

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



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A15

31/07/2020

#34

COMPANIES HOUSE

### 1 Company details

Company number 0 6 5 6 7 5 6 4

Company name in full Reeds Family Law Solicitors Limited

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

### 2 Liquidator's name

Full forename(s) Sean

Surname Williams

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 36 Park Row

Leeds

Post town

County/Region

Postcode

L S 1 5 J L

Country

### 4 Liquidator's name ①

Full forename(s) Phil

Surname Deyes

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

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street 36 Park Row

Leeds

Post town

County/Region

Postcode

L S 1 5 J L

Country

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

# LIQ14

Notice of final account prior to dissolution in CVL

6

## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

## Final account

☒ I attach a copy of the final account.

8

## Sign and date

Liquidator's signature

Signature

X 

X

Signature date

3 0 0 7 2 0 2 0



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# LIQ14

## Notice of final account prior to dissolution in CVL



### 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	Numaan Yousaf
Company name	Leonard Curtis
Address	36 Park Row
	Leeds
Post town	
Country/Region	
Postcode	L S 1 5 J L
Country	
DX	
Telephone	0113 323 8890



### 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

**Reeds Family Law Solicitors Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 06567564

Former Registered Office and Trading Address:  
19a Cheapside, Wakefield, West Yorkshire WF1 2SD

**Joint Liquidators' Final Account  
pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**



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**28 May 2020**

Leonard Curtis  
36 Park Row, Leeds,  
LS1 5JL  
Tel: 0113 323 8890 Fax: 0113 323 8891  
recovery@leonardcurtis.co.uk  
Ref: E/34/NY/R927L/115

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 Sean Williams and Phil Deyes were appointed Joint Liquidators of Reeds Family Law Solicitors Limited ("the Company") on 11 October 2018.
- 1.2 Sean Williams and Phil Deyes are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), as the Company's affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to 36 Park Row, Leeds LS1 5JL on 2 November 2018.

**Assets Realised**

*Debtors*

- 2.2 The Company's debtors had an estimated to realise value of £7,000, as per the statement of affairs. The Joint Liquidators instructed independent debt collection agents, Cerberus Receivables Management Limited ("Cerberus"), to value the debtors and advise on the best method of realisation. The Joint Liquidators pursued the debtors upon their appointment and subsequently, the Joint Liquidators instructed qualified solicitors who are registered in England and Wales authorised and regulated by the Solicitors Regulation Authority, Leonard Curtis Legal Limited ("LC Legal"), to assist in the debtor collections. £1,360 has been received. It should be noted that LC Legal is a solicitors' firm which is a member of the Leonard Curtis Business Solutions Group and is a connected company.

*Insurance Refund*

- 2.3 An insurance refund of £172 has been received during the period of this report. This asset was not referred to in the statement of affairs.

*Contributions to Costs*

- 2.4 Due to the lack of realisations in this matter a contribution to costs was necessary, the director was requested to make a contribution to assist with the costs of the liquidation. £5,666 was requested and received.

*Bank Interest*

- 2.5 Bank interest of £10 has been received during the period of this report.



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### **3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' final receipts and payments for the entire liquidation, including details of all receipts and payments for the period from 11 October 2019 to 28 May 2020, is attached at Appendix A.

### **4 OUTCOME FOR CREDITORS**

#### **Secured Creditors**

- 4.1 There are no secured creditors in this matter.

#### **Preferential Creditors**

- 4.2 As at the date of liquidation, there was one preferential creditor, with an estimated claim of £2,440.

- 4.3 A claim of £1,308 has been received. The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to preferential creditors.

#### **Prescribed Part**

- 4.4 As there are no floating charge creditors, there is no requirement to set aside a prescribed part.

#### **Ordinary Unsecured Creditors**

- 4.5 As at the date of liquidation, there were 14 unsecured creditors, with estimated claims totalling £281,181. Claims totalling 205,852 have been received and logged by the Joint Liquidators.

- 4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to ordinary unsecured creditors.

- 4.7 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

### **5 INVESTIGATIONS**

- 5.1 Following their appointment, the Joint Liquidators 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.

- 5.2 That assessment did not identify any possible further realisations. In addition, the Joint Liquidators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should send full details to this office.

## 6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS' RIGHTS

### Remuneration

- 6.1 A fee of £6,000 in respect of the preparation of the statement of affairs was approved by creditors on 11 October 2018. A fee of £6,000 has been drawn of which £1,000 been paid to Courtley West Chartered Accountants for their assistance with the preparation of the statement of affairs.
- 6.2 No resolution was proposed to creditors in respect of the Joint Liquidators' remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators' remuneration from the estate.

### Expenses and Disbursements

- 6.3 A summary of the Joint Liquidators' expenses from 11 October 2018 to 28 May 2020 is attached at Appendix B. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
  - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation 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 they may not be drawn without creditor approval.
- 6.4 No resolution was proposed to creditors with regard to the Joint Liquidators' category 2 disbursements.
- 6.5 Attached at Appendix C is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of 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.
- 6.6 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
UKELC	Pension Review	Fixed Fee
Cerberus Asset Management	Asset Valuation and Advice	Fixed Fee
Courtley West Chartered Accountants	Statement of Affairs Assistance	Fixed Fee
Cerberus Receivables Management	Debtor Ledger Valuation	Fixed Fee
Leonard Curtis Legal	Debtor Collection Assistance	Time Costs

- 6.7 UKELC were instructed to assist with the pension review as they have the required knowledge to deal with this aspect of the case.
- 6.8 Cerberus Receivables Management ("CRM") provide specialist advice and solutions in the recovery and realisation of distressed debt for insolvency practitioners, asset based lenders and small to medium sized enterprises. CRM were instructed to provide a valuation of the Company's assets and assist with the sale of the assets.



