

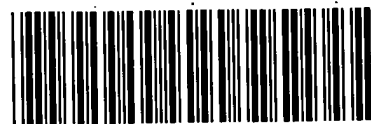
# AM10

## Notice of administrator's progress report



Companies House

MONDAY



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A26

20/07/2020

#175

COMPANIES HOUSE

### 1 Company details

Company number 0 4 5 8 5 7 5 6

Company name in full Simonstone (Bristol) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Andrew

Surname Beckingham

### 3 Administrator's address

Building name/number Leonard Curtis

Street 2nd Floor

40 Queen Square

Post town Bristol

County/Region

Postcode B S 1 4 Q P

Country

### 4 Administrator's name ①

Full forename(s) David

Surname Smithson

#### ① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number Leonard Curtis

Street 2nd Floor

40 Queen Square

Post town Bristol

County/Region

Postcode B S 1 4 Q P

Country

#### ② Other administrator

Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d 1	d 4	m 0	m 1	y 2	y 0	y 2	y 0
To date	d 1	d 3	m 0	m 7	y 2	y 0	y 2	y 0

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date

d 2	d 0	m 0	m 7	y 2	y 0	y 2	y 0
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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	Andrew Dally
Company name	Leonard Curtis
Address	2nd Floor
	40 Queen Square
	Bristol
Post town	
County/Region	
Postcode	B S 1 4 Q P
Country	
DX	
Telephone	0117 929 4900



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

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

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



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**SIMONSTONE (BRISTOL) LIMITED**  
**(IN ADMINISTRATION)**

Registered Number: 04585756

Court Ref: CR-2020-BRS-000001

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

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

**Report period**  
**14 January 2020 to 13 July 2020**

**20 July 2020**

**Andrew Beckingham and David Smithson - Joint Administrators**

**Leonard Curtis**

**2nd Floor, 40 Queen Square, Bristol BS1 4QP**

**Tel: 0117 929 4900 Fax: 0117 927 0000**

**General email: [recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)**

**Ref: S/41/AJD/SD56B/1010**

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**STRICTLY PRIVATE AND CONFIDENTIAL  
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 Simonstone (Bristol) Limited ("the Company") for the period from 14 January 2020 to 13 July 2020. This is the Joint Administrators' first progress report to creditors.

**2 STATUTORY INFORMATION**

- 2.1 Andrew Beckingham and David Smithson were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (CHD), number CR-2020-BRS-000001 on 14 January 2020. The Administration appointment was made by the directors of the Company. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The retrospective consent of the Financial Conduct Authority ("FCA") was sought in relation to the making of the appointment pursuant to the provisions of the Financial Services and Markets Act 2000 and this was granted on 5 February 2020. Following an application heard in the High Court of Justice on 14 February 2020, the appointment of the Administrators and their actions taken up to that date were validated.
- 2.3 The Administration is being handled by the Bristol office of Leonard Curtis, which is situated at 2nd Floor, 40 Queen Square, Bristol BS1 4QP.
- 2.4 The principal trading address of the Company was 803-805 Bath Road, Brislington, Bristol, BS4 5NL. The business traded under its registered name.
- 2.5 The registered office address of the Company at the date of the appointment of the Joint Administrators was 803-805 Bath Road, Brislington, Bristol, BS4 5NL. Following the appointment, this was changed to 2nd Floor, 40 Queen Square, Bristol, BS1 4QP. The registered number of the Company is 04585756.
- 2.6 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.
- 2.7 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 creditors on 20 March 2020.

- 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 in the first instance was to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration). However, as it is now anticipated that there will not be sufficient funds available from asset realisations to make any form of distribution to unsecured creditors in this case, the statutory purpose of the administration is therefore to realise property in order to make a distribution to secured and / or preferential creditors
- 3.5 This objective is likely to be achieved as preferential creditors should receive a dividend, and there is anticipated to be sufficient funds for Bank of Scotland Plc to receive a distribution under its floating 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 14 January 2020 to 13 July 2020.

##### **Chattel Fixed Assets**

- 4.2 As previously reported, independent RICS registered agents, PACT Property & Assets Ltd ("PACT") were instructed to run a public auction from Company's premises in order to sell the Company's chattel assets and gross realisations of £85,261 were subsequently generated.

