



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 8 2 3 7 6 1 4

Company name in full Ascot Lawyers Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Andrew

Surname Poxon

### 3 Administrator's address

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M 3 5 E N

Country

### 4 Administrator's name ①

Full forename(s) Mike

Surname Dillon

#### ① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M 3 5 E N

Country

#### ② Other administrator

Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d	2	d	9	m	0	m	6	y	2	y	0	y	2	y	0
To date	d	2	d	8	m	1	m	2	y	2	y	0	y	2	y	0

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date

d	2	d	0	m	0	m	1	y	2	y	0	y	2	y	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**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

Katie Parker

Company name

Leonard Curtis

Address

Riverside House

Irwell Street

Manchester

Post town

County/Region

Postcode

M 3 5 E N

Country

DX

Telephone

0161 831 9999

**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

**ASCOT LAWYERS LTD  
(IN ADMINISTRATION)**

Registered Number: 08237614

Court Ref: 2591 of 2018

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

**Joint Administrators' fifth progress report in accordance  
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period  
29 June 2020 to 28 December 2020**

**20 January 2021**

**Andrew Poxon and Mike Dillon - Joint Administrators  
Leonard Curtis  
Riverside House, Irwell Street, Manchester M3 5EN  
Tel: 0161 831 9999 Fax: 0161 831 9090  
General email: [recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)  
Ref: M/20/KP/A895K/1010**

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NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES  
ALL CREDITORS  
ALL MEMBERS**

**1 INTRODUCTION**

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 (“the Rules”) to provide creditors with an update on the progress of the Administration of Ascot Lawyers Ltd (“the Company”) for the period from 29 June 2020 to 28 December 2020. This is the Joint Administrators’ fifth progress report to creditors.
- 1.2 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to “the period of this report”, this specifically means 29 June 2020 to 28 December 2020, being the period since the end of the period covered by the last progress report.

**2 STATUTORY INFORMATION**

- 2.1 Julien Irving and John Titley were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2591 of 2018 on 29 June 2018. The Administration appointment was made by the Director.
- 2.2 As previously advised, Andrew Poxon replaced John Titley as Joint Administrator on 31 May 2019 and Mike Dillion replaced Julien Irving as Joint Administrator on 17 April 2020.
- 2.3 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Riverside House, Irwell Street, Manchester M3 5EN.
- 2.4 The principal trading address of the Company was Acentia House, Lyndhurst Road, South Ascot SL5 9ED. The business traded under its registered name.
- 2.5 The registered office address of the Company at the date of the appointment of the Joint Administrators was Ascentia House, Lyndhurst Road, South Ascot, Berkshire SL5 9ED. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. Following the Joint Administrators change of office address this has been changed to Riverside House, Irwell Street, Manchester M3 5EN. The registered number of the Company is 08237614.
- 2.6 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.7 The Company’s main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

**3 JOINT ADMINISTRATORS’ PROPOSALS**

- 3.1 Attached at Appendix A is a summary of the Joint Administrators’ approved proposals for achieving one of the three statutory purposes of Administration.

- 3.2 The Proposals were deemed approved by creditors on 6 September 2018.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 The objective of the Administration has not yet been achieved but based on the level of asset realisations expected, it is anticipated that a distribution will be made in part to one of the secured creditors and preferential creditors in full in due course.
- 3.6 A Notice of Intended Dividend has been issued to all preferential creditors with a deadline of 21 January 2021 for submission of preferential claims. Following this date a dividend will be paid to preferential creditors, which is anticipated to be payment in full.
- 3.7 Furthermore it is anticipated that a dividend will be paid in part to one of the secured creditors, under their floating charge, in due course. The quantum and timing of this is uncertain at this time and subject to final asset realisations.

#### **4 PROGRESS OF THE ADMINISTRATION**

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 29 June 2020 to 28 December 2020.

##### **Sale of Business**

- 4.2 As previously reported to creditors, the assignments to Clear Law Solicitors, Go Law Solicitors Limited T/A Go Law, Edwards Hoyle Limited, Forster Dean Limited, Michael W Halsalls Solicitors Limited and Simpson Sisson and Brooke LLP ("the Purchasers") were entered into on 29 June 2018 immediately prior to the appointment of the Joint Administrators. Full details were provided in our earlier reports.
- 4.3 To date, an amount of £412,197.26 has been received in respect of WIP, with £83,214.48 having been received during the period of this report.
- 4.4 Realisations are ongoing as the legal cases settle, with future recoveries estimated by Recovery First of £84,786.00. This has been calculated on the success rate of recoveries to date, applied as an expectation against remaining and ongoing cases.
- 4.5 Due to the nature of litigation claims and the potential for further delays as a result of the Covid 19 pandemic, this is going to take time to realise, likely in the region of a further 12 months.
- 4.6 The exact level of recoveries will not be known for some time, however, updates will be provided in future progress reports.
- 4.7 It was understood at appointment that a selection of the Company's cases relating to conveyancing were not transferred to Recovery First panel firms but were instead transferred to Bonnetts Solicitors ("Bonnetts"), an unconnected party, on 29 June 2018.
- 4.8 The Joint Administrators have liaised with Bonnetts on the cases transferred in order to obtain any funds due to the Administration. The sum of £8,710.00 has been received from Bonnetts during the period of this report and it is understood that there is unlikely to be any further funds due to the Administration estate from the cases transferred.

