

CVA4

Notice of termination or full implementation of voluntary arrangement



Companies House

WEDNESDAY



A17 *A7IOXWLF* 14/11/2018 #265
COMPANIES HOUSE

1 Company details

Company number 0 7 0 6 5 0 7 0
Company name in full JTJ Workplace Solutions Limited

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

2 Supervisor's name

Full forename(s) N A
Surname Bennett

3 Supervisor's address

Building name/number Leonard Curtis
Street 5th Floor
Grove House
Post town 248a Marylebone Road
County/Region London
Postcode N W 1 6 B B
Country

4 Supervisor's name ^①

Full forename(s) A D
Surname Cadwallader

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

5 Supervisor's address ^②

Building name/number Leonard Curtis
Street 5th Floor
Grove House
Post town 248a Marylebone Road
County/Region London
Postcode N W 1 6 B B
Country

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

CVA4

Notice of termination or full implementation of voluntary arrangement

6 Date voluntary arrangement fully implemented or terminated

Date

d	1	d	3	m	1	m	1	y	2	y	0	y	1	y	8
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

7 Attachments

- ☒ I have attached a copy of the notice to creditors
☒ I have attached the supervisor's report

8 Sign and date

Supervisor's signature

Supervisor's signature

X

[Handwritten Signature]

X

Signature date

d	1	d	3	m	1	m	1	y	2	y	0	y	1	y	8
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

CVA4

Notice of termination or full implementation of voluntary arrangement



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 **Marc Palmer**

Company name **Leonard Curtis**

Address **5th Floor**

Grove House

248a Marylebone Road

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**



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 and dated 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

IN THE HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES

Court Number: 007320 of 2016

IN THE MATTER OF THE INSOLVENCY ACT 1986

and

IN THE MATTER OF

JTJ WORKPLACE SOLUTIONS LIMITED

**CERTIFICATE OF TERMINATION
PURSUANT TO THE COMPANY VOLUNTARY ARRANGEMENT
OF JTJ WORKPLACE SOLUTIONS LIMITED**

I N A Bennett, the Joint Supervisor of the above Company Voluntary Arrangement hereby confirm that there has been a material failure, irregularity or non-compliance in connection with the above named Company Voluntary Arrangement, in that pursuant to the terms of the Company Voluntary Arrangement the Company has failed to comply with his obligations to:

- Maintain paying agreed monthly contributions and the Company subsequently entered Administration.

I hereby confirm that the Company Voluntary Arrangement has been terminated pursuant to Rule 2.44 of the Insolvency (England and Wales) Rules 2016.

This certificate has been filed with the relevant Court, the Company, all known creditors and members, and the Registrar of Companies.



**N A BENNETT
JOINT SUPERVISOR**

Dated this 13 November 2018

Leonard Curtis
5th Floor, Grove House
248a Marylebone Road
London NW1 6BB
Telephone: 020 7535 7000

Please ask for : Marc Palmer
Our ref : L/18/MP/JTJ02/1010
Your ref :



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

13 November 2018

TO

**ALL CREDITORS BOUND BY THE ARRANGEMENT
THE COMPANY
THE COURT
THE REGISTRAR OF COMPANIES**

Dear Sir(s)/Madam

**JTJ WORKPLACE SOLUTIONS LIMITED – FAILED COMPANY VOLUNTARY ARRANGEMENT ("THE COMPANY")
NUMBER
COMPANY NUMBER: 07065070**

I refer to my appointment as Joint Supervisor of the Voluntary Arrangement for the Company on 25 November 2016 and enclose my final progress report pursuant to the provisions of Rule 2.44 of the Insolvency (England and Wales) Rules 2016.

Any enquiries regarding the contents of this letter and its enclosure should be addressed to my office, **in writing**. Electronic communications should include a full postal address.