##### **Stock**

- 4.3 The Company also had a quantity of vehicle parts stock which the Joint Administrators sought to realise for the benefit of creditors. A sale of these assets was initially delayed by a purported contractual retention of title claim from the Company's franchisor and then subsequently by the lockdown measures imposed as a result of the coronavirus pandemic. With the permission of the franchisor the stock was subsequently sold by PACT to an unconnected third party in July 2020 for an amount of £18,500 plus VAT and the funds have now been received by the Joint Administrators and are held pending final resolution of due entitlement.

##### **Book Debts**

- 4.4 As at the date of administration, the Company also had book debts in the sum of circa £152,845. Husband Collection Services Ltd ("HCS") were instructed to assist with the recovery of these outstanding amounts and collections of some £77,388 have been achieved to date. The remainder of the ledger is subject to general disputes, contra claims for unfulfilled warranties and other aged/bad debts and therefore the extent of further recoveries is currently uncertain.

##### **Intercompany Debt**

- 4.5 According to the Company's books and records, there is an inter-company debt due from the connected group company Simonstone (South West) Limited in the sum of £585,025. However, Simonstone (South West) Limited has already ceased trading, has no realisable assets of note, and has also cross-guaranteed the Company's secured debts. It is understood that no party currently intends to take any steps to initiate any formal insolvency procedure, and as it appears unlikely that any recovery can be made for the benefit of the Company's creditors, it is not considered cost effective for the Joint Administrators to take any enforcement or recovery action.

##### **Business Rates Refund**

- 4.6 The Joint Administrators have received the sum of £14,572 in respect of a business rates refund. Property agents CAPA were subsequently engaged in order to assist with the recovery of any additional amounts and it is anticipated that a further refund of some £400 may be received in due course.

**Sundry Refunds and Bank Interest**

- 4.7 The Joint Administrators have also received the sum of £520 in respect of vehicle tax refunds as well £13.36 on account of bank interest accrued.

**5 ASSETS STILL TO BE REALISED**

- 5.1 Save for any residual book debt recoveries, there are no known assets still to be realised.

**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 Investigations remain on-going in respect of the legal basis upon which franchise agreements were terminated and vehicles and parts removed from the Company's premises prior to the administration
- 6.3 If any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.
- 6.4 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 20 March 2020, the secured and preferential creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount incurred £	Amount paid £
Leonard Curtis	Initial financial assessment & appointment particulars	£11,167.50	£11,167.50
Clarke Willmott	Statutory documentation & appointment particulars	£2,609.70	£2,609.70
	<b>Total</b>	<b>£13,777.20</b>	<b>£13,777.20</b>

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 20 March 2020, the secured and preferential creditors 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 £49,998, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £82,697.50. This represents 194.3 hours at an average rate of £425.62 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 do 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. However, areas where some significant variance has occurred relate predominately to assets, investigations and liabilities.
- 7.6 More time was incurred in respect of assets and investigations than originally anticipated, as it was necessary for the Joint Administrators to review and defend against the purported ROT claim received from the Company's franchisor in relation to the Company's stock and also investigate the basis upon which the franchise agreements were terminated and vehicles and parts removed from the Company's premises prior to the administration. These matters have been extremely protracted and enquiries remain on-going.
- 7.7 Additional work has also been undertaken in respect of liabilities as a number of the Company's former employees have made claims to an Employment Tribunal for protective awards on account of the Company's alleged failure to undertake a full consultation process in relation to their dismissals which occurred prior to the administration. The Joint Administrators have, with the assistance of their legal advisors and in consultation with the company's management, undertaken a detailed review of the position and have submitted on behalf of the company a defence to the Tribunal in respect of these claims. Further unanticipated time was also spent dealing with a number of enquiries from consumer creditors who had made deposits or had pre-paid service plans with the Company.
- 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. The Joint Administrators do not anticipate that a revised Fees Estimate will be required. However, should information come to light during the course of the Administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Fees Estimate was provided, it may be necessary for the Joint Administrators to revert to the secured and preferential creditors for further approval. The information provided above is therefore for information purposes only.
- 7.9 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" (Version 4 – April 2017) which may be downloaded from: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>
- 7.10 If you would prefer this to be sent to you in hard copy please contact Andrew Dally of this office on 0117 929 4900.
- 7.11 By agreement with a secured creditor, the remuneration drawn by the Joint Administrators to date totals £24,000 plus VAT and will not exceed £34,000 plus VAT without further permission being sought. These amounts were set by reference to reduced hourly rates agreed with a secured creditor.

