	-	2,923.92	-	2,923.92
Book Debt due to Purchaser	-	214.80	-	214.80
Licence to Occupy Fee	-	27,333.34	40,999.99	68,333.33
Bank Interest	-	71.25	42.49	113.74
	<u>320,049.59</u>	<u>276,694.10</u>	<u>124,066.54</u>	<u>400,760.64</u>
PAYMENTS				
Administrators Remuneration		(28,003.00)	-	(28,003.00)
Agents Fees & Expenses		(15,000.00)	(3,750.00)	(18,750.00)
Solicitors fees & Expenses		(9,909.00)	-	(9,909.00)
Solicitors Disbursements		(105.00)	-	(105.00)
Pre Appointment Agents Fees		-	(3,750.00)	(3,750.00)
Pre Appointment Administrators Fees		(11,497.00)	-	(11,497.00)
Pre Appointment Legal fees		(2,091.00)	-	(2,091.00)
Other Professional Fees		(950.00)	(1,200.00)	(2,150.00)
Post Appt Receipts due to the Purchaser		(4,238.07)	(214.80)	(4,452.87)
Rent		-	(68,333.33)	(68,333.33)
Insurance		-	(1,134.55)	(1,134.55)
Disbursements CAT1		(506.13)	-	(506.13)
Disbursements CAT2		(174.75)	-	(174.75)
Auction costs and disbursements		-	(13,036.78)	(13,036.78)
Bank Charges		(15.00)	(37.50)	(52.50)
		<u>(72,488.95)</u>	<u>(91,456.96)</u>	<u>(163,945.91)</u>
DISTRIBUTIONS				
Bibby Financial Services Limited		(157,805.59)	-	(157,805.59)
BALANCE IN HAND		<u>46,399.56</u>	<u>32,609.58</u>	<u>79,009.14</u>

Please Note: During this reporting period, a number of account repostings have taken place. This has been done due to some double counting with regards to book debts, and to separate out book debts due to the secured creditor in comparison to the residual book debts owed. As these are account postings only, it has not affected the actual funds received by any parties, and the balance in hand remains the same.

APPENDIX C

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 15 MAY 2019 TO 14 NOVEMBER 2019**

	Total Units	Cost £	Average Hourly Rate £
Statutory and Review	45	1,608.00	357.33
Receipts and Payments	54	1,168.50	216.39
Insurance	2	50.00	250.00
Assets	449	19,772.50	440.37
Liabilities	121	3,735.50	308.72
Landlords	221	6,882.50	311.43
Debenture Holder	84	2,869.00	341.55
General Administration	15	527.00	351.33
Planning and Strategy	5	115.00	230.00
Post Appointment Credits Decisions	8	200.00	250.00
Legal Services - Preparation	114	4,179.50	366.62
Legal Services - Drafting docs	61	1,708.00	280.00
Legal Services - Email Out	1	34.50	345.00

Total	1,180	42,850.00
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Average Hourly Rate (£)	363.14
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All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it ensures that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work carried out under this category has included the following:

- Case management reviews have been carried out periodically to ensure that the case is progressing as planned. Reviews have been completed by both the case administration team to ensure day to day tasks are in good order, and by senior members of staff to ensure all statutory obligations and best practice guidelines are being adhered to; and
- Allocation of staff, management of staff, case resourcing and budgeting – this has involved tasks being delegated to appropriate team members to ensure work is being performed by staff members with the appropriate level of experience;

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly. Time charged to this category has included:

- Completing VAT reconciliation work following errors by HMRC;
- Preparing VAT returns, and telephone conversations with HMRC regarding the same; and
- Managing estate expenses, including the allocation of funds received and payment of invoices.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

A bond is a legal requirement on all administrations in accordance with the Insolvency Practitioners' Regulations 2005, and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors. The bond has been reviewed at regular intervals in accordance with best practice.

Assets

During the early part of this reporting period, time has been spent in correspondence with the Purchaser chasing for deferred payments. Following the Purchaser producing cash flow forecasts, these were reviewed and a revised repayment plan was agreed, which was ultimately not kept to by the Purchaser.