Yours faithfully

**N A BENNETT
JOINT SUPERVISOR**

N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and A D Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

JTJ WORKPLACE SOLUTIONS LIMITED
(Failed Company Voluntary Arrangement)

Joint Supervisors' Final Report to Creditors

13 November 2018

Leonard Curtis

**5th Floor, Grove House, 248a Marylebone Road
London NW1 6BB**

Tel : 020 7535 7000 Fax: 020 7723 6059

solutions@leonardcurtis.co.uk

Ref: L/18/MP/JTJ02/1010

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- 2 Failure and Termination of the Arrangement
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- 4 Joint Supervisors' Remuneration and Disbursements
- 5 Data Protection

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- A Certificate of Termination
- B Final Summary of Joint Supervisors' Receipts and Payments from 25 November 2016 to 13 November 2018.
- C Final Summary of Joint Supervisors' Time Costs from 25 November 2016 to 13 November 2018 and a summary of Joint Supervisors' Time Costs from 25 November 2017 to 13 November 2018.
- D Additional Information in Relation to the Policy of Leonard Curtis Regarding Fees and Disbursements
- E Privacy Notice

TO: ALL CREDITORS BOUND BY THE ARRANGEMENT
ALL MEMBERS
THE COURT
THE REGISTRAR OF COMPANIES

1 INTRODUCTION

1.1 A D Cadwallader and I were appointed Joint Supervisors of a Company Voluntary Arrangement ("CVA") for JTJ Workplace Solutions Limited ("the Company") at meeting of creditors and members held on 25 November 2016. I am an insolvency practitioner licensed in the UK by the Insolvency Practitioners Association and A D Cadwallader is an insolvency practitioner licensed in the UK by the Institute of Chartered Accountants in England and Wales.

1.2 The CVA has failed and this is our final report as required by Rule 2.44 of the Insolvency (England and Wales) Rules 2016. It shows how the CVA has been conducted, the reasons why it has not been implemented in accordance with the Proposal as approved, the outcome for creditors and other information that we are required to disclose.

2 FAILURE AND TERMINATION OF THE ARRANGEMENT

2.1 The terms of the CVA were that contributions be received into the CVA to enable distributions to be paid to creditors. The terms of the proposal stated that contributions totalling £1,095,000 would be paid as follows:

- 11 monthly contributions of £45,000 payable from December 2016 to November 2017; and
- 8 monthly contributions of £75,000, payable from December 2017 to July 2018.

2.2 As advised in the Joint Supervisors' report dated 18 January 2018, the Company failed to maintain the agreed monthly contributions and the Company subsequently entered Administration on 8 December 2017. As a result the CVA has failed.

2.3 The Joint Supervisors received contributions totalling £495,000. In accordance with the CVA proposal, these funds were to be utilised as follows:

- a) To pay the fees and expenses of the Joint Supervisors and the costs of CVA;
- b) To pay preferential claims, if any, in full in priority to the claims of unsecured creditors; and
- c) To pay a dividend or dividends to those ordinary creditors whose claims were received by the last date of proving.

2.4 A formal certificate of Termination of the CVA is attached at Appendix A.

3 RECEIPTS AND PAYMENT ACCOUNT AND OUTCOME FOR CREDITORS

3.1 I attach at Appendix B a final summary of our receipts and payments for the period from 25 November 2016 to 13 November 2018.

Outcome for Creditors

Preferential Claims

- 3.2 There are no preferential claims.

Secured Creditors

- 3.3 The secured creditor, National Westminster Bank Plc, were excluded from the CVA.

Unsecured Claims

- 3.4 A notice of first and final dividend was sent to creditors on 18 January 2018 with the last date for proving claims of 19 February 2018.
- 3.5 A first and final dividend of approximately 46.88p was declared and paid on 20 March 2018 against agreed claims of £988,477. No monies were paid to unsecured creditors by virtue of the application of Section 176A of the Insolvency Act 1986 (prescribed part).

4 JOINT SUPERVISORS' REMUNERATION AND DISBURSEMENTS

- 4.1 The CVA approved by creditors on 25 November 2016 provided that the Joint Supervisors' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the CVA. As advised in our previous report dated 18 January 2018 our time costs at 24 November 2017 were £10,656. Thereafter further costs of £14,373 have been incurred during the period of this report. These total costs are summarised at Appendix C and comprise 79.7 hours at an average rate of £314.04 per hour. Time has been incurred by the Joint Supervisors' and their staff in the period of this report, from 25 November 2017 to 13 November 2018, in the following categories:

Statutory & Review

- Case-management reviews. Quarterly reviews have been carried out to ensure that the case progressed as planned;
- Allocation of staff, management of staff, case resourcing and budgeting;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Filing of documents at Companies House in accordance with statutory requirements; and
- Completion of closing procedures at the end of the case.