- 6.9 Courtley West Chartered Accountants were instructed to assist with statement of affairs due to their knowledge and expertise in the company's financial accounts.
- 6.10 The Joint Liquidator's instructed Cerberus Asset Management (CAM) to provide asset valuation and advice to maximise realisations. CAM, are RICS registered and were instructed by Joint Liquidator's as a result of their knowledge in this area.
- 6.11 Leonard Curtis Legal were instructed to provide assistance with debtor collections as they are proficient in assisting with debtor collections.

### **Creditors' Rights**

- 6.12 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 five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.13 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.14 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 liquidation.

## **7 OTHER MATTERS**

### **Release from office**

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company's creditors objected to the Joint Liquidators' release. Such an objection to the Joint Liquidators' release must be received within eight weeks from the date of receipt of the notice attached at Appendix D. Please note, all objections should be made in writing and sent to Numaan Yousaf at Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 For your information, a guide to liquidators' fees, (Version 4 – April 2017) which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the R3 website via the following link:  
  
<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>
- 7.4 If you would prefer this to be sent to you in hard copy form, please contact Numaan Yousaf of this office on 0161 413 0930

- 7.5 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

- 7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:  
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

#### **Data Protection**

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

Yours faithfully



**SEAN WILLIAMS**  
**JOINT LIQUIDATOR**

Sean Williams and Phil Deyes are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 11270 and 9089, respectively



APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM  
11 OCTOBER 2018 TO 28 MAY 2020

	Estimated to Realise £	As at 10 October 2019 £	Movements in the Period £	As at 28 May 2020 £
<b>RECEIPTS</b>				
Debtors	7,000	1,360.00	-	1,360.00
	<u>7,000</u>	<u>1,360.00</u>	-	1,360.00
			-	
Insurance Refund		172.44	-	172.44
Director's Contribution to Costs		5,666.51	-	5,666.51
Bank Interest		1.08	9.82	10.90
		<u>7,200.03</u>	<u>9.82</u>	<u>7,209.85</u>
<b>PAYMENTS</b>				
Pension Review		250.00	400.00	650.00
Statement of Affairs Fee		1,000.00	5,000.00	6,000.00
Storage Costs		-	2.91	2.91
Document Hosting		-	7.00	7.00
Land Registry		-	9.00	9.00
Undistributed Funds		-	540.94	540.94
<b>TOTAL COSTS AND CHARGES PAID</b>		<u>1,250.00</u>	<u>5,959.85</u>	<u>7,209.85</u>
<b>BALANCE</b>		<u>5,950.03</u>	<u>(5,950.03)</u>	<u>-</u>

## APPENDIX B

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 11 OCTOBER 2018 TO 28 MAY 2020

## Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	25.00	25.00	-	25.00
Bond Fee	AUA Insolvency Risk Services	Insurance bond	25.00	25.00	-	25.00
Document Hosting	Pelstar	Hosting of documents for creditors	14.00	14.00	-	14.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	166.05	166.05	-	166.05
Storage Costs	Auctus	Storage of books and records	8.46	5.91	-	2.55
		<b>Total standard expenses</b>	<b>325.51</b>	<b>322.96</b>	<b>-</b>	<b>319.60</b>

## Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Courtley West Chartered Accountants	Assistance with Statement of Affairs	1,000.00	1,000.00	1,000.00	-
Professional Fees	UKELC	Pension Review	650.00	250.00	650.00	-
Professional Fees	Cerberus Asset Management	Asset Valuation	400.00	400.00	-	400.00
Land Registry	Land Registry	Land Registry Search	21.00	9.00	-	21.00
Courier Costs	City Today	Courier Charges	46.80	46.80	-	46.80
Irrecoverable VAT	Leonard Curtis	Irrecoverable VAT	-	1,330.00	1,330.00	1,330.00
		<b>Total case specific expenses</b>	<b>2,117.80</b>	<b>3,035.80</b>	<b>2,980.00</b>	<b>467.80</b>



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## 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:

- 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:

## Reeds Family Law Solicitors Limited – In Creditors' Voluntary Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																								
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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.

S106(1) INSOLVENCY ACT 1986

R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016

**NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION**

**REEDS FAMILY LAW SOLICITORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")**  
**FORMERLY: REEDS FAMILY LAW SOLICITORS**  
**COMPANY NUMBER: 06567564**

**NOTICE IS HEREBY GIVEN THAT**

It appears to Sean Williams (IP Number 11270) and Phil Deyes (IP Number 9089) of Leonard Curtis, 36 Park Row, Leeds, LS1 5JL ("the Joint Liquidators") that the Company's affairs are fully wound up.

Prescribed Period:	Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined.
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Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), within 21 days of receipt of the Joint Liquidators' Final Account, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request, in writing, that the joint liquidators provide further information about their remuneration or expenses which have been itemised in their report.

Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the joint liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the joint liquidators, as set out in the progress report, are excessive

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company's creditors object to their release.

Signed:  \_\_\_\_\_

Dated: 28 May 2020

**SEAN WILLIAMS**  
**JOINT LIQUIDATOR**

Leonard Curtis, 36 Park Row, Leeds, LS1 5JL  
0113 323 88

**LEONARD CURTIS  
PRIVACY NOTICE FOR CREDITORS**

**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.



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**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**