

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

TUESDAY



A13 *A80KBH7E* #100
05/03/2019
COMPANIES HOUSE

1 Company details

Company number 0 5 6 7 4 0 5 2

Company name in full SHOES.CO.UK LTD

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

2 Liquidator's name

Full forename(s) DIANE ELIZABETH

Surname HILL

3 Liquidator's address

Building name/number 5TH FLOOR SHIP CANAL HOUSE

Street 98 KING STREET

Post town MANCHESTER

County/Region

Postcode M 2 4 W U

Country

4 Liquidator's name

Full forename(s) MARK TERENCE

Surname GETLIFFE

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

5 Liquidator's address

Building name/number 5TH FLOOR SHIP CANAL HOUSE

Street 98 KING STREET

Post town MANCHESTER

County/Region

Postcode M 2 4 W U

Country

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

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6	Liquidator's release	
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.	
	:	
7	Final account	
	<input checked="" type="checkbox"/> I attach a copy of the final account.	
8	Sign and date	
Liquidator's signature	Signature X <i>Dmini</i> X	
Signature date	^d 2 ^d 5 ^m 0 ^m 2 ^y 2 ^y 0 ^y 1 ^y 9	

Joint Liquidators' Final Progress Report

**Shoes.Co.Uk Limited
- In Liquidation**

25 February 2019

SHOES.CO.UK LIMITED - IN LIQUIDATION

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SHOES.CO.UK LIMITED - IN LIQUIDATION

1 Introduction

- 1.1 Diane Elizabeth Hill, together with Mark Terence Getliffe, of CLB Coopers Limited, 5th Floor Ship Canal House, 98 King Street, Manchester, M2 4WU were appointed as Joint Liquidators of Shoes.Co.Uk Limited ("**the Company**") on 23 March 2016. This final report covers the period from 23 March 2018 to 14 December 2018 ("**the Period**").
- 1.2 This report should be read in conjunction with all previously issued reports per the below. Copies are available on request to Joshua Blinston at CLB Coopers Limited.

Period	Date issued
Annual Progress report from 23 March 2016 to 22 March 2017	19 May 2017
Annual Progress report from 23 March 2017 to 22 March 2018	9 May 2018

- 1.3 The principal trading address of the Company was Spring Court, Spring Road, Hale, Altrincham, Cheshire, WA14 2UQ.
- 1.4 The registered office of the Company has been changed to c/o CLB Coopers Limited, 5th Floor, Ship Canal House, 98 King Street, Manchester, M2 4WU and its registered number is 05674052.
- 1.5 As part of our role, we may need to access and use data relating to individuals. In doing so, we must abide by data protection requirements. Information about the way that we will use, and store personal data in relation to insolvency appointments can be found in the Privacy Notice at **Appendix C**

2 Assets Realised

- 2.1 This section of the report provides creditors with an overview of the progress made in the Period, together with information on the overall outcome of the liquidation.
- 2.2 At **Appendix A**, I have provided an account of my Receipts and Payments for the Periods from 23 March 2018 to 17 December 2018 and cumulatively from 23 March 2016 with a comparison to the directors' statement of affairs values, together with a cumulative account since my appointment, which provides details of the remuneration charged and expenses incurred and paid by the Liquidator.

Cash Held by HSBC Bank Plc

- 2.3 At the date of liquidation, it was estimated that HSBC Bank Plc ("HSBC") were holding cash on behalf of the Company in a current account totalling £24,328. On appointment, we wrote to HSBC requesting these monies be paid into the liquidation estate bank account.
- 2.4 As set out in our report to creditors issued on 15 April 2016, realisation of this asset was not certain in the context of the Bank's security and agreements with the Company. HSBC applied set off against a liability owed by the Company on its loan account. The loan account liability was reduced by the value of the cash held.