## **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). These are known as "Category 2 disbursements" and are subject to the approval of creditors. On 20 March 2020, the secured and preferential creditors 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 save for legal fees, agents' fees, and costs associated with maintaining access to the Company's IT system which, as noted below, was necessary for debt collection purposes and also to enable our investigations. Amounts paid to Evolve IS fall within earlier estimates but were incurred to ensure proper review and submission of employee claims given that redundancies were made by the company prior to our appointment.
- 8.4 Legal fees have exceeded initial estimates as it was necessary for the Joint Administrators to engage solicitors to assist with the ROT dispute and related investigations, both of which have become extremely protracted. Further legal fees were also incurred in dealing with the on-going Employment Tribunal proceedings and advising on the Company's FCA registration.
- 8.5 Whilst chattel asset realisations were slightly above initial estimates, the costs associated with the on-site auction sale and subsequent property clearance were more than was originally anticipated and additional agents costs were also incurred due to the need to have the Company's stock sorted, moved and stored off-site during the coronavirus lockdown.
- 8.6 It was necessary for the Joint Administrators to maintain the Company's access to the third party owned IT system in order to retrieve sales invoices and other records necessary to pursue the Company's book debts and assist with investigations. The sums paid in this respect were not provided for on the initial statement of likely expenses.
- 8.7 During the Administration, the following professional advisors and / or subcontractors have been used due to their particular expertise and cost effectiveness in dealing with those specific matters indicated:

Professional Advisor	Service Provided	Basis of Fees
PACT Property & Assets Ltd	Asset valuation advice, sale of assets, property clearance	Time costs
Clarke Willmott LLP	Legal advice, document preparation, review of ROT claim	Time costs
Husband Collection Services	Debt collection services	% of Collections
Evolve IS	Handling of employee/ pension claims	Fixed fee
CAPA	Property rates audit	% commission
AUA Insolvency Risk Services	Insurance broker	Fixed fee

- 8.8 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of subcontractors, 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.
- 8.9 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.
- 8.10 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.
- 8.11 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.

- 8.12 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 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 Creditors**

- 9.2 Bank of Scotland Plc ("BoS") provided loan and overdraft facilities to the Company and hold security by way of fixed and floating charges over the assets of the Company dated 31 January 2003. As at the date of administration, the principal debt owed to BoS was understood to be circa £78,704, and there was a further a cross-guarantee liability due principally from Simonstone (South West) Limited of £58,969. Subject to the final quantum of preferential claims and the outcome of on-going residual asset realisation matters, BoS should receive a return under its floating charge security.

Santander Consumer (UK) plc / Hyundai Capital UK Limited ("HCUK") provided vehicle finance to the Company's related undertaking, Simonstone (South West) Limited. This funding was cross-guaranteed by the Company. HCUK hold security by way of fixed and floating charges over the assets of the Company dated 27 February 2012. As at the date of administration, the debt owed to HCUK is understood to be circa £48,796. It is not thought likely that sufficient funds will become available following settlement of amounts due to BoS, for HCUK to receive a return under its floating charge security.

### **Preferential Claims**

- 9.3 Preferential claims have been estimated to amount to approximately £8,133 by appointed agents Evolve IS but this could potentially increase by a further £8,500 depending on the outcome of the on-going Employment Tribunal proceedings which been instigated by some of the Company's former employees. Notwithstanding this, it is anticipated there should be sufficient funds to enable payment of preferential claims in full.

### **Prescribed Part**

- 9.4 As the BoS floating charge predates 15 September 2003, no prescribed part is likely to be applicable in the case.

### **Unsecured Non-Preferential Claims**

- 9.5 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.

Based on present information, it is considered unlikely that there will be sufficient funds available to enable any form of distribution to Unsecured Creditors. A statement has previously been made in accordance with paragraph 52(1)(b) of Schedule B1 of the Act. Creditors should however continue to submit details of their claims using the Proof of Debt form attached at Appendix H.

## **10 MATTERS STILL TO BE DEALT WITH**

- 10.1 Matters still to be dealt with before conclusion of the Administration include the following:
- The collection of any residual recoverable book debts as detailed in section 4;
  - The final resolution of any ROT claims and disputes with the franchisors;
  - Formal agreement of preferential creditor claims and payment of a dividend;

- The making of a distribution to the secured creditor; and
- The settlement of any unpaid remuneration and expenses.

