

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



A11 \*A7E2DYQP\* 08/09/2018 #125  
COMPANIES HOUSE

### 1 Company details

Company number 0 5 4 2 2 9 2 7

Company name in full Baltimore Ltd

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

### 2 Liquidator's name

Full forename(s) A D

Surname Cadwallader

### 3 Liquidator'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 Liquidator's name ①

Full forename(s) N A

Surname Bennett

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

### 5 Liquidator'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 liquidator  
Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	d	1	d	5	m	0	m	7	y	2	y	0	y	1	y	7
To date	d	1	d	4	m	0	m	7	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	0	d	5	m	0	m	a	y	2	y	0	y	1	y	8
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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 **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 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

**Baltimore Ltd**  
**(In Creditors' Voluntary Liquidation)**

Company Number: 05422927

Registered Office: 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB

Trading Address: Unit 15 Upminster Trading Park, Warley Street, Upminster, Essex RM14 3PJ

**Joint Liquidators' Second Progress Report**  
**pursuant to Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**5 September 2018**

A D Cadwallader and N A Bennett - Joint Liquidators  
Leonard Curtis

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

Tel: 020 7535 7000 Fax: 020 7723 6059  
creditors@leonardcurtis.co.uk

Ref: L/30/MP/BAL07/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 A D Cadwallader and N A Bennett were appointed as Joint Administrators of Baltimore Ltd ("the Company") on 15 July 2015. Upon conclusion of the Administration, pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 (as amended) ("the Act"), A D Cadwallader and N A Bennett were subsequently appointed as Joint Liquidators of the Company on 15 July 2016.
- 1.2 A D Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 15 July 2017 to 14 July 2018, as required by Section 104A(1) of the Act and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the previous progress report dated 13 September 2017.
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 26 April 2016.

**Assets Realised**

**Goodwill**

- 2.2 As previously reported, an additional settlement of £15,000 was agreed with Baltimore FM Ltd ("BFM") and Grenfell Capital Ltd ("Grenfell") for the Company's goodwill. The Joint Liquidators have continued to pursue this balance. However, no further payment has been received. We have been corresponding with BFM and Grenfell and anticipate that this balance will be received by the end of September 2018.

**Trade Debtors**

- 2.3 The Joint Administrators agreed a settlement with a debtor, Summit House Serviced Apartments Ltd ("Summit House or the debtor") who paid £30,000 in the Administration. However, the debtor failed to pay costs totalling £17,880 which had been agreed in a Tomlin Order.
- 2.4 As previously reported, we instructed solicitors, Moon Beever (subsequently Keystone Law) to issue a winding up petition. We served a statutory demand and supported a pending winding-up order to be heard on 18 January 2018. The debtor settled with the petitioning creditor and we intended to take carriage of the petition at a further hearing on 21 February 2018.
- 2.5 We were unable to substitute as the original Tomlin Order contained a minor error. Whilst we obtained an amended Order from the original solicitors, Birkett Long, HM Revenue and Customs were substituted instead. The Official Receiver subsequently confirmed a winding-up order was made against Summit House on 21 February 2018 and that there is no prospect of a distribution to creditors. In the circumstances, the costs have been written off.

## Assets Still to be Realised

2.6 The following assets are still to be realised:

Description	£
Goodwill	15,000
	<u>15,000</u>

## 3 RECEIPTS AND PAYMENTS ACCOUNT

A summary of the Joint Liquidators' receipts and payments for the entire period of the liquidation, including the period from 15 July 2017 to 14 July 2018, is attached at Appendix A.

## 4 OUTCOME FOR CREDITORS

### Secured Creditors

4.1 There are no secured creditors.

### Preferential Creditors

4.2 There are no preferential claims as employees were transferred to BFM under the Transfer of Undertakings (Protection of Employment) Regulations 2006 following the sale of the business and certain assets.