Uncalled Share Capital

- 2.5 The Company had issued 150,000 £1 Ordinary Shares, to Nigel Carr, a director of the Company, 75,000 of which were fully paid up. The Company's records indicated that Nigel Carr had not paid for the remaining 75,000 shares. We compiled all relevant information and instructed Bermans LLP Solicitors ("Bermans") to make a formal call on Mr Carr to pay the unpaid share capital of £75,000.

SHOES.CO.UK LIMITED - IN LIQUIDATION

- 2.6 The balance of £5,234.11 outstanding has now been accounted for outside of this reporting period as part of a settlement agreement ("the Agreement") reached in respect of various liabilities owed to the Company by its directors. Further details of the Agreement are set out in sections 2.24 to 2.25 of this report.

Furniture and Equipment

- 2.7 The Company's furniture and equipment with a value in its accounts of £2,861 was valued by JPS Chartered Surveyors ("JPS") who deemed the assets to have an ex situ market value of £100. The costs of sale would have exceeded any asset realisations; therefore, these assets were written off as irrecoverable.

Stock

- 2.8 On appointment, the directors estimated the Company's stock comprising shoes had a realisable value of £11,250. We instructed JPS to assist us in selling the stock and to resolve outstanding retention of title ("ROT") claims received from the Company's suppliers.
- 2.9 We received 18 ROT claims and were able to accept 12 as valid and return stock with an approximate value of £22,000 to creditors. A further 6 claims were either rejected as invalid or withdrawn by the creditor. Once all ROT claims were concluded, JPS recommended that the stock of shoes be individually catalogued and listed for sale online.
- 2.10 Stock realisations during the liquidation have totalled £31,442.64, which far exceeds the directors' original estimate of £11,250.
- 2.11 Certain of the Company's stock was held by a creditor of the Company, Debenhams. Stock held by Debenhams was collected and sold on my behalf by JPS.

Other Debtors

- 2.12 I recovered other debtors of £2,500.00 during the liquidation, representing a grant payment from the local authority for the Company employing an apprentice.

VAT Refund

- 2.13 The directors estimated that the Company was owed a VAT refund of £95 from HM Revenue and Customs. This amount was set off against the Company's PAYE liability.

Rent Deposit

- 2.14 I pursued and realised a rent deposit of £822.02 in respect of the Company's leasehold warehouse premises at Unit 12, Atlantic Business Centre, Atlantic Street, Altrincham, WA14 5NQ.

Intercompany Loan Account

- 2.15 Pigley Stairs Ltd ("Pigley"), is a connected company via the common ownership and directorship of Nigel Carr and common directorship of Lorraine Carr. The Company's records indicated that Pigley owed the Company £9,771 under an intercompany loan account.
- 2.16 I have reached a settlement in a prior period in respect of various liabilities owed to the Company by the directors and Pigley. Further details of the Agreement are set out in sections 2.24 to 2.25 of this report.

Directors' Loan Account

- 2.17 As set out in the Estimated Statement of Affairs the Company's records indicated that Nigel Carr owed the Company £108,880 in respect of an overdrawn director's loan account. At the

SHOES.CO.UK LIMITED - IN LIQUIDATION

date of liquidation, Nigel Carr disputed the amount due for repayment, claiming that he had incurred expenses on behalf of the Company which were not accounted for in the Company's records.

- 2.18 Both the Joint Liquidators and Nigel Carr instructed solicitors to advise in respect of his indebtedness to the Company. In addition to disputed expenses; Mr Carr also claimed he was entitled to accrued and unpaid holiday pay and redundancy pay as an employee of the Company. He sought to set off these amounts, which he claimed totalled £106,665, against the directors' loan account.
- 2.19 I compiled all relevant information from the Company's records and its bank statements to evidence the liability due and determined that it was due jointly and severally from Mr and Mrs Carr. We instructed Bermans to make demand on them for the full balance owing as per the Company's records. We worked with Bermans and disputed Mr Carr's claims on the basis of information obtained from the Company's records and the provisions of the Insolvency Act 1986.
- 2.20 I reached an agreement to settle the Company's claims against its directors Mr and Mrs Carr and the connected Company Pigley Stairs Ltd including the Directors' Loan Account. Further details of the Agreement are set out in sections 2.24 and 2.25 of this report.