## **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. Given the number of issues which remain to be resolved and, specifically, the expected date of the employment tribunal hearing, it will 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 as follows:

- with the consent of each secured creditor of the Company; and
- a decision of the preferential creditors in a decision procedure.

11.3 The appropriate body of creditors will be contacted in due course about an extension for a period of twelve months to allow as much time as possible for completion of all matters without additional costs being incurred in seeking any further extension.

## **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.

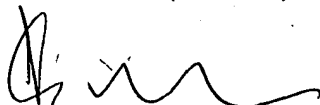
## **13 DATA PROTECTION**

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

**SIMONSTONE (BRISTOL) LIMITED**



**ANDREW BECKINGHAM**  
**JOINT ADMINISTRATOR**

Andrew Beckingham and David Smithson are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8683 and 9317, 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 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 ("CVL"). It is further proposed that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators 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.
3. 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.
4. 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.
5. 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.
6. 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 Andrew Beckingham and/or David Smithson 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.
7. 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 they consider desirable or expedient to achieve the statutory purpose of the Administration.

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
14 JANUARY 2020 TO 13 JULY 2020

	Estimated to realise £	This period £
<b>RECEIPTS</b>		
Chattel Assets	20,500	85,261.00
Stock	50,000	18,500.00
Debtors	86,000	77,388.36
Business Rates Refund	-	14,571.60
Sundry Refunds	-	519.98
Bank Interest	-	13.36
	<u>156,500</u>	<u>196,254.30</u>
<b>PAYMENTS</b>		
Joint Administrators' Remuneration		24,000.00
Legal Fees and Expenses		28,782.50
Agents' Fees and Expenses		26,449.73
Debt Collection Expenses		13,096.84
Pre-Administration Costs		13,777.20
Insurance		554.75
IT Services		8,762.20
Storage Charges		1,931.00
		<u>117,354.22</u>
<b>BALANCE IN HAND</b>		<u>78,900.08</u>

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 14 JANUARY 2020 TO 13 JULY 2020**

	Total		Average
	Units	Cost	Hourly Rate
		£	£
Statutory and Review	71	3,151.50	443.87
Receipts and Payments	60	1,843.00	307.17
Insurance	66	2,439.00	369.55
Assets	483	22,999.50	476.18
Liabilities	763	30,481.50	399.50
Landlords	48	2,232.00	465.00
Debenture Holder	55	2,239.50	407.18
General Administration	58	1,926.00	332.07
Appointment	113	4,474.50	395.97
Post Appointment Creds Mtngs	27	931.50	345.00
Investigations	199	9,979.50	501.48
<b>Total</b>	<b>1,943</b>	<b>82,697.50</b>	
<b>Average Hourly Rate (£)</b>		<b>425.62</b>	
<b>All Units are 6 minutes</b>			

## 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 has not directly resulted in any monetary value for creditors, it has ensured that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category has comprised the following:

- Case management reviews. These have been carried out periodically throughout the life of the case. In the early stages of the case this involved regular team meetings to discuss and agree case strategy and included a month 3 review by the firm's Compliance team to ensure that all statutory and best practice matters had been dealt with appropriately;
- Allocation of staff, management of staff, case resourcing and budgeting. In general efforts have and will be made to keep case costs to a minimum where possible. However, given the nature of the this case, it has necessitated the attendance by senior members of staff;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team was required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This resulted in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years; and
- Liaising with director's professional advisors and review of the sworn statement of affairs and filing of document at Companies House in accordance with statutory requirements.

### Receipts and Payments

This category of work has not resulted 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.

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Timely completion of post appointment tax and VAT returns; and
- Managing estate expenses and settlement of costs incurred by the Joint Administrators.

### Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there has been 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.

- Review of the Company's existing insurance provision and liaising with insurers brokers to ensure adequate insurance cover is maintained whilst minimising costs to the estate;
- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond was calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond was reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice; and
- Completion and submission of statutory notifications under the Pensions Act 2004 including liaising with the Company director to establish the existence of Company pension schemes, making the statutory notifications under s120 and s22



of the pensions legislation liaising with the pension provider to understand the nature of the scheme, and instruction of agents Evolve IS to submit claims to the Redundancy Payments Service for reimbursement of any unpaid contributions.