### 4.3 Prescribed Part

There are no floating charges over the assets of the Company. As a result there will not be a need for the prescribed part of the Company's net property to be set aside for ordinary unsecured creditors pursuant to the provisions of Section 176A of the Act and the Insolvency Act 1986 (Prescribed Part) Order 2003 or for the Joint Liquidators to make any application to Court pursuant to Section 176(A)(5) of the Act.

### Ordinary Unsecured Creditors

4.4 As at the date of Administration, there were 40 unsecured creditors, with estimated claims totalling £718,320.

4.5 The table below illustrates the position regarding the claims of the ordinary unsecured creditors:

	As at Date of Administration	Claims Received
	£	£
Trade and Expense	127,464	48,409
HMRC (VAT)	136,842	220,052
HMRC (PAYE/NIC/CT)	356,414	382,018
Baltimore FM Ltd	79,599	61,970
Grenfell Capital		
Commercial Property Ltd	18,000	9,356
Grenfell Capital Ltd	-	181,054
Baltimore Maintenance Ltd	-	27,664
	<u>718,319</u>	<u>930,523</u>

- 4.6 As previously reported, we have received a higher claims than originally received from group companies which remain the subject of ongoing correspondence with the Baltimore Group and its advisors. Until these claims have been agreed we are still not in a position to pay a dividend owing to the quantum of these claims and its potential impact on any distribution to unsecured creditors. We shall update creditors in future reports.
- 4.7 If you have not already done so, please submit details of your claim, by completing and returning the proof of debt form, attached at Appendix H, to this office. Please include documentation to support your claim.

## 5 INVESTIGATIONS

As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

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

### Remuneration

- 6.1 On 9 August 2016, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the Fees Estimate dated 22 July 2016 (for an amount totalling £11,027.50 but capped at £9,000) ("the Initial Fees Estimate")
- 6.2 On 13 September 2017, the Joint Liquidators reported to creditors that they had exceeded the Initial Fees Estimate and provided a Revised Fees Estimate of £27,585.50 ("the revised Fees Estimate"). The revised Fees Estimate was subsequently approved by creditors by correspondence on 29 September 2017. The Joint Liquidators' time costs for the period of this report are £19,132.50, which represents 59.5 hours at an average hourly rate of £321.55. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 15 July 2017 to 14 July 2018. Total time costs from the commencement of the liquidation amount to £34,510.
- 6.3 A summary of time costs incurred during the liquidation, incorporating a comparison with time costs as set out in the Joint Liquidators' revised Fees Estimate, is attached at Appendix C. You will note that time costs incurred during the liquidation have exceeded the revised Fees Estimate. The area where significant variance has occurred relates to time in dealing with the assets, and specifically in pursuing the costs due from Summit House and the balance from BFM and Grenfell for the goodwill. There has been significant correspondence with major creditors. It has taken longer than anticipated dealing with the recovery of the Company's goodwill, which has resulted in the liquidation exceeding 2 years. Due to the increased length of the liquidation more time has therefore been spent on statutory and review and creditor reporting. This is discussed further at Appendix D.
- 6.4 We have prepared a further revised Fees Estimate which totals £42,670 (but capped at £40,000), as attached at Appendix E. The Joint Liquidators are seeking approval from creditors in order for the Joint Liquidators to draw fees in line with the revised Fees Estimate. The main areas of further work to be undertaken will be realising the Goodwill, the agreement of inter-company claims, the payment of a first and final distribution to unsecured creditors and the closure of the liquidation.
- 6.5 At Appendix D is a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.6 Fees totalling £27,585.50 have been drawn, £18,585.50 of which has been drawn during the year ending 14 July 2018.



#### Method of Decision Procedure - Correspondence

- 6.7 Please be advised that a decision procedure is required to enable creditors to consider the revised Fees Estimate.
- 6.8 The Joint Liquidators propose to conduct the vote on the above via a decision by correspondence and we attach Notice of this at Appendix I. The proposed decisions are set out in full on the Notice. We also enclose at Appendix K a voting form for your completion.