Websites and Database

- 2.21 The Company owns the domain names leisureshoes.co.uk and kidsshoes.co.uk and has a large database of previous customers' contact details. The value attributed to these assets in the Company's accounts was £29,088. The realisable value of these assets was uncertain as the value was to be determined by interest in the market once they were put up for general sale.
- 2.22 Shortly after appointment, we received an offer of £5,000 for the Company's intellectual property, including the domain names and database. This offer was rejected as it would not have met the legal costs of sale and therefore would have had no benefit to the creditors. Selling the database required specialist legal advice to ensure compliance with the Data Protection Act. There will be no realisation on account of the database.
- 2.23 I instructed JPS to notify the domain name provider of the Company's liquidation and the Company's interest in these assets. The domain names were sold on my behalf by JPS and realisations of £2,300 were achieved in Liquidation.

Settlement Agreement

- 2.24 As stated in my previous progress reports, an agreement was signed between the Company, Lorraine Carr, Nigel Carr and Pigley Stairs Limited ("Pigley") on 16 May 2017. This meant that payments would be made by the Directors in respect of unpaid share capital, the Directors loan account and the Pigley intercompany loan for a total of £73,278.04. This money was received in full in a prior period and is reflected in the Receipts and Payments Account attached at **Appendix A**.
- 2.25 For a more in-depth summary of this Agreement, please see the first Annual Report which contains a detailed description of this Agreement and how it relates to other issues such as claims made by Nigel Carr in relation to expenses and employee claims.

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3 Outcome for Creditors

Secured Creditors

- 3.1 HSBC held a fixed and floating charge over the Company's assets under a debenture dated 22 October 2008. HSBC provided a loan to the Company and at the date of the liquidation the indebtedness to the secured creditor was estimated at £51,765. It was agreed for HSBC to offset the balance held in the Company's current account against the loan amount, prior to providing a proof of debt for the value of £28,819.65. The validity of HSBC's security was verified on my behalf by Bermans Solicitors on 25 July 2016. A distribution of £28,819.65 was paid to the debenture holder under their charge.
- 3.2 Aldermore Invoice Finance Limited ("Aldermore") held an assignment over the Company's book debts and fixed and floating charges over the Company's assets under a debenture dated 31 January 2013. The level of indebtedness to Aldermore was estimated at £18,553. After Termination charges were applied, the liability due to Aldermore was £20,362.32. The validity of Aldermore's termination charges and security was confirmed by Bermans Solicitors. A distribution of £20,362.32 was declared and paid to Aldermore under the terms of their fixed charge security.
- 3.3 I have paid both secured creditors in full under their fixed charge security, and 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, in this matter.

Preferential Creditors

- 3.4 As at the date of liquidation, preferential claims were estimated to be £8,054. This estimated liability included amounts owing to the directors of the Company. Under the settlement agreement described in section 2, all claims against the Company have been settled in full. Therefore, the final value of the preferential distribution was significantly lower than estimated.
- 3.5 On 28 June 2018, I declared and paid a preferential distribution of 100 pence in the pound. The total distributed was £4,655.55.

Unsecured Creditors

- 3.6 At the date of liquidation, unsecured creditors were estimated to total £281,279. I have received claims totalling £343,117.78 to date. Of claims received, £269,957.20 from 57 creditors were admitted for distribution purposes.
- 3.7 On 17 May 2018 a Notice of Intended Distribution was published in the London Gazette, and on the 15 August 2018 a First and Final Distribution of 14.66 pence in the pound was declared and paid. The total distributed to unsecured creditors was £39,579.35.