### Assets

- Work to achieve a sale of the Company's chattel fixed assets including:
  - Liaising with PACT regarding the adopted realisation strategy and arranging for them to attend site in order to inspect and value assets;
  - Dealing with enquiries from interested parties and passing on details to our agents;
  - Review of asset auction arrangements and the subsequent level of sales achieved;
  - Consideration and apportionment of the costs and expenses associated with the asset sales.
- Work undertaken in connection with the Company's stock including a review of the validity of purported retention of title claims and the legal basis upon which vehicles and parts were removed from the Company's premises prior to the administration. Instruction of and liaising with PACT and Clarke Willmott in relation to the same;
- Instruction of and liaising with Husband Collection Services regarding the on-going book debt collection;
- Work to optimise the recovery of any other amounts owing to the Company including business rates refunds;
- Liaising with Company's bankers Bank of Scotland regarding the pre-appointment bank accounts and any post-administration credits received; and
- Identification and return of third party assets.
- Review of charges information to verify that no assets are subject to any secured creditor's fixed charge.

### Liabilities / Debenture Holder

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

#### Statutory

- Review and reconciliation of Company records and correspondence to identify creditors;
- Processing of claims from the Company's creditors. The Company has approximately 100 trade and expense creditors whose claims are initially being recorded by the Joint Administrators at this stage. There are also a number of consumer creditors who have claims in respect of deposits or pre-paid service plans which are also being collated;
- Instruction of and liaising with agents Evolve IS to calculate and process the claims from the Company's employees who were made redundant prior to the Joint Administrators' appointment. This included reviewing payroll information, preparation of RP14/a forms, liaising with the Redundancy Payments Office, and providing support in completing online forms and recording any excess preferential or unsecured claims;
- Reviewing the position and preparing a defence in relation to the Employment Tribunal proceedings instigated by a number of employees. Instruction of and liaising with solicitors Clarke Willmott in this respect;
- Preparation and submission of periodic progress reports to creditors; and
- Preparation of Joint Administrators' Proposals for achieving a statutory purpose of the administration.

#### Non-statutory

- Dealing with general enquiries from the Company's trade and consumer creditors;
- Dealing with enquiries from the Company's employees; and
- Liaising with the Company's secured creditors Bank of Scotland and Hyundai Capital UK in relation to the administration proceedings and their outstanding balances.

### Landlords

- Review of current lease in respect of Company premises; and
- Liaising with landlords in respect of occupation and vacation of the premises.

### General Administration

- General planning matters and practical issues;
- Setting up and maintaining the Joint Administrators' records;
- Arranging and dealing with collection and storage of company records; and
- Dealing with general correspondence and communicating with the directors and shareholders.

**Appointment**

- Statutory notifications to creditors and other stakeholders following the Administrators' appointment; and
- Preparation of case plan and initial appointment formalities.

**Post Appointment Creditors' Decisions**

- Preparation of correspondence to agree fee basis and Statement of Expenses in accordance with Insolvency (Amendment) Rules 2015; and
- Convening a decision by correspondence to agree fees with appropriate body of creditors;
- Reporting on outcome of voting.

**Investigations**

- Review the Company's financials and general books and records; and
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Companies Directors Disqualification Act 1986.
- Review of the circumstances leading to the cessation of trading of the Company and the withdrawal of its franchises.

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

	FEES ESTIMATE			INCURRED	
	Total				
	Units	Cost	Average	Units	Cost
	No	£	hourly rate	No	£
Statutory and review	135	5,647.50	418.33	71	3,151.00
Receipts and payments	24	792.00	330.00	60	1,840.00
Insurance, bonding and pensions	59	2,125.50	360.25	66	2,430.00
Assets	339	15,601.50	460.22	483	22,990.00
Liabilities	355	13,507.50	380.49	763	30,480.00
Landlords	12	576.00	480.00	48	2,232.00
Debenture Holder	15	697.50	465.00	55	2,235.00
General Administration	71	2,035.50	286.69	58	1,920.00
Appointment	113	4,474.50	395.97	113	4,474.50
Post Appointment Creditors Meeting	18	729.00	405.00	27	931.50
Investigations	87	3,811.50	438.10	199	9,970.00
	<b>1,228</b>	<b>49,998.00</b>	<b>407.15</b>	<b>1,943</b>	<b>82,690.00</b>