Creditors are requested to indicate whether or not they approve the proposed decisions by taking the following action:

1. Please complete the Voting Form (Appendix K), indicating how you wish to vote on the proposed decisions and return it as soon as possible, but no later than 21 September 2018 ("the Decision Date")
2. Unless you have already done so, please complete the proof of debt form attached at Appendix H and submit this with evidence in support of your claim, together with your voting form, no later than the date shown above.

In order for votes on the proposed decisions set out above to be counted, creditors must have delivered the voting form together with proof of their claim to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors' attention is drawn to Chapter 9 of Part 1 of the Rules, which detail the rules for delivery of documents.

For the decisions to be passed, the Joint Liquidators must receive at least one valid vote by the closing date specified in the notice.

#### Requisitioned Meetings

- 6.9 If creditors are not satisfied with the decision procedure implemented they may request a physical meeting be convened providing their claim is 10% of the value of the creditors, 10% of the number of creditors request the same or 10 individual creditors request that a meeting be convened. All requests to hold a meeting should be made in writing to LONDON.meetingreq@leonardcurtis.co.uk within five business day of receipt of this decision procedure.

#### Effect of Approval of the Decisions

- 6.10 The total amount set out in the Joint Liquidators' revised Fees Estimate is £42,670 (but capped at £40,000). Once approved by creditors, the remuneration drawn by the Joint Liquidators must not exceed the total amount without further creditor approval. In the event that realisations prove insufficient to cover the actual time costs incurred, the irrecoverable costs will be written off.

#### Invitation to form a Liquidation Committee

- 6.11 In accordance with Rule 6.19 of the Rules, creditors are invited to decide whether a liquidation committee should be established if sufficient creditors are willing to be members of that committee. In order to be able to make an informed decision on whether you wish to be nominated to serve on a committee, you are advised to read "Liquidation/Creditors' Committees and Commissioners - A Guide for Creditors" which contains information on the rights, duties and the functions of a committee. This may be obtained via the link below or is available from our office free of charge on request:

[https://www.r3.org.uk/liquidation\\_/creditors\\_\\_committees\\_and\\_commissioners\\_\\_a\\_guide\\_for\\_creditors](https://www.r3.org.uk/liquidation_/creditors__committees_and_commissioners__a_guide_for_creditors)

- 6.12 A D Cadwallader invites creditors to put forward their nominations for membership of the committee, such nominations must be received, in writing, by the date specified in the notice attached at Appendix L. The Joint Liquidators can only accept nominations if they are satisfied as to the creditors' eligibility under Rule 17.4 the Rules (a copy of which is included at Appendix J).

### Expenses

- 6.13 A comparison of the Joint Liquidators' expenses from 15 July 2017 to 14 July 2018 and the Joint Liquidators' statement of likely expenses is attached at Appendix F. 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.
- 6.14 On 9 August 2016, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.15 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses. However, additional legal costs have been incurred pursuing the costs owed by Summit House which was more complicated than anticipated.
- 6.16 Attached at Appendix G 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.
- 6.17 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Birkett Long LLP	Legal Advice	Time Costs
Moon Beaver Solicitors	Legal Advice	Time Costs
Keystone Law Ltd	Legal Advice	Time Costs
ITC Valuers Ltd	Costs of valuing and realising assets	Time Costs

### Creditors' Rights

- 6.18 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.
- 6.19 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.
- 6.20 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 MATTERS STILL TO BE DEALT WITH

Matters still to be dealt with before conclusion of the liquidation include the following:

- The realisation of the remaining assets, as detailed in section 2;
- The formal agreement of creditor claims;
- Agreement of Joint Liquidators' revised Fees Estimate;
- A first and final distribution to the unsecured creditors; and
- The unpaid remuneration and expenses will need to be defrayed.

## 8 OTHER MATTERS

- 8.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Marc Palmer of this office on 020 7535 7000.

