

In accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A17 \*A7J6SPMD\* #87  
21/11/2018  
COMPANIES HOUSE

### 1 Company details

Company number 0 4 3 5 4 8 7 3  
Company name in full Rupert Lund Developments Ltd

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

### 2 Liquidator's name

Full forename(s) Jeffrey Mark  
Surname Brenner

### 3 Liquidator's address

Building name/number Concorde House  
Street Grenville Place  
Post town Mill Hill  
County/Region London  
Postcode N W 7 3 S A  
Country

### 4 Liquidator's name ①

Full forename(s)  
Surname

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


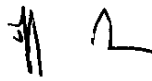

### 5 Liquidator's address ②

Building name/number  
Street  
Post town  
County/Region  
Postcode  
Country

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

LIQ03

Notice of progress report in voluntary winding up

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

LIQ03

Notice of progress report in voluntary winding up



**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 Brewester

Company name B&C Associates Limited

Address Concorde House

Grenville Place

Post town Mill Hill

County/Region London

Postcode N W 7 3 S A

Country

DX

Telephone 020 8906 7730



**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



**Important information**

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



**Where to send**

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

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



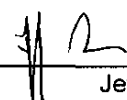
**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**Rupert Lund Developments Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 12/11/2017 To 11/11/2018 £	From 12/11/2014 To 11/11/2018 £
	<b>SECURED ASSETS</b>		
NIL	Land & Buildings	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(3,000.00)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	<b>HIRE PURCHASE</b>		
30,000.00	Motor Vehicle	NIL	NIL
(35,000.00)	Finance Company	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
Uncertain	Book Debts	NIL	NIL
7,800.00	Cash held on appointment	NIL	7,800.00
	Bank Interest Gross	0.51	2.25
		0.51	7,802.25
	<b>COST OF REALISATIONS</b>		
	Statement of affairs fee	NIL	6,500.00
	Office Holders Expenses	(260.30)	333.74
	Legal Fees	598.63	598.63
	Accountancy Services	NIL	250.00
		(338.33)	(7,682.37)
	<b>UNSECURED CREDITORS</b>		
(213,759.00)	Trade & Expense Creditors	NIL	NIL
(100,000.00)	Director - Rupert Lund	NIL	NIL
(22,000.00)	H M Revenue & Customs - CIS	NIL	NIL
(18,061.00)	H M Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(354,120.00)</b>		<b>(337.82)</b>	<b>119.88</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current Account		10.54
	Vat Control Account		109.34
			<b>119.88</b>

  
 \_\_\_\_\_  
 Jeffrey Mark Brenner  
 Liquidator

# **Liquidator's Annual Progress Report to Creditors & Members**

**Rupert Lund Developments Ltd  
- In Liquidation**

**Date of Report – 19 November 2018**

## **CONTENTS**

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Liquidator's Remuneration
- 5** Creditors' Rights
- 6** Next Report

## **APPENDICES**

- A** Receipts and Payments Account for the Period from 12 November 2017 to 11 November 2018 and Cumulative Receipts and Payments Account since the Liquidator's Appointment
- B** Time Analysis for the Period from the 12 November 2017 to 11 November 2018 and Cumulative Time Analysis since the Liquidator's Appointment
- C** Additional information in relation to Liquidator's Fees, Expenses & Disbursements

## **1 Introduction and Statutory Information**

- 1.1 I, Jeffrey Mark Brenner of B&C Associates Limited, Concorde House, Grenville Place, Mill Hill, London, NW7 3SA, was appointed as Liquidator of Rupert Lund Developments Ltd (the **Company**) on 12 November 2014. This progress report covers the period from 12 November 2017 to 11 November 2018 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.3 The principal trading address of the Company was 61 Chelsea Manor Street, London, SW3 5RZ.
- 1.4 The registered office of the Company has been changed to Concorde House, Grenville Place, Mill Hill, London, NW7 3SA, and its registered number is 04354873.

## **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period. Also attached at Appendix A is a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period.
- 2.3 The time spent on this case relates to the following matters:
  - (i) Attending to correspondence and telephone calls with creditors
  - (ii) Recording and acknowledging creditor claims
  - (iii) Investigation into the affairs of the company
  - (iv) Preparation and submission of Statutory report to the Secretary of State
  - (v) Obtaining bonding and completing bond reviews to enable the Liquidator to continue to act
  - (vi) Updating the Insolvency Practitioners System
  - (vii) Review and Statutory compliance which includes submissions to Companies House
  - (viii) Debtor Realisations and liaising with debt collector agent and Solicitors

### ***Administration***

- 2.4 A liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated the appointment, such as agreeing the strategy for the liquidation, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.
- 2.5 Creditors should note that this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

***Realisation of Assets***

2.6 Land & Buildings

The Statement of Affairs ("SoA") showed a book value ("BV") for Land & Buildings of £1,690 with a nil estimated to realise value as this related to leasehold improvements with no realisable value.

