

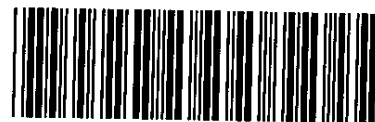
LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A14 *A7ZFF3XU*
16/02/2019 #287
COMPANIES HOUSE

n, please
at
eshouse

1 Company details

Company number 0 6 4 5 5 1 4 9

Company name in full Ethical Forestry Ltd

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

2 Liquidator's name

Full forename(s) Shane

Surname Biddlecombe

3 Liquidator's address

Building name/number HJS Recovery (UK) Ltd

Street 12/14 Carlton Place

Post town Southampton

County/Region

Postcode S O 1 5 2 E A

Country

4 Liquidator's name ①

Full forename(s) Gordon

Surname Johnston

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

5 Liquidator's address ②

Building name/number HJS Recovery (UK) Ltd

Street 12/14 Carlton Place

Post town Southampton

County/Region

Postcode S O 1 5 2 E A

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 6	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 5	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8

7 Progress report

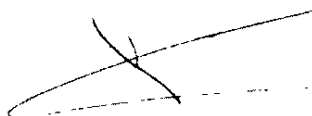
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 1	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9
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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 **Sam Jones**

Company name **HJS Recovery (UK) Ltd**

Address **12/14 Carlton Place**

Southampton

Post town **SO15 2EA**

County/Region

Postcode

--	--	--	--	--	--	--	--

Country

DX

Telephone **023 8023 4222**

 **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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ①
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☒ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Mark

Surname

Wilson

3 Insolvency practitioner's address

Building name/number

9th Floor

Street

Post town

25 Farringdon Street

County/Region

London

Postcode

E C 4 A 4 A B

Country

Liquidators' Annual Progress Report to Creditors & Members

Ethical Forestry Ltd - In Liquidation

Ethical Forestry (Holdings) Ltd - In Liquidation

EF Forestry Management Ltd - In Liquidation

EF Sales and Marketing Ltd - In Liquidation

11 February 2019

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

CONTENTS

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

APPENDICES

- A** Receipts and Payments Account for Ethical Forestry Limited for the Period from 16 December 2017 to 15 December 2018 and cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment
- B** Receipts and Payments Account for Ethical Forestry (Holdings) Limited for the Period from 16 December 2017 to 15 December 2018 and cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment
- C** Receipts and Payments Account for EF Forestry Management Limited for the Period from 16 December 2017 to 15 December 2018 and cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment
- D** Receipts and Payments Account for EF Sales and Marketing Limited for the Period from 16 December 2017 to 15 December 2018 and cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment
- E** Additional information in relation to Liquidator's Fees, Expenses & Disbursements
- F** Tasks undertaken by the Joint Liquidators

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

1 Introduction and Statutory Information

1.1 I, Shane Biddlecombe of HJS Recovery (UK) Ltd, was appointed as Joint Liquidator of Ethical Forestry Ltd, Ethical Forestry (Holdings) Limited, EF Forestry Management Limited and EF Sales and Marketing Limited (the Companies) together with my colleague Gordon Johnston, on 16 December 2015. This progress report covers the period from 16 December 2017 to 15 December 2018 (the Period) in relation to all four companies and should be read in conjunction with my previous progress reports which have been issued.

1.2 Mark John Wilson of RSM Restructuring Advisory LLP was appointed as joint liquidator of Ethical Forestry Limited on 29 August 2017

1.3 Information about the way that we will use and store personal data on insolvency appointments can be found in the attached Privacy Notice

1.4 The principal trading address of the Companies was 9th Floor Ocean, 80 Holdenhurst Road, Bournemouth, BH8 8AQ.

1.5 The registered office of the Companies has been changed to HJS Recovery, 12-14 Carlton Place, Southampton, SO15 2EA. The Companies registered numbers are:

Ethical Forestry Limited 06455149, Ethical Forestry (Holdings) Limited 09121708, EF Forestry Management Limited 09123679 and EF Sales and Marketing Limited 09123403.

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 Liquidators and their staff.

2.2 At Appendix A, B, C, D are Receipts and Payments Accounts for the Period for the Companies together with cumulative Receipts and Payments Accounts for the Companies for the period from the date of appointment as Liquidators to the end of the Period.

Administration (including statutory compliance & reporting)

2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated would need to be done in this area was outlined to creditors in our initial fees estimate/information.

2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators

2.5 As noted in our initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

Investments

2.6 Mr Brown has failed to complete the purchase of the shares and therefore the Liquidators have instructed lawyers to represent them in Costa Rica with a view to realising the plantation/shares.