Following the failure of the revised repayment plan, time has been spent by members of the team at a Director level attending the premises of the Purchaser, reviewing the Purchaser's financial position, providing advice and considering a realisation strategy that would be most beneficial to the creditors of the Company.

Following the Purchaser entering into administration, time has been spent in correspondence with the Purchaser's joint administrators. Time has also been spent in correspondence with our appointed agents, CAM, with regards to the sale of assets at auction.

Time has also been spent dealing with a retention of title claim which was only received after the assets the claim related to has already been sold.

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors – this has included logging all claims received, and corresponding with creditors regarding their claims where necessary.
- Preparation of the Joint Administrators' First Progress Report, review of the same by a senior member of the compliance team, and submission of the report.

Non-statutory

- Dealing with enquiries from the Company's creditors.

Debenture Holder

Given the financial difficulties of the Purchaser, time has been spent in regular correspondence with the Secured Creditor, discussing the matter and providing updates where applicable.

Time has also been spent with regards to the returning debtors receipts.

Landlords

- Seeking rental payments from the Purchaser, and arranging these to be transferred to the Landlord;
- Corresponding with the Landlord with regards to their dilapidations claim, and agreeing an offset against rent deposit held;
- Arranging an extension to the licence to occupy;
- Liaising with legal team with regards to agreeing a surrender to the lease; and
- Dealing with the continued occupation of the premises following the administration of the Purchaser.

General Administration

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- Maintaining the administrators' records;
- Updating case diary lines; and
- Dealing with general correspondence and communicating with directors and shareholders.

Planning and Strategy

An internal meeting was held between the case administration team regarding agreeing a case strategy with regards to the outstanding deferred.

Post Appointment Creditors' Decisions

Time has been spent preparing in correspondence with the Secured Creditor in relation to agreeing an extension to the administration.

Legal Services

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

Time has been spent by Leonard Curtis' internal legal team in relation to the lease position. Time has been recorded with regards to the following:

- Providing advice to the Joint Administrators;
- Emails to the case administrator;
- Reviewing the Landlords' dilapidations claim;
- Preparing an extension to the licence to occupy; and
- Preparation of surrender documentation, and correspondence with the Landlords' legal representatives regarding the same.

**SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO DATE
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO 14 NOVEMBER 2019			VARIANCE
	Total		Average	Total		Average	
	Units	Cost	hourly rate	Units	Cost	hourly rate	
	No	£	£	No	£	£	£
Statutory and review	380	10,997.50	289.41	288	8,941.00	310.45	(2,056.50)
Receipts and payments	229	5,547.50	242.25	117	2,737.50	233.97	(2,810.00)
Insurance, bonding and pensions	34	948.00	278.82	21	697.00	331.90	(251.00)
Assets	760	25,475.00	335.20	1067	41,923.50	392.91	16,448.50
Liabilities	981	27,695.00	282.31	346	11,562.50	334.18	(16,132.50)
Landlords	20	637.50	318.75	268.00	8,842.00	329.93	8,204.50
Trading	250	9,165.00	366.60	223	8,355.00	374.66	(810.00)
Debenture holder	120	4,360.00	363.33	159	5,989.00	376.67	1,629.00
General administration	116	2,972.50	256.25	127	3,705.00	291.73	732.50
Appointment	263	6,049.50	230.02	271.00	6,169.50	227.66	120.00
Planning and Strategy	-	-	-	5	115.00	230.00	115.00
Post appointment decision procedure	390	10,810.00	277.18	195	6,861.00	351.85	(3,949.00)
Investigations	370	11,005.00	297.43	200	7,550.50	377.53	(3,454.50)
Legal Services - Preparation	-	-	-	114	4,179.50	366.62	4,179.50
Legal Services - Drafting docs	-	-	-	61	1,708.00	280.00	1,708.00
Legal Services - Email Out	-	-	-	1	34.50	345.00	34.50
	2932	115,662.50	394.48	3,463.00	119,370.50	344.70	3,708.00