- 8.3 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>

- 8.4 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

- 8.5 Finally, 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 M, 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



**A D CADWALLADER**  
**JOINT LIQUIDATOR**

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 and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083

**Summary of Joint Liquidators' Receipts and Payments  
from 15 July 2016 to 14 July 2018**

	Statement of Affairs £	Previously Reported £	This Period 15/07/17 to 14/07/18 £	Note	£
<b>Receipts</b>					
Debtors	356,000	-	-	1	-
	<u>356,000</u>	-	-		-
Transfer from Administration		97,048.96	-		97,048.96
Cherished Number Plates		18,000.00	-		18,000.00
Goodwill		3,000.00	-		3,000.00
Deposit Interest Gross		22.42	47.19		69.61
		<u>118,071.38</u>	<u>47.19</u>		<u>118,118.57</u>
<b>Payments</b>					
Corporation Tax		33.60	-		33.60
Sundry Expenses and Disbursements		107.52	34.00		141.52
Storage Charges		65.00	-		65.00
Statutory Advertising		80.55	-		80.55
Solicitors' Fees and Expenses		2,000.00	3,639.00		5,639.00
Agent's Fees and Expenses		800.00	-		800.00
Joint Liquidators' Remuneration		9,000.00	18,585.50		27,585.50
		<u>12,086.67</u>	<u>22,258.50</u>		<u>34,345.17</u>
<b>Balance in Hand</b>		<u>105,984.71</u>	<u>(22,211.31)</u>		<u>83,773.40</u>
<b>Represented By</b>					
Current Account					79,321.70
VAT Control Account					<u>4,451.70</u>
					<u>83,773.40</u>

**Note:**

Debtors totalling £229,558 were collected in the Administration

**Baltimore Ltd**  
(In Creditors' Voluntary Liquidation)

Summary of Joint Liquidators' Time Costs from 15 July 2017 to 14 July 2018

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	-	-	11	451.00	-	-	144	4,608.00	-	-	4	60.00	159	5,119.00	321.95
Receipts & Payments	-	-	-	-	-	-	40	1,280.00	-	-	-	-	40	1,280.00	320.00
Assets	6	270.00	-	-	3	109.50	170	5,440.00	-	-	-	-	179	5,819.50	325.11
Liabilities	-	-	-	-	-	-	44	1,408.00	-	-	-	-	44	1,408.00	320.00
General Administration	-	-	-	-	4	146.00	16	512.00	-	-	-	-	20	658.00	329.00
Post Appointment Creditor Reporting	-	-	-	-	-	-	145	4,640.00	8	208.00	-	-	153	4,848.00	316.86
Total	6	270.00	11	451.00	7	255.50	559	17,888.00	8	208.00	4	60.00	595	19,132.50	
Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>365.00</u>		<u>320.00</u>		<u>260.00</u>		<u>150.00</u>		<u>321.55</u>	

All Units are 6 minutes

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 15 JULY 2016 TO 14 JULY 2018 INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' REVISED FEES ESTIMATE DATED 13 SEPTEMBER 2017

	FEES ESTIMATE			INCURRED TO 14 JULY 2018			VARIANCE
	Total			Total			
	Units	Cost £	Average hourly rate £	Units	Cost £	Average hourly rate £	
	No			No			
Statutory and Review	124	4,295.50	346.41	235	7,762.50	330.32	3,467.00
Receipts and Payments	24	813.00	338.75	52	1,709.00	328.65	896.00
Assets	180	6,718.50	373.25	340	11,847.00	348.44	5,128.50
Liabilities	131	4,477.50	341.79	73	2,318.50	317.60	(2,159.00)
General Administration	49	1,714.00	349.80	51	1,841.50	361.08	127.50
Appointment	17	491.50	289.12	17	491.50	289.12	-
Post Appointment Creditor Reporting	249	8,674.00	348.35	241	8,138.50	337.60	(535.50)
Investigations	11	401.50	365.00	11	401.50	365.00	-
	785	27,585.50	351.41	1,020	34,510.00	338.33	6,924.50

## APPENDIX D

### DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF

#### Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work that has been carried out under this category has comprised of the following:

- Case-management reviews. Quarterly reviews have been carried out to ensure that the case has progressed as planned.
- Management of staff, case resourcing and planning.
- 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
- Considerable time has been incurred in this category, exceeding that contained in the revised Fees Estimate, as a result of the liquidation exceeding 2 years.

#### Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum.

- Management of liquidation bank account to ensure compliance with relevant risk management procedures.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

#### Assets

- Corresponding with BFM and Grenfell regarding the unpaid goodwill.
- Liaised with Ultimate Finance and Axia Valuation Services to assist us pursuing the goodwill balance.
- Significant time has been incurred in pursuing BFM and Grenfell.
- Liaising with our solicitors, Moon Beaver and subsequently Keystone Law regarding the unpaid costs award due from Summit House
- Liaising with Birkett Long to obtain an amended Tomlin Award.
- Corresponding with Companies House regarding a striking off notice filed for Summit House.
- This was necessarily incurred to ensure that the Joint Liquidators pursued all possible asset realisations.
- At the commencement of the liquidation it was anticipated that asset recoveries would have been completed in the first year. This has not transpired and we have had to keep the liquidation open for a further year.

## Liabilities

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

### *Statutory*

- Processing of claims from the Company's creditors – All claims received have been logged.
- As mentioned in our report we have received higher claims than originally expected from group companies which remain the subject of ongoing correspondence with the Baltimore Group and their advisors. Until these claims have been agreed we are still not in a position to pay a dividend.

### *Non statutory*

- Dealing with enquiries from the Company's creditors – This included dealing with creditors' general queries by post, telephone and email.

## General Administration

- General planning matters.
- Maintaining the Joint Liquidators' records.
- Dealing with general correspondence and communicating with directors and shareholders.

## Post-Appointment Creditors' Reporting

- Preparation of the Joint Liquidators' first progress report to creditors dated 13 September 2017 to include a revised Fees Estimate and statement of expenses in accordance with the Rules.
- Preparing a record of the decision made.



**All Units are 6 minutes**

## APPENDIX F

## COMPARISON OF JOINT LIQUIDATORS' EXPENSES FROM 15 JULY 2017 TO 14 JULY 2018 WITH STATEMENT OF LIKELY EXPENSES

## Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	-	-	-	-	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	-	-	-	-	-
Company Searches	Companies House	Extraction of company information from Companies House	-	-	-	-	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	26.00	14.00	7.00	14.00	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	241.65	80.55	-	80.55	-
Storage Costs	Total Data Management	Storage of books and records	250.00	130.00	65.00	65.00	-
		<b>Total standard expenses</b>	<b>606.65</b>	<b>311.55</b>	<b>72.00</b>	<b>246.55</b>	

## Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agent's Fees	ITC Valuers Ltd	Assistance with Statement of Affairs	2,500.00	800.00	-	800.00	-
Legal Fees	Birkett Long LLP	Costs of appointed solicitors	2,000.00	2,000.00	-	2,000.00	-
Legal Fees	Moon Beaver	Costs of appointed solicitors	-	489.00	489.00	489.00	-
Legal Fees	Keystone Law	Costs of appointed solicitors	-	3,150.00	3,150.00	3,150.00	-
		<b>Total case specific expenses</b>	<b>4,500.00</b>	<b>6,439.00</b>	<b>3,639.00</b>	<b>6,439.00</b>	-

## LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

### Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	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:

## Baltimore Ltd – 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 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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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	£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 <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

## Rule 14.4

### Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 15 July 2016

Name of Company in Liquidation:

BALTIMORE LTD

Company registration number:

[Liquidation only]

05422927

1 Name of creditor

(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)

(include any Value Added Tax)

4 If amount in 3 above includes (£)

outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.