2.7 Motor Vehicles

The SoA showed Motor vehicles with a BV of £34,404 and an estimated to realise value of £30,000. As detailed on the SoA these vehicles were subject to hire purchase agreements with no equity and they were returned to the finance companies. As anticipated there are no sums due to the liquidation account.

2.8 Book debts

The SoA showed book debts with a BV of £5,992 with an uncertain estimated to realise value. At and subsequent to the creditors meeting the Liquidator held discussions with Marc Preston of Vertice Developments Management Limited ("Vertice") in relation to the project carried out by the Company at Gledhow Gardens in 2014.

As detailed in my previous annual progress reports, Marc Preston had acted as the Company's quantity surveyor on the project. The Liquidator instructed Vertice in this matter in an attempt to recover various sums due to the Company in respect of this contract.

Recently the Liquidator has also instructed Blake-Turner LLP on a Conditional Fee Arrangement to assist Vertice in progressing this matter to a conclusion.

The matter is ongoing and at this stage it is uncertain whether any realisations will become available in the Liquidation.

2.9 Cash held on Appointment

The sum of £7,800 was held on appointment to assist with the costs of the winding up of the company.

2.10 Bank Interest Gross

The sum of £2.25 was received on funds held in the Liquidation current account.

2.11 It is anticipated that the work the Liquidator and his staff have undertaken to date may bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and/or unsecured creditors of the Company.

2.12 Based on the above, I currently anticipate the total expenses that may be incurred in dealing with the remainder of the Company's asset realisations to be £1,000.

***Creditors (claims and distributions)***

2.13 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

- 2.14 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.15 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

#### ***Investigations***

- 2.16 You may recall from my first progress report to creditors that some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.17 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 2.18 Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

#### ***Matters still to be dealt with***

- 2.19 The Majority of matters have been dealt with but efforts are continuing to recover funds for the liquidation estate as detailed at paragraph 2.8 above.

### **3 Creditors**

#### ***Secured Creditors***

- 3.1 HSBC Bank Plc holds a fixed and floating charge over the Company's assets dated 26 March 2003. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003. There is a sum outstanding to HSBC Bank Plc of £4,782.27 but no distribution has been made under the charge.

#### ***Unsecured Creditors***

- 3.2 I have received claims totalling £228,238.23 from 22 creditors. I have yet to receive claims from 12 creditors whose debts total £147,759 as per the Company's statement of affairs.
- 3.3 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

### **4 Liquidator's Remuneration**

- 4.1 A Creditors' Committee was established at the meeting of creditors held on 12 November 2014, where the basis of the Liquidator's remuneration was approved by reference to the time properly spent by him and his staff in managing the Liquidation.

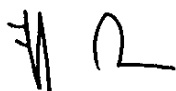
- 4.2 On 17 August 2018 I received notification from a member of the Committee that they wished to resign as a member. Notification of this was issued to all known creditors on 26 September 2018, along with notice of a decision being sought by correspondence in regards to the Liquidation Committee being dissolved. No creditors volunteered to act on the Committee and as such on the Decision Date of 15 October 2018, a decision was made that the Liquidation Committee would come to an end.
- 4.3 My time costs for the Period are £2,891.50. This represents 16.70 hours at an average rate of £173.14 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.
- 4.4 Also attached as Appendix B is a cumulative Time Analysis for the period from 12 November 2014 to 11 November 2018 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £14,177. This represents 71.40 hours at an average rate of £198.56 per hour.
- 4.5 To date, no fees have been drawn on account of the above time costs but disbursements of £333.74 have been drawn on account.
- 4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from [www.icaew.com/en/technical/insolvency/creditors-guides](http://www.icaew.com/en/technical/insolvency/creditors-guides)
- 4.7 Attached as Appendix C is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

## **5 Creditors' Rights**

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

## **6 Next Report**

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.



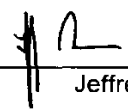
**J M BRENNER**  
**LIQUIDATOR**

**APPENDIX A**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD AND  
CUMULATIVE FROM THE DATE OF APPOINTMENT**

**Rupert Lund Developments Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 12/11/2017 To 11/11/2018 £	From 12/11/2014 To 11/11/2018 £
	<b>SECURED ASSETS</b>		
NIL	Land & Buildings	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(3,000.00)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	<b>HIRE PURCHASE</b>		
30,000.00	Motor Vehicle	NIL	NIL
(35,000.00)	Finance Company	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
Uncertain	Book Debts	NIL	NIL
7,800.00	Cash held on appointment	NIL	7,800.00
	Bank Interest Gross	0.51	2.25
		0.51	7,802.25
	<b>COST OF REALISATIONS</b>		
	Statement of affairs fee	NIL	6,500.00
	Office Holders Expenses	(260.30)	333.74
	Legal Fees	598.63	598.63
	Accountancy Services	NIL	250.00
		(338.33)	(7,682.37)
	<b>UNSECURED CREDITORS</b>		
(213,759.00)	Trade & Expense Creditors	NIL	NIL
(100,000.00)	Director - Rupert Lund	NIL	NIL
(22,000.00)	H M Revenue & Customs - CIS	NIL	NIL
(18,061.00)	H M Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(354,120.00)</b>		<b>(337.82)</b>	<b>119.88</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current Account		10.54
	Vat Control Account		109.34
			<b>119.88</b>