Receipts & Payments

- Management of case bank account to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Managing estate expenses; and
- Preparing Estimated Outcome Statements and dividend schedules;

Liabilities

- Time has been spent dealing with general queries from trade creditors by post, telephone and email;
- Reviewing claims received from trade creditors;
- Considered claim of connected creditor;

- Corresponding with HM Revenue & Customs regarding their final claim;
- Corresponding with trade creditors regarding their claims; and
- Agreeing and paying first and final distribution to ordinary unsecured creditors on 20 March 2018.

General Administration

- General planning matters;
- Maintaining the Joint Supervisors' records; and
- Time has been spent corresponding with the director and Joint Administrators regarding the failure of the CVA.

Post Appointment Reporting

- Preparation of Joint Supervisors' Annual Report dated 18 January 2018.

- 4.2 Details of our company's charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are also attached at Appendix D. Further information may be found in "Guide to Voluntary Arrangement Fees". This is available from our office free of charge or may be downloaded from <https://www.r3.org.uk/what-we-do/publications/professional/fees>. To date we have drawn £20,829.87 on account of these costs and, in the absence of further funds, the balance of our fees and any unposted time will be written off.
- 4.3 Creditors also approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which we or our company have an interest. In this case the following costs falling into the above category have been incurred and, where shown, reimbursed to our company:

Charged By	Services provided	This Period £	To Date £	Paid £	Unpaid £
Category 1					
Pelstar Computing	Report Upload	-	20.00	20.00	-
HMCS	Court Filing Fee	-	55.00	55.00	-
AUA Insolvency Risk	Bordereau Fee	-	750.00	750.00	-
Pelstar Computing	IT Licence Fee	-	87.00	87.00	-
Companies House	Company Searches	-	10.00	10.00	-
Leonard Curtis	Postage	22.68	95.08	95.08	-
		22.68	1,017.08	1,017.08	-
Category 2					
Leonard Curtis	Photocopying	29.40	97.40	97.40	-
		29.40	97.40	97.40	-
Total		52.08	1,114.48	1,114.48	-

- 4.4 No professional advisors, including subcontractors, have been used during the CVA.

5 DATA PROTECTION

When submitting details of your claim in the CVA, you may have disclosed personal data to us. 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. We act as Data Controller in respect of personal data we obtain in relation to this CVA and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached at Appendix E, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you have any queries please contact my office, **in writing**. Electronic communications should include a full postal address.

Yours faithfully



N A BENNETT
JOINT SUPERVISOR

N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and A D Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501

IN THE HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES

Court Number: 007320 of 2016

IN THE MATTER OF THE INSOLVENCY ACT 1986

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JTJ WORKPLACE SOLUTIONS LIMITED

**CERTIFICATE OF TERMINATION
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I N A Bennett, the Joint Supervisor of the above Company Voluntary Arrangement hereby confirm that there has been a material failure, irregularity or non-compliance in connection with the above named Company Voluntary Arrangement, in that pursuant to the terms of the Company Voluntary Arrangement the Company has failed to comply with his obligations to:

- Maintain paying agreed monthly contributions and the Company subsequently entered Administration.

I hereby confirm that the Company Voluntary Arrangement has been terminated pursuant to Rule 2.44 of the Insolvency (England and Wales) Rules 2016.

This certificate has been filed with the relevant Court, the Company, all known creditors and members, and the Registrar of Companies.