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

Overcharge to international Payments

- 2.7 During the reporting period, the Joint Liquidators have been contacted by Barclays Bank Plc in relation to Ethical Forestry Ltd. The bank has advised that the Company was overcharged on international payments by £1,491. As a result, the full amount will be refunded together with compensatory interest at 8%. The required response form has been completed and returned and it is anticipated that the sum of £2,583 will be received shortly.
- 2.8 It is considered that the work the Liquidators and their staff have undertaken to date will bring a financial benefit to creditors.
- 2.9 The Joint Liquidators are unable to provide an estimate in respect of the anticipated total expenses at this time.
- 2.10 ***Creditors (claims and distributions)***
- 2.11 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. Liquidators are required to deal with correspondence and claims from unsecured creditors.
- 2.12 The above work will not necessarily bring any financial benefit to creditors generally, however Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to creditors, work will be required to agree those claims and process the dividend payments. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

Investigations

- 2.13 Some of the work the Liquidators are 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 Liquidators can pursue for the benefit of creditors.
- 2.14 Following the liquidators' initial assessment, further investigations have been undertaken in relation to potential claims that may be brought by the Joint Liquidators. Additional steps have been taken to identify and obtain the Company's records and the Liquidators have undertaken an extensive review of the records obtained.
- 2.15 Whilst the Liquidators are in possession of some of the Company's records they continue to liaise with third parties in their efforts to recover all records so that a full review can be undertaken.
- 2.16 The Joint Liquidators have instructed Irwin Mitchell LLP to advise on the possible claims referred to above, and the options available to them to realise the Company's assets. They are also assisting in the recovery of Company records. Due to the nature of these investigations further details cannot be provided at this time.

3 Creditors

Unsecured Creditors

- 3.1 We have received claims detailed below from unsecured creditors:

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

3.2

Company	Total Claims received (£)	Number of creditors' claims received	No. of claims yet to be received	Total of claims not yet received (£)
Ethical Forestry Limited	15,550,192	3	nil	nil
Ethical Forestry (Holdings) Limited	5,000	1	1	270,338
EF Forestry Management Limited	8,157,220	43	4	7,607,461
EF Sales and Marketing Limited	3,432,772	2	1	15,000

3.3 I would confirm that it is anticipated there will be sufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 Liquidators' Remuneration

4.1 The Creditors approved that the basis of the Liquidators' remuneration be fixed as a set amount of £18,410 for each of the Companies plus 40% of any realisations. Our fees estimate/information was originally provided to creditors when the basis of our remuneration was approved and was based on information available to us at that time.

4.2 The Liquidators have made the following realisations upon which the creditors have approved a percentage be taken as remuneration. Details of the realisations to date and associated remuneration drawn on account of those realisations are set out below.

Company	Asset category	Value of assets realised in period	Total value of assets realised since appointment	Remuneration % agreed	Total HJS fees invoiced to date	Fees not yet drawn
EF Forestry Management Ltd	Investments	Nil	£85,231.45	40%	£34,092.58	Nil
EF Forestry Management Ltd	Office Equipment	Nil	£22,788	40%	£3,788.06	£5,327.14
EF Forestry (Holdings) Ltd	Insurance Refund	Nil	£1,841.05	40%	Nil	£736.42

4.3 The Liquidators from HJS have drawn £18,410 against the total set fee agreed by creditors on EF Forestry Management Ltd.

4.4 To date Mark John Wilson from RSM Restructuring Advisory LLP has drawn no fees. Mr Wilson's remuneration is fixed on the same basis which was agreed by Creditors initially.

4.5 For information purposes only, the Joint Liquidators' time costs for the reporting period and their cumulative costs from the date of appointment to 15/12/2018 are shown below.

Company	Time costs (£)	Cumulative costs (£)
Ethical Forestry Ltd (RSM & HJS combined)	£108,824	£192,274
EF Forestry Management Ltd	£14,187	£194,085
EF Forestry (Holdings) Ltd	£2,219	£9,117
EF Sales and Marketing Ltd	£1,998	£7,079

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

- 4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.hjsolutions.co.uk/recovery/publications/>
- 4.7 Attached as Appendix E is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.
- 4.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.hjsrecovery.co.uk/publications/>
- 4.9 Attached as Appendix E is additional information in relation to the 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 Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive

6 Next Report

- 6.1 We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 023 80234 222 or by email at ethicalforestry@hjsrecovery.co.uk