4 Joint Liquidators' Remuneration

- 4.1 At the meeting of creditors on 23 March 2016, creditors approved that the sum of £12,500 plus VAT be authorised to be paid as an expense of the liquidation to CLB Coopers in respect of the preparation of the Statement of Affairs and the convening of the meetings of members and creditors. This Statement of Affairs fee was paid on 5 October 2016.
- 4.2 On 6 May 2016, creditors approved by postal resolution that the basis of the Joint Liquidators' remuneration be fixed as a combination of a fixed fee, as a percentage of the value of the assets realised and as a percentage of the funds distributed to the preferential and non-preferential creditors, as follows:

SHOES.CO.UK LIMITED - IN LIQUIDATION

- A fixed fee of £10,000 to deal with the administration and statutory compliance tasks of the liquidation;
- A fee of 20% of total asset realisations; and
- A fee of 10% of funds distributed to the preferential and non-preferential creditors.

All fees charged will be subject to VAT at the appropriate rate.

- 4.3 Our fees information was provided to creditors when the basis of our remuneration was approved and was based on information available at that time. We chose to ask that creditors approve that remuneration be calculated largely on the basis of a percentage of realisations and distributions to align our remuneration with the outcome for creditors which we believed to be fair and reasonable in the circumstances. An alternative would have been to calculate fees on the basis of time costs. The valuable assets in this case related to claims against the directors and connected parties that were disputed; therefore, it would have been extremely difficult to estimate the time costs to resolve the dispute. There was a real risk that time costs could escalate and affect the outcome for creditors. This risk has been limited by the current fee calculation basis. The percentage values used reflect the nature of the assets and balance the risks fairly between creditors and the office holders. As a comparison, our current time costs to date are £80,638.00 representing 442.3 hours at an average rate of £182.32 per hour.
- 4.4 The table below sets out the amounts available to be drawn as the Joint Liquidators' remuneration during the Period:

Description	Calculation	Remuneration agreed £	Invoiced in Period £	Unpaid £
£10,00.00 fixed fee	£10,000.00	10,000.00	10,000.00	0.00
20% of asset realisations	20% of £180,108.59	0.00	35,718.72	303.00
10 % of creditor distributions	10% of £44,234.80	4,423.48	0.00	0.00
Total	50,445.52	4,423.48	45,718.72	303.00

- 4.5 Total Joint Liquidators' Remuneration of £50,142.20 has been paid against total approved remuneration of £50,445.52.
- 4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from clbcoopers.co.uk.
- 4.7 Attached as **Appendix B** is additional information in relation to the Joint Liquidators' 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.

SHOES.CO.UK LIMITED - IN LIQUIDATION

6 Conclusion

- 6.1 This report will conclude my administration of the liquidation. If I do not hear from any creditors within the prescribed period of 8 weeks from the delivery of the notice issued with the letter, I will proceed to deliver my final account to the Registrar of Companies, following which Mark Getliffe and I will vacate office and have our release as Joint Liquidators.

Yours faithfully



Diane Hill
Joint Liquidator

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**Shoes.Co.Uk Ltd
(In Liquidation)**