- 4.9 No further recoveries are anticipated in this regard.

**Disbursements Recovered**

- 4.10 Funds totalling £47,299.17 have been received to date in respect of disbursements that had previously been paid for by the Company and subsequently reimbursed, with the sum of £4,734.13 having been received during the period of this report. The future anticipated realisations in this respect are difficult to quantify given the nature of legal settlements and therefore updates will continue to be provided in future reports,

**Debtors**

- 4.11 The Director advised that the Company had debtors totalling a book value of £26,823.00.
- 4.12 A sum of £2,284.43 has been received to date, with £73.80 having been received during the period of this report.
- 4.13 In addition the Joint Administrators have received the sum of £13,948.99 from Recovery First in relation to costs that were received by Recovery First in error. The funds have been received into the Administration estate, bringing total debtor recoveries to £16,233.42.
- 4.14 The Joint Administrators have reviewed the outstanding balances and the physical Company records to determine if there are any further recoverable amounts.
- 4.15 The Joint Administrators instructed Cerberus Receivables Management (“CRM”) to review the debtor ledger and supporting documentation located.
- 4.16 CRM have conducted a review and have contacted a section of the debtors who have advised that payment of the outstanding amounts were made between 2017 and 2018.
- 4.17 It is therefore considered that the Company records were out of date upon the appointment of the Joint Administrators and therefore it is not beneficial to incur costs to investigate the debtor ledger further.
- 4.18 No further recoveries are anticipated in this regard.

**Funds for Providing Files**

- 4.19 The Joint Administrators have received £163.95 to date from former clients of the Company, in relation to reimbursement of the costs involved to retrieve their file from storage and deliver the file to the client as requested. The sum of £25.00 has been received during the period of this report.

**5 ASSETS STILL TO BE REALISED**

- 5.1 As discussed in section 4 of the report, the realisation of the remaining WIP and disbursements is ongoing and an update will be provided in the next report to creditors.

**6 INVESTIGATIONS**

- 6.1 Following their appointment, the Joint Administrators 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.
- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they



consider require investigation, they should please send full details to this office at the address given at the front of this report.

- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

## **7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**

### **Pre-Administration Costs**

- 7.1 On 21 March 2019, the secured and preferential creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

<b>Charged by</b>	<b>Services provided</b>	<b>Total amount charged £</b>	<b>Total Amount paid £</b>	<b>Total Amount unpaid £</b>
Leonard Curtis	Providing insolvency advice to the Company, obtaining financial information in order to formulate strategy, attendance at Company's premises, instructing agents, assisting with redundancies, liaising with the SRA, marketing of the Company, negotiation of the sale of the WIP, liaising with secured creditors and dealing with appointment formalities.	27,462.50	27,462.50	Nil
	<b>Total</b>	<b>27,462.50</b>	<b>27,462.50</b>	<b>Nil</b>

These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B.

### **Joint Administrators' Remuneration**

- 7.2 On 21 March 2019, the secured and preferential creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £199,257.00, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £26,294.50. This represents 73.3 hours at an average rate of £358.72 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators' original fees estimate.
- 7.5 You will note that time costs incurred to date do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated.
- 7.6 The areas where significant variance has occurred relate to the following;
- Statutory & review – to date an additional £10,329.50 has been incurred. This has been incurred as a result of the extension of the Administration and the requirement for additional case management reviews. In addition further time has been spent than originally anticipated dealing with the significant volume of client records held in storage.
  - Receipts & Payments – to date an additional £12,675.50 has been incurred. This has been incurred as a result of time having been spent in relation to the posting of the monthly bordereaux's received from

Recovery First in relation to the collection of WIP and disbursements. In addition, further time has been spent than originally estimated in completing the post appointment tax returns and handling the estate expenses, as a result of the extension of the Administration.

- Assets – to date an additional £49,976.50 has been incurred. This is in relation to the transfer of the case files as a significantly higher volume of calls and client queries have been received than initially anticipated. In addition further time has been spent each month reconciling the funds received from Recovery First in relation to WIP and disbursements recovered and obtaining revised forecasts from Recovery First.
- Liabilities – to date less time than was initially anticipated has been incurred as we are yet to agree the creditor and employee claims and make a distribution to the unsecured creditors via the prescribed part.
- General administration – to date an additional £35,356.50 has been incurred. Time has been spent dealing with a high volume of enquiries, reviewing the company records and dealing with a ransomware attack which prevented access to the company's data system. A subsequent report was submitted in accordance with GDPR, this was not anticipated at the outset of the Administration.
- Case specific – to date an additional £23,398.50 has been incurred. Time has been spent dealing with a higher than expected volume of enquiries from clients regarding the files transferred to the Purchasers and dealing with requests from clients for closed and archived cases.
- Legal preparation – to date an additional £10,954.50 has been incurred. Further time has been spent by our in-house legal team advising on legal matters associated with the administration and in particular in relation to the ransomware attack and assisting with GDPR disclosure that was not anticipated at the outset, together with assisting with the balance held in the Company's client account.