(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor  
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2  
above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Liquidator

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

## NOTICE OF A DECISION PROCEDURE BY CORRESPONDENCE

### BALTIMORE LTD ("THE COMPANY") IN CREDITORS' VOLUNTARY LIQUIDATION COMPANY NUMBER: 05422927

Notice is given that a decision, via correspondence, has been scheduled for 21 September 2018 ("the Decision Date").

The decisions to be considered are:

1. That the remuneration of the Joint Liquidators be fixed by reference to time properly spent by them and their staff in attending to matters as set out in the revised Fees Estimate (for an amount not exceeding £42,670) but capped at £40,000 be approved.

In order for votes on the proposed decision set out above to be counted, creditors must have delivered the **voting form** accompanying this notice together with proof of their claim to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors' attention is drawn to Chapter 9 of Part 1 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), which detail the rules for delivery of documents.

A creditor whose claim is less than £1,000 must still deliver proof of their claim with their voting form if they wish to vote on the proposed decisions.

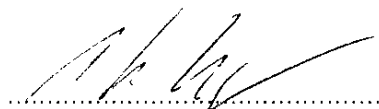
Any creditor who has opted-out from receiving notices may nevertheless vote, providing they returned their voting form and have submitted proof of their claim.

If creditors are not satisfied with the decision procedure implemented they may request a physical meeting be convened providing their claim is 10% of the value of the creditors, 10% of the number of creditors request the same or 10 individual creditors request that a meeting be convened. All requests to hold a meeting should be made, in writing, to LONDON.meetingreq@leonardcurtis.co.uk within five business days of this notice of a decision procedure being delivered to you (the deemed delivery date of this notice is 7 September 2018).

A creditor may appeal a decision in accordance with Rule 15.35 of the Rules. Such an appeal must be made by not later than 21 days after the Decision Date.

Creditors attention is further drawn to rules 15.28, 15.31, 15.33 and 15.34 of The Rules which detail the rules for voting. Extracts from the Rules have also been included with this notice at Appendix J.

Signed



**A D CADWALLADER**  
**JOINT LIQUIDATOR**

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

Dated

3/9/18

## EXTRACTS FROM THE INSOLVENCY (ENGLAND & WALES) RULES 2016

### Creditors' voting rights

- 15.28** (1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—
- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
  - (b) the proof was received by the convener—
    - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
    - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and
  - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or
  - (a) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.
- (6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre-administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

### Calculation of voting rights

- 15.31** (1) Votes are calculated according to the amount of each creditor's claim—
- (a) in an administration, as at the date on which the company entered administration, less—
    - (i) any payments that have been made to the creditor after that date in respect of the claim, and
    - (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
  - (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
  - (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
  - (d) in a proposed CVA—
    - (i) at the date the company went into liquidation where the company is being wound up,
    - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
    - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim); or
    - (iv) where (i) to (iii) do not apply, at the decision date;
  - (e) in a proposed IVA—
    - (i) where the debtor is not an undischarged bankrupt—
      - (aa) at the date of the interim order, where there is an interim order in force,
      - (bb) otherwise, at the decision date,
    - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.
- (2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.
- (3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.
- (4) Where a debt is wholly secured its value for voting purposes is nil.
- (5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.



- (6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—
- (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
  - (a) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.
- (7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.
- (8) A vote cast in a decision procedure which is not a meeting may not be changed.
- (9) Paragraph (7) does not prevent a creditor or member State liquidator from—
- (a) voting in respect of less than the full value of an entitlement to vote; or
  - (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

#### **Procedure for admitting creditors' claims for voting**

- 15.33** (1) The convener or chair in respect of a decision procedure must ascertain entitlement to vote and admit or reject claims accordingly.
- (2) The convener or chair may admit or reject a claim in whole or in part.
- (3) If the convener or chair is in any doubt whether a claim should be admitted or rejected, the convener or chair must mark it as objected to and allow votes to be cast in respect of it, subject to such votes being subsequently declared invalid if the objection to the claim is sustained.