Appendix A

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 23/03/2016 To 22/03/2018 (£)	From 23/03/2018 To 14/12/2018 (£)	Total (£)
Uncalled Share Capital	75,000.00	69,765.89	0.00	69,765.89
Stock	11,250.00	31,442.64	0.00	31,442.64
Other Debtors		2,500.00	0.00	2,500.00
Rent Deposit	Uncertain	822.02	0.00	822.02
Websites and Database	Uncertain	2,300.00	0.00	2,300.00
Settlement Agreement		73,278.04	0.00	73,278.04
		180,108.59	0.00	180,108.59
PAYMENTS				
HSBC Bank Plc	(51,765.00)	28,819.65	0.00	28,819.65
Aldermore Invoice Finance Limited	(18,553.00)	20,362.32	0.00	20,362.32
Statement of Affairs Fee		12,500.00	0.00	12,500.00
Joint Liquidators' Remuneration		45,718.72	4,423.48	50,142.20
Joint Liquidators' Expenses		796.16	0.00	796.16
Agents/Valuers Fees and Expenses		12,687.36	0.00	12,687.36
Legal Fees		10,441.00	0.00	10,441.00
Statutory Advertising		0.00	79.00	79.00
Bank Charges		46.00	0.00	46.00
Employees - Holiday Pay	(8,054.00)	0.00	4,655.55	4,655.55
Trade & Expense Creditors	(227,148.00)	0.00	30,086.74	30,086.74
Employees - Redundancy & PILON	(33,574.00)	0.00	1,602.35	1,602.35
Customer Refunds (estimate)	(10,000.00)	0.00	313.09	313.09
PayPal Loan (estimate)	(5,000.00)	0.00	160.46	160.46
HM Revenue & Customs - PAYE	(1,250.00)	0.00	2,250.50	2,250.50
Debenhams Direct	(4,307.00)	0.00	5,166.21	5,166.21
		131,371.21	48,737.38	180,108.59
Net Receipts/(Payments)		48,737.38	(48,737.38)	0.00

MADE UP AS FOLLOWS

0.00	0.00	0.00
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Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1. Work undertaken by the Joint Liquidators

Under insolvency legislation the Joint Liquidators must comply with certain statutory compliance requirements which may not bring any direct financial benefit to the creditors of the Company. During the Period, we have undertaken the following tasks:

Administration (including statutory compliance and reporting)

- Prepared and issued an annual progress report to members and creditors;
- Complied with statutory duties in respect of the Joint Liquidators' specific penalty bond;
- Created and updated case files on the firm's insolvency software;
- Completed periodic case progression reviews at the end of Month 1 and Month 6 of our appointment;
- Opened, maintained and managed the liquidation estate cashbook and bank account;
- Dealt with all post-appointment VAT compliance;
- Prepared and issued this final progress report to members and creditors

Realisation of Assets

Tasks undertaken by the Joint Liquidators in respect of realising the assets of the Company are fully explained in Section 2 of the main body of this report.

Creditors

- Logged and recorded creditor claims received on the firm's insolvency software;
- Answered creditor queries arising out of the Company's liquidation;
- Further investigated the unsecured creditor claim of Debenhams Plc; and
- Declared and paid a preferential distribution of 100 p/£ on 28 June 2018.
- Declared and paid a first and final unsecured distribution of 14.66 p/£ on 15 August 2018.

2. Staff allocation and the use of subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, Manager, Administrator and Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases, several Administrators may be allocated to meet the demands of the case.

We operate a time recording system which allows staff working on the case along with the office holders to allocate their time to the case in 6 minute units. Time costs are recorded at the individual's hourly rate in force at that time which is detailed below. The rates shown are exclusive of VAT.

We have not utilised the services of any subcontractors in this case.

3. Professional advisors

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.

Name of Professional Advisor	Basis of Fee Arrangement
JPS Chartered Surveyors ("JPS")	Hourly rate, percentage of assets sold and disbursements
Bermans LLP ("Bermans")	Hourly rate and disbursements

4. Joint Liquidators Expenses

The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated cost £
Agents' costs for JPS	4,350.50
Solicitors' costs for Bermans	4,550.00
Statutory advertising	380.00
Re-direction of the Company's mail	160.00
Specific penalty bond	312.00
Total	9,752.50

5. Final Position of Joint Liquidators' Expenses

	Estimated Cost £	Paid in the Period £	Paid in the Prior Period £	Total cost £
Agents' costs – JPS	4,350.50	0.00	12,687.36	12,687.36
Solicitors' costs - Bermans	4,550.00	0.00	10,441.00	10,441.00
Statutory advertising	380.00	0.00	368.00	368.00
Re-direction of the Company's mail	160.00	0.00	175.00	175.00
Specific penalty bond	312.00	0.00	312.00	312.00
Bank Charges	0.00	0.00	46.00	46.00
Travel (category 2)	0.00	0.00	20.16	20.16
Total	9,752.50	0.00	24,049.52	24,049.52

The fees of JPS exceeded the initial estimate as JPS were remunerated on a commission basis. As stock realisations have been higher than originally estimated, JPS's costs are higher.