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 15 MAY 2019 TO 14 NOVEMBER 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	20.00	20.00	-	20.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	260.00	260.00	-	260.00	-
Document Hosting	Creditorweb	Hosting of documents for creditors	56.00	71.40	19.60	51.80	19.60
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	100.00	83.02	-	83.02	-
Storage Costs	Auctus Limited	Storage of books and records	200.00	37.95	25.58	4.31	33.64
		Total standard expenses	723.00	559.37	45.18	506.13	53.24

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees	CAM	Costs of valuing and realising assets, ongoing support with regards the trading period, securing the premises for insurance purposes, collection of books and records and assisting with Retention of Title claims.	15,000.00	15,195.00 (please note £195.00 of these costs are a CAT1 cost)	-	15,000.00	195.00
Agents' Fees	CAM	Commission and disbursements in relation to the sale of assets at auction	-	13,036.78	13,036.78	13,036.78	0.00
Agents' fees	CRM	Assessment of debtor ledger and recommendation as to sale	3,750.00	3,750.00	-	3,750.00	-
Legal Fees	Turner Parkinson	Costs of preparing sale documents, advice in regard to sale, and general legal advice as required.	10,000.00	9,909.00	-	9,909.00	-
Legal Disbursements	Turner Parkinson	Disbursements in connection with legal work	-	105.00	-	105.00	-
Accountancy Fees	N/a	Assisting the directors with the preparation of the Statement of Affairs, calculation of tax position and reviewing tax relief available.	5,000.00	-	-	-	-
Other Professional Fees	Insol	Costs of processing employees claims and calculating TUPE liability	3,000.00	950.00	-	950.00	-
Other professional fees	Insol	Submission of claim for pension contributions	-	1,345.00	-	700.00	645.00
Other professional fees	Landwood Group	Specialist advise regarding dilapidations claim from the landlord	-	500.00	500.00	500.00	-
Insurance of Assets	Eddisons	Costs of insuring the Company's assets	1,134.55	1,134.55	-	1,134.55	-
Bank Charges	AIB	Bank Charges	-	52.50	37.50	52.50	-
Other Disbursements	LC Staff	Category 2 disbursement requiring specific creditor / committee approval (mileage)	500.00	628.47	453.72	174.75	453.72
Other Disbursements	LC Staff	Overnight expenses	-	46.29	46.29	-	46.29
Other Disbursements	LC Staff	Toll road	-	11.17	11.17	-	11.17
Other Disbursements	LC Staff	External entertainment	-	5.80	5.80	-	5.80
		Total case specific expenses	38,384.55	31,474.56	14,091.26	45,312.58	1,356.98

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.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	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.

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

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	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																								
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. Cost per upload, plus VAT.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><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 colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
CVL	£7.00	£0.70																								
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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 £204.00 3-6 months £303.00 6-12 months £490.00																								
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	£85.95 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

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

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.

APPENDIX G

ESTIMATED OUTCOME STATEMENT

	Secured £'000s	Preferential £'000s	Unsecured £'000s
Amount estimated available to class of creditor	244	Nil	Nil
Amount due to creditor per Appendix B	(196)	(6)	(1,108)
Estimated dividend rate (as a %)	100%	0%	0%

Proof of Debt – General Form

Relevant date: 16 November 2018

Please e-mail completed form to:

claims.manchester@leonardcurtis.co.uk quoting ref: E794K/RLC/PROOF

Name of Company in Administration:

Eurosigns (UK) Limited

Company registered number:

02283390

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6. Details of any security held, the value of the security and the date it was given

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

7. Details of any reservation of title claimed in respect of goods supplied to which the debt relates

8. Details of any document by reference to which the debt relates

9. Signature of creditor (or person authorised to act on the creditor's behalf)

10. Date of signing:

11. Address of person signing (if different from 2 above)

12. Name in BLOCK LETTERS

13. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.
3. **Please e-mail completed form to:**

claims.manchester@leonardcurtis.co.uk quoting ref: E794K/RLC/PROOF

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

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.

EUROSIGNS (UK) LIMITED – IN ADMINISTRATION

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 Wydliffe 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, 5th 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.

Data Controller: LEONARD CURTIS