#### **Requisite majorities**

- 15.34** (1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise
- (2) In the case of an administration, a decision is not made if those voting against it—
- (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
  - (a) are not, to the best of the convener or chair's belief, persons connected with the company.
- (3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—
- (a) a decision approving a proposal or a modification;
  - (b) a decision extending or further extending a moratorium; or
  - (c) a decision bringing a moratorium to an end before the end of the period of any extension.
- (4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.
- (5) For the purposes of paragraph (4)—
- (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
  - (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
  - (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.
- (6) In a case relating to a proposed IVA—
- (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;
  - (b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.
- (7) For the purposes of paragraph (6)—
- (a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;
  - (b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and
  - (c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

#### **Appeals against decisions under this Chapter**

- 15.35** (1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).
- (2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.

- (3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.
- (4) An appeal under this rule may not be made later than 21 days after the decision date.
- (5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—
  - (a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or
  - (a) in a proposed IVA—
    - (i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or
    - (ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.
- (6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.
- (7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

**Eligibility for membership of creditors' or liquidation committee**

- 17.4** (1) This rule applies to a creditors' committee in an administration, an administrative receivership, and a bankruptcy and to a liquidation committee in a creditors' voluntary winding up and a winding up by the court.
- (2) A creditor is eligible to be a member of such a committee if—
- (a) the person has proved for a debt;
  - (a) the debt is not fully secured; and
  - (b) neither of the following apply—
    - (i) the proof has been wholly disallowed for voting purposes, or
    - (ii) the proof has been wholly rejected for the purpose of distribution or dividend.
- (3) No person can be a member as both a creditor and a contributory.
- (4) A body corporate may be a member of a creditors' committee, but it cannot act otherwise than by a representative appointed under rule 17.17.

**VOTING FORM**

**BALTIMORE LTD ("THE COMPANY") IN CREDITORS' VOLUNTARY LIQUIDATION  
COMPANY NUMBER: 05422927**

Please indicate whether you agree or disagree with the decision set out below and return this form, together with proof in respect of your claim, to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before 21 September 2018 (the Decision Date) in order that approval may be determined.

**DECISIONS to be considered**

1. That the remuneration of the Joint Liquidators be fixed by reference to time properly spent by them and their staff in attending to matters as set out in the revised Fees Estimate (for an amount not exceeding £42,670) but capped at £40,000 be approved.

**\*Agree / Reject**

Dated .....

Signed .....

Position .....

Name of Creditor: .....

NOTICE OF AN INVITATION TO FORM A LIQUIDATION COMMITTEE

BALTIMORE LTD ("THE COMPANY") CREDITORS' VOLUNTARY LIQUIDATION ("CVL")  
REGISTERED NUMBER: 05422927

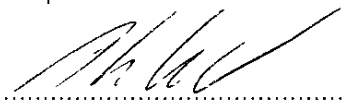
NOTICE IS HEREBY GIVEN, IN ACCORDANCE WITH R6.19 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016, THAT

Creditors are invited to decide whether a liquidation committee should be established if sufficient creditors are willing to be members of that committee. A D Cadwallader as Convener of the Decision Procedure invites creditors to put forward their nominations for membership of the committee. Such nominations must be received by the Convener, **in writing**, by the date specified in this notice. The Convener can only accept nominations if they are satisfied as to the creditors' eligibility under R17.4 of the Insolvency (England and Wales) Rules 2016 (a copy of which is enclosed).

Name of Company	BALTIMORE LTD
Registered Number	05422927
Joint Liquidators	A D Cadwallader and N A Bennett of Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB
Nominations MUST be received by:	21 September 2018
Contact Details of the Joint Liquidators:	Telephone: 020 7535 7000 Alternative Contact: Marc Palmer

Dated: 5/9/18

Signed

  
A D Cadwallader

Convener and Joint Liquidator

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

Contact details of A D Cadwallader and N A Bennett: 020 7535 7000

## LEONARD CURTIS PRIVACY NOTICE

### Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

### Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

### How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

### Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

### Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

### Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

## Baltimore Ltd – In Creditors' Voluntary Liquidation

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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](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**