The fees of Bermans exceeded the initial estimate as Bermans spent considerably more time in pursuing Nigel Carr for the unpaid share capital and overdrawn director's loan account than originally estimated.

Category 1 disbursements do not require approval. 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 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.

Category 1 disbursements are charged as follows:-

- Company and other Search costs are charged at cost.
- Case related travel and accommodation is charged as a reimbursement of the actual cost incurred.
- Statutory Advertising is charged as a reimbursement of the actual cost incurred.
- All other disbursements are charged at cost.
- VAT is added to disbursement charges as necessary.

Where we propose to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs such as room hire, document storage or communication facilities provided by us then they must be disclosed and authorised by those responsible for approving the office holders remuneration. Such expenditure is referred to as a "category 2 disbursement". The following items of expenditure are recharged on this basis and are believed to be in line with the cost of the external provision:

Category 2 disbursements are charged as follows:-

- Business mileage for case related travel is charged at standard rates which comply with Inland Revenue limits. This rate is currently 45p per mile.
- Internal Photocopying - A charge of 10 pence per sheet is charged for reports and circulars issued to creditors, shareholders, employees and general contacts. No additional charge is made for individual items of correspondence.
- Postage will be charged in accordance with the current Royal Mail Price Guide for first class post dependent upon the size and weight of the item as amended from time to time. By way of illustration as at 26 March 2018 these rates are:-

	Stamps	Franking
Weight	Price	Price
Letter		
0-100g	63p	57p
Letter Large		
0-100g	95p	81p
101-250g	£1.26	£1.12
251-500g	£1.68	£1.46
501-750g	£2.42	£2.05

- Meeting Room Facilities – Where statutory meetings of shareholders and or creditors are held at one of CLB Coopers offices a charge of £75 is made.
- Storage of CLB Coopers files including confidential destruction costs £75.00 for up to 8 files.
- Storage Boxes £2.25 per box.
- Storage of books and records will be charged at a rate of 25 pence per box per month. Collection and delivery of boxes will be charged at £10 per consignment.
- Destruction of the books and records will be charged at the rate of £3.95 per box.
- VAT is added to disbursement charges as necessary.

Category 2 disbursements charged since my last report are as follows:-

Type and purpose	
Eg, Room Hire Photocopying and postage	

6. Charge-out rates

Charge out rates of the partners and staff of CLB Coopers effective 4 September 2017 are shown below:

Grade of Staff	Rate per hour £
Office Holder/Senior Director	350 - 395.00
Director	295
Manager	220 - 260
Assistant Manager	210
Case Administrator	130 - 195
Assistants and Support Staff	120

A copy of the guide to fees is available on request from CLB Coopers Limited.

Privacy Notice

Use of personal Information by Mark Getliffe, Diane Hill and Nicola Clark of CLB Coopers Limited and Baldwins Holdings Limited as Insolvency Practitioners and Fixed Charge Receivers.

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. CLB Coopers 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 Andrew Long, a member of senior management of Baldwins Holdings Limited, Churchill House, 59 Lichfield Street, Walsall, West Midlands, WS4 2BX (email andrew.long@baldwinandco.co.uk) 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.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	JOSHUA BLINSTON				
Company name	BALDWIN'S (NORTH WEST) LIMITED				
Address	5TH FLOOR SHIP CANAL HOUSE				
	98 KING STREET				
Post town	MANCHESTER				
County/Region					
Postcode	M	2		4	W U
Country					
DX					
Telephone	0161 245 1000				



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