Shane Biddlecombe MABRP
Joint Liquidator

Ethical Forestry Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/12/2017 To 15/12/2018 £	From 16/12/2015 To 15/12/2018 £
	ASSET REALISATIONS		
8,000.00	Fixtures and Fittings	NIL	NIL
8,500.00	Office Equipment	NIL	NIL
NIL	Debtors	NIL	NIL
NIL	Ethical Forestry (Holdings) Limited	NIL	NIL
NIL	EF Forestry Management Limited	NIL	NIL
NIL	EF Sales and Marketing Limited	NIL	NIL
750.00	Cash at Bank	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(1,522.00)	Matthew Pickard	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(4,644,200.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(4,628,472.00)		NIL	NIL
	REPRESENTED BY		
			NIL

Ethical Forestry (Holdings) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 16/12/2017 To 15/12/2018 £	From 16/12/2015 To 15/12/2018 £
	ASSET REALISATIONS	
	Insurance Refund	NIL
450.00	Cash at Bank	1,841.05
	Bank Interest Gross	NIL
		0.63
NIL	EF Forestry Management Limited	NIL
NIL	EF Sales and Marketing Limited	NIL
	0.11	1,841.68
	COST OF REALISATIONS	
	Specific Bond	20.00
	Preparation of S. of A.	1,026.00
	Office Holders Expenses	120.00
	VAT	284.00
	Statutory Advertising	254.00
	NIL	(1,704.00)
	UNSECURED CREDITORS	
(5,000.00)	Matthew Pickard	NIL
(270,338.00)	Ethical Forestry Ltd	NIL
	NIL	NIL
	DISTRIBUTIONS	
(10,200.00)	Ordinary Shareholders	NIL
	NIL	NIL
(285,088.00)	0.11	137.68
	REPRESENTED BY	
	Bank 2 Current	137.68
		137.68

Note.

EF Forestry Management Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/12/2017 To 15/12/2018 £	From 16/12/2015 To 15/12/2018 £
ASSET REALISATIONS			
NIL	Leasehold Improvements	NIL	NIL
Uncertain	Investments	NIL	85,231 45
1,875.00	Fixtures and Fittings	NIL	NIL
5,625.00	Office Equipment	NIL	22,788.00
2,500.00	Cash at Bank	NIL	NIL
	CR Buyer Contribution to Legal Costs	NIL	9,470 16
	Bank Interest Gross	2 08	8.38
		2.08	117,497 99
COST OF REALISATIONS			
	Specific Bond	NIL	624.00
	Preparation of S. of A	NIL	3,500.00
	Office Holders Set Fee	NIL	18,410 00
	Office Holders Expenses	NIL	15,805 32
	OH Fees - 40% Asset Realisations	NIL	37,880 64
	Miscellaneous Payments	NIL	332.00
	HJS Essentia - IT advice/setup	NIL	357.50
	Accountancy Fees	NIL	1,735 00
	Legal Fees (1)	NIL	25,252.16
	IT Consultant Fees	NIL	1,892.43
	Removers Fees	NIL	1,318.28
	Sales Agents Fees	NIL	5,000.00
	Sales Agents Commission	NIL	2,668.20
	Statutory Advertising	NIL	254.00
	Bank Charges	NIL	79 39
		NIL	(115,108.92)
UNSECURED CREDITORS			
(1,355,424.00)	Stephen Greenaway-Director loan acc	NIL	NIL
(1,863,644.00)	Paul Laver - Director loan account	NIL	NIL
(6,683,263.00)	Matthew Pickard - Director loan accou	NIL	NIL
(65,785.00)	Ethical Forestry (Holdings) Limited	NIL	NIL
(697,406.00)	EF Sales and Marketing Limited	NIL	NIL
(5,099,059 00)	Ethical Forestry Limited	NIL	NIL
		NIL	NIL
DISTRIBUTIONS			
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(15,754,582.00)		2.08	2,389.07
REPRESENTED BY			
	Bank 2 Current		2,389.07
			2,389.07

EF Sales and Marketing Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 23/12/2017 To 15/12/2018 £	From 16/12/2015 To 15/12/2018 £
ASSET REALISATIONS			
NIL	Debtors	NIL	NIL
400 00	Cash at Bank	NIL	NIL
NIL	EF Forestry Management Limited	NIL	NIL
		NIL	NIL
UNSECURED CREDITORS			
(15,000.00)	Ethical Forestry (Holdings) Limited	NIL	NIL
(3,344,511.00)	Ethical Forestry Limited	NIL	NIL
		NIL	NIL
DISTRIBUTIONS			
(1 00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(3,359,112.00)		NIL	NIL
REPRESENTED BY			
			NIL

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

Appendix E

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, a Manager, 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

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.