**SUMMARY OF EXPENSES FROM 14 JANUARY 2020 TO 13 JULY 2020 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	15.00	15.00	15.00	-	15.00
Bond Fee	AUA IRS	Insurance bond	260.00	260.00	260.00	-	260.00
Document Hosting	Pelstar Computing	Hosting of documents for creditors	70.00	46.20	46.20	-	46.20
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	91.80	91.80	91.80	-	91.80
Storage Costs	Storage 2000 / Charles Taylor	Collection and storage of books and records	1,000.00	1,980.21	1,980.21	1,931.00	49.21
Postal Redirection	Royal Mail	Redirection of post from trading premises	211.00	211.00	211.00	-	211.00
		<b>Total standard expenses</b>	<b>1,734.80</b>	<b>2,691.21</b>	<b>2,691.21</b>	<b>1,931.00</b>	<b>760.21</b>

**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	PACT Property	Costs of valuing and realising assets and clearance of property	14,000.00	26,449.73	26,449.73	26,449.73	-
Debt Collection Fees	Husband Collection Services	Costs of debt collection agents	15,000.00	13,096.84	13,096.84	13,096.84	-
Legal Fees	Clarke Willmott LLP	Costs of appointed solicitors	14,000.00	28,782.50	28,782.50	28,782.50	-
Employee/ Pension Agent Fees	Evolve IS	Costs of agents handling employee and pension claims	3,000.00	2,100.00	2,100.00	-	2,100.00
Other Professional Fees	Afford Bond	Preparation of the Statement of Affairs	2,500.00	2,500.00	2,500.00	-	2,500.00
Insurance	AUA IRS	Costs of open cover insurance for assets	500.00	554.75	554.75	554.75	-
Property Costs	Landlord and utility companies	Rent, rates and utilities incurred in respect of occupation of trading premises	12,000.00	-	-	-	-
IT Services	Pine Technologies	Costs for use of Company IT system	-	8,762.20	8,762.20	8,762.20	-
Category 2 Disbursements	Leonard Curtis	Disbursements requiring specific creditor / committee approval	None anticipated	-	-	-	-
		<b>Total case specific expenses</b>	<b>61,000.00</b>	<b>82,246.02</b>	<b>82,246.02</b>	<b>77,646.02</b>	<b>4,600.00</b>

## 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.

**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

## SIMONSTONE (BRISTOL) LIMITED – IN ADMINISTRATION

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	
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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	£91.80 - £102.00 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 <b>disbursements</b> section below.	See <b>disbursements</b> 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.

## APPENDIX G

## ESTIMATED OUTCOME STATEMENT

	Estimated Outcome £
<b>Assets</b>	
Balance in Hand	78,900
Business Rates Refund	400
	<u>79,300</u>
<b>Less: Provision for Further Costs of Administration and Realisations</b>	
Joint Administrators' Remuneration	(10,000)
Property Costs	(12,000)
Legal Fees	(5,000)
Debt collection fees	(4,000)
Current Unpaid Disbursements	(5,360)
Other Disbursements	(2,000)
<b>Total Costs</b>	<u>(38,360)</u>
<b>Available for Preferential Creditors</b>	<u>40,940</u>
Preferential Creditors (Employee Entitlements)	(18,500)
<b>Net property available for prescribed part</b>	<u>22,440</u>
<b>Prescribed Part Fund</b>	N/A
<b>Available for Floating Charge Creditors</b>	<u>22,440</u>
Bank of Scotland	(137,673)
Hyundai Capital	(48,796)
<b>Available for Unsecured Creditors</b>	<u>-</u>
<b>Estimated Distribution to Creditors (p/£):</b>	
Preferential Creditors	100p
Bank of Scotland	16.3p
Hyundai Capital	-
Unsecured Creditors	-

**Proof of Debt – General Form**  
**Relevant date: 14 January 2020**

**Please e-mail completed form to:**

**recovery@leonardcurtis.co.uk quoting ref: SD56B/AJD/PROOF**

**Name of Company in Administration:**

Simonstone (Bristol) Limited

**Company registered number:**

04585756

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



## SIMONSTONE (BRISTOL) 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:

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: SD56B/AJD/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.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

**Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5<sup>th</sup> Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: [privacy@leonardcurtis.co.uk](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**