  
 Jeffrey Mark Brenner  
 Liquidator

## 5417 Rupert Lund Developments Ltd

### SIP 9 - Time & Cost Summary

Period: 12/11/17..11/11/18

#### Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0.00	0.00	10.90	1.60	12.50	1,998.50	159.88
Case Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appointment Notification	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance of Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Reporting	0.00	0.00	1.20	0.00	1.20	198.00	165.00
Administration & planning	0.00	0.00	12.10	1.60	13.70	2,196.50	160.33
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIP 2 Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDDA Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Antecedence Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ident, Securing, Insuring	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ROT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Collection	1.00	0.00	2.00	0.00	3.00	695.00	231.67
Sale of Prop, Bus & Ass	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of assets	1.00	0.00	2.00	0.00	3.00	695.00	231.67
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading Management of Operation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting for Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading On-going Employee issue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees, Claims inc, prefs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.00	0.00	14.10	1.60	16.70	2,891.50	173.14
Total Fees Claimed						0.00	

## 5417 Rupert Lund Developments Ltd

### SIP 9 - Time & Cost Summary

Period: 12/11/14..11/11/18

#### Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	4.60	0.00	25.30	1.60	31.50	6,053.50	192.17
Case Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appointment Notification	0.00	0.00	2.50	0.00	2.50	412.50	165.00
Maintenance of Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Reporting	1.80	0.00	6.10	0.00	7.90	1,663.50	210.57
Administration & planning	6.40	0.00	33.90	1.60	41.90	8,129.50	194.02
Investigations	2.50	0.00	10.70	0.00	13.20	2,678.00	202.88
SIP 2 Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDDA Report	2.10	0.00	0.00	0.00	2.10	766.50	365.00
Antecedence Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	4.60	0.00	10.70	0.00	15.30	3,444.50	225.13
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ident, Securing, Insuring	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ROT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Collection	1.00	0.00	5.60	0.00	6.60	1,289.00	195.30
Sale of Prop, Bus & Ass	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of assets	1.00	0.00	5.60	0.00	6.60	1,289.00	195.30
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading Management of Operation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting for Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading On-going Employee issue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
creditors	0.40	0.00	3.90	0.00	4.30	789.50	183.60
Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees, Claims inc, prefs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.40	0.00	3.90	0.00	4.30	789.50	183.60
Case Specific	0.00	0.00	2.80	0.50	3.30	524.50	158.94
Case Specific 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case specific matters	0.00	0.00	2.80	0.50	3.30	524.50	158.94
Total Hours	12.40	0.00	56.90	2.10	71.40	14,177.00	198.56
Total Fees Claimed						0.00	

## ADDITIONAL INFORMATION IN RELATION TO THE LIQUIDATOR'S FEES, EXPENSES & DISBURSEMENTS

### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 On this case we are proposing to use the services of the following sub-contractors

Accountancy Services	Cowley & Co	Fixed Fee	£250 plus VAT
Funds Recovery	Vertice Development Management limited	Conditional Fee Arrangement	Nil

### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Sprecher Grier Ltd (Legal advice)	Hourly Rate and Disbursements
Blake-Turner LLP (legal advice)	Conditional Fee Arrangement

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

### 3 Liquidator's Expenses & Disbursements

- 3.1 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.2 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

- 3.3 An analysis of the expenses paid to 12 November 2018, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report	Incurred but not paid to date £	Total anticipated cost £
<b>Category 1 disbursements</b>				
Statutory Advertising	216.00	-	-	216.00
Specific penalty bond	36.00	-	-	36.00
External Storage of books and records	31.89	-	44.46	200.00
Companies House Searches	3.00	-	-	3.00
Travel & Couriers	46.85	-	-	46.85
<b>Category 2 disbursements</b>				
Internal Meeting Rooms	-	-	50.00	50.00
Initial Case set up costs	-	-	10.00	10.00
IPS Accounting System charge	-	-	15.00	15.00
Telephone	-	-	10.00	10.00
Circularisation to creditors and others	-	-	575.10	800.00
<b>Total</b>	<b>333.74</b>	<b>-</b>	<b>704.56</b>	<b>1,386.85</b>

#### 4 Charge-Out Rates

- 4.1 B&C Associates Limited current charge-out rates effective from 1 January 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	Per hour
<b>Directors</b>	<b>365</b>
<b>Managers</b>	<b>325</b>
<b>Administrators</b>	<b>165</b>
<b>Assistants</b>	<b>125</b>
<b>Juniors</b>	<b>75</b>

## **Privacy Notice**

### **Use of personal information**

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. B & C Associates Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

### **The data we may process**

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

### **Sharing information**

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

### **How long will we hold it?**

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

### **What are your rights?**

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact *[Name - either Data Protection Officer or name of Senior Management responsible for GDPR and address/email address as relevant]* so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.