Name of Professional Advisor	Basis of Fee Arrangement
Coffin Mew Solicitors (legal advice regarding sale)	Hourly rate and disbursements
Moore Blatch Solicitors (legal advice regarding sale)	Hourly rate and disbursements
Moon Beever Solicitors/Keystone Law (legal advice regarding potential claims)	Hourly rate and disbursements
Radcliffe Chambers (legal advice regarding potential claims)	Hourly rate and disbursements
HJS Essentia (connected company) (IT advice)	Hourly rate and disbursements at market value
Macsolve (IT advice)	Daily rate
Millbank Consultants (asset valuation and disposal advice)	Time costs fee plus 3 rd party costs and % of sale
Lambert Smith Hampton (share valuation and disposal advice)	Hourly rate and disbursements
Irwin Mitchell Solicitors (legal advice re potential claims)	Conditional Fee Agreement
Xero Accounting Software	Monthly subscription per company

- 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 An analysis of the expenses paid to the date of this report, 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 £
Agents' costs (asset sale)	Nil	Nil	Nil	10,415 39
Agents' costs (share sale)	Nil	Nil	10,250	12,500
Coffin Mew Solicitors' costs (share sale)	Nil	Nil	11,810 10	27,010 10
Solicitors' Costs in Costa Rica (share sale)	Nil	Nil	Nil	9,470 16

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

Moon Beaver/Keystone Solicitors' costs (potential claims)	Nil	Nil	21,012 25	25,000
Moore Blatch Solicitors' costs (share sale)	Nil	Nil	1,625	1,625
Barristers' costs (potential claims)	Nil	Nil	7,200	7,200
Irwin Mitchell Legal Fees	Nil	Nil	33,100	33,100
Irwin Mitchell Disbursements	Nil	Nil	293 93	293 93
Statutory advertising	508	Nil	508	1,016
Library Services (RSM)	Nil	Nil	54	54
Specific penalty bond (RSM)	Nil	Nil	85	85
Advertising (RSM)	Nil	Nil	69	69
Legal disbursements	198	Nil	Nil	582
Case related travel & subsistence	77	Nil	96 67	15,901.99
Specific penalty bond	94	Nil	48	712
IT Costs	821 02	Nil	Nil	821 02
Accountancy Software Costs	1,735	Nil	820.24	3,000
Memory Stick	Nil	Nil	28.31	28.31
Courier Costs	Nil	Nil	Nil	170
Courier Costs (RSM)	Nil	Nil	14	14
Travel (RSM)	Nil	Nil	278 40	278 40
External meeting room hire	120	Nil	Nil	120
Land Registry Searches	Nil	Nil	33	33
Category 2 disbursements - Business mileage @ 45p	Nil	Nil	63	63

3.2 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.

3.3 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.

4. Charge-out rates

4.1 RSM Restructuring Advisory LLP London (SI) current charge out and category 2 disbursement rates are as follows:

ETHICAL FORESTRY GROUP OF COMPANIES - IN LIQUIDATION

Hourly charge out rates		
	Rates at commencement	Current rates
	£	£
Partner	545	625
Directors / Associate Directors	255 to 465	450 to 575
Manager	325 to 330	345
Assistant Managers	185 to 290	280
Administrators	125 to 265	105 to 210
Support staff	85 to 180	90 to 190

Category 2 disbursement rates	
Internal room hire	£50 to £200 dependent on room
Subsistence	£25 per night (from 3rd September 2013)
Travel (car)	38p per mile (up to and including 31 March 2010)
'Tracker' searches	£10 per case

Appendix F

An indication of additional tasks undertaken by the Joint Liquidators and their staff are detailed below:

1.1 Administration and Planning

- Reviewing available information to determine appropriate strategy;
- Maintaining bank accounts;
- Progress reviews of the case;
- Statutory reporting to creditors;

Realisation of Assets

Please refer to section 2 of the report, but in summary the time spent includes

- Liaising with agents & solicitors;
- Correspondence and meetings with interested parties,

Creditors

- Recording and maintaining the list of creditors;
- Dealing with investor related matters;
- Meetings with investors
- Recording creditor claims;
- Dealing with creditor queries;
- Reviewing and evaluating creditor claims and providing responses;

Tax Reviews

- Completion of post-appointment VAT returns and Corporation Tax returns,
- Review of post appointment tax matters;

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. HJS Recovery (UK) Ltd 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 Shane Biddlecombe at HJS Recovery (UK) Ltd, 12-14 Carlton Place, Southampton, SO15 2EA or via email at recovery@hjssolutions.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.