**N A BENNETT
JOINT SUPERVISOR**

Dated this 13 November 2018

Leonard Curtis
5th Floor, Grove House
248a Marylebone Road
London NW1 6BB
Telephone: 020 7535 7000

APPENDIX B

Final Summary of Joint Supervisors' Receipts and Payments
from 25 November 2016 to 13 November 2018

	Per Proposal £	Notes	Previously Reported £	This Period 25/11/17 to 13/11/18 £	Total £
RECEIPTS					
Voluntary Contributions	1,095,000		495,000.00	-	495,000.00
			495,000.00	-	495,000.00
Deposit Interest Gross			226.79	279.65	506.44
			495,226.79	279.65	495,506.44
PAYMENTS					
Joint Supervisors' Category 1 Disbursements			994.40	22.68	1,017.08
Joint Supervisors' Category 2 Disbursements			68.00	29.40	97.40
Joint Nominees' Fees			10,000.00	-	10,000.00
Joint Supervisors' Fees			8,815.00	12,014.87	20,829.87
Irrecoverable VAT			199.48	10.42	209.90
			20,076.88	12,077.37	32,154.25
PAYMENTS TO CREDITORS					
Unsecured Creditors		1	-	463,352.19	463,352.19
Balance in Hand			475,149.91	(475,149.91)	-

Notes:

1) A dividend of 46.88p/E was paid to proven unsecured creditors on 19 March 2018

APPENDIX C

Final Summary of Joint Supervisors' Time Costs from 25 November 2016 to 13 November 2018

	Director		Senior Manager		Manager 2		Administrator 1		Administrator 4		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory & Review	9	405.00	31	1,271.00	104	3,328.00	13	338.00	9	135.00	166	5,477.00	329.94
Receipts & Payments	11	495.00	-	-	51	1,632.00	-	-	3	45.00	65	2,172.00	334.15
Insurance	-	-	2	82.00	-	-	8	208.00	-	-	10	290.00	290.00
Assets	-	-	1	41.00	5	160.00	14	364.00	-	-	20	565.00	282.50
Liabilities	-	-	24	984.00	177	5,664.00	78	2,028.00	-	-	279	8,676.00	310.97
General Administration	-	-	8	328.00	24	768.00	77	2,002.00	2	30.00	111	3,128.00	281.80
Appointment	-	-	8	328.00	-	-	-	-	-	-	8	328.00	410.00
Post Appointment Creditor Reporting	8	360.00	29	1,189.00	62	1,984.00	25	650.00	14	210.00	138	4,393.00	318.33
Total	28	1,260.00	103	4,223.00	423	13,536.00	215	5,590.00	28	420.00	797	25,029.00	
Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>320.00</u>		<u>260.00</u>		<u>150.00</u>		<u>314.04</u>	
All Units are 6 minutes													

APPENDIX C

Summary of Joint Supervisors' Time Costs from 25 November 2017 to 13 November 2018

	Director		Senior Manager		Manager 2		Administrator 1		Administrator 4		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory & Review	3	135.00	3	123.00	99	3,168.00	-	-	6	90.00	111	3,516.00	316.76
Receipts & Payments	11	495.00	-	-	50	1,600.00	-	-	-	-	61	2,095.00	343.44
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Liabilities	-	-	7	287.00	156	4,992.00	-	-	-	-	163	5,279.00	323.87
General Administration	-	-	-	-	10	320.00	-	-	2	30.00	12	350.00	291.67
Appointment	-	-	-	-	-	-	-	-	-	-	-	-	-
Post Appointment Creditor Reporting	-	-	24	984.00	62	1,984.00	-	-	11	165.00	97	3,133.00	322.99

Total

14 630.00 34 1,394.00 377 12,064.00 - - 19 285.00 444 14,373.00

Average Hourly Rate (£)

450.00 410.00 320.00 - 150.00 323.72

All Units are 6 minutes

APPENDIX D

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:

	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

JTJ Workplace Solutions Limited – Failed Company Voluntary Arrangement

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 individual																								
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	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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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	£83.02 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 disbursements section below	See disbursements 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:

JTJ Workplace Solutions Limited – Failed Company Voluntary Arrangement

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.

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data about you. This data will be collected primarily from your employer but in some instances may be requested directly from you.

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 are not limited to your name, home address, date of birth, national insurance number, payroll information and bank account details. The amount of Personal Data we will require will depend upon the specific circumstances of the insolvency, but we will not hold more Personal Data than we require.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim.

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, the Employment Rights Act 1996 and other 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, Level 5, The Grove, 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.

Data Controller: LEONARD CURTIS