7.7 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The fee estimate has been significantly exceeded and therefore the Joint Administrators may revert to the secured and preferential creditors for further approval in due course. The information provided above is therefore for information purposes only.

7.8 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" (Version 4 – April 2017) which may be downloaded from:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

7.9 If you would prefer this to be sent to you in hard copy please contact Katie Parker of this office on 0161 831 9999.

7.10 The remuneration drawn by the Joint Administrators to date totals £199,257.00 plus VAT.

## 8 JOINT ADMINISTRATORS' EXPENSES

8.1 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration 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 are subject to the approval of the creditors. On 21 March 2019, the secured and preferential creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 The expenses incurred have exceeded those anticipated within the original statement of expenses.
- 8.4 The areas where significant variance has occurred relate to the following;
- Additional agent's fees of £13,120.00 have been incurred by Cerberus Asset Management ("CAM") relating to the valuation and advice provided with regards to the assets, the collection of the company books and records and the setting up and administration of the IT systems. It should be noted that there were significant volumes of books and records that had to be collected resulting in several days being out on site. In addition, CAM hosted the IT system at the outset to enable the Joint Administrators to have access to the server.
  - Additional storage and destruction costs of £26,497.00 have been incurred by Flexible Storage Solutions and Offsite Archive Storage, as a result of the significant volume of books and records held and the need to destroy the records held securely once they have been held for the required period of time.
  - Additional costs of £86,368.55 have been incurred by Leonard Curtis Legal, in relation to costs of the Solicitor Manager required due to the nature of the case and level of legal assistance required dealing with the high volume of client queries and the distribution of client account funds which has proved difficult following the ransomware attack, preventing access to the client records and ledgers and resulting a lot of work having to be done manually.
- 8.5 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our 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.
- 8.6 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 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.7 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 8.8 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 8.9 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 Administration.

## **9 ESTIMATED OUTCOME FOR CREDITORS**

- 9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

### **Secured Creditors**

#### **Novitas Loans Limited ("Novitas")**

- 9.2 Novitas hold security by way of a debenture, incorporating a fixed and floating charge, dated 28 July 2015. Novitas provided a disbursement funding facility to the Company.
- 9.3 As at the date of appointment, Novitas were owed £354,000. Further interest and charges may be applicable.

- 9.4 The payment of a distribution to Novitas under their floating charge, is entirely dependent on the level of final realisations from the WIP. Based on current estimates it is anticipated that a small distribution will be made.

**Lloyds Bank Plc (“Lloyds”)**

- 9.5 Lloyds hold security by way of a debenture, incorporating a fixed and floating charge, dated 11 September 2015.
- 9.6 As at the date of appointment, it was understood Lloyds were owed the sum of £450,000. Further interest and charges may be applicable.
- 9.7 As detailed in our previous report, estimated realisations from WIP have significantly reduced and therefore it is now unlikely that we will be able to make a distribution to Lloyds under their floating charge.

**Preferential Claims**

- 9.8 The only categories of claims which have preferential status are those of employees in respect of wages, accrued holiday pay and certain pension contributions.
- 9.9 Preferential claims received to date total £28,678.71. This includes the final claim from the Redundancy Payments Office (“RPO”). The final claim received from the RPO is slightly less to that which was stated in the previous progress report.
- 9.10 A Notice of Intended Dividend was issued to preferential creditors on 22 December 2020. Preferential creditors have until 21 January 2021 to submit their claims, if not already done so. Following which it is anticipated that realisations will be sufficient to allow preferential creditors to be repaid in full.

**Prescribed Part**

- 9.11 The Insolvency Act 1986 provides that, where a company has created a floating charge after 15 September 2003, the administrator must make a *prescribed part* of the company’s net property available to the unsecured creditors and not distribute it the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims.
- 9.12 Based upon the information currently available, it is estimated that there may be a prescribed part fund available in this case, which is subject to the level of final WIP realisations.

**Unsecured Non-Preferential Claims**

- 9.13 At present, it is considered unlikely that a liquidator will be appointed for the purpose of enabling a distribution to unsecured creditors.
- 9.14 As it is anticipated that there may be a dividend to unsecured creditors by way of the prescribed part, creditors should therefore continue to submit details of their claims using the proof of debt form attached at Appendix H. This will enable the Joint Administrators to pay any prescribed part dividend referred to in paragraph 9.12 above.
- 9.15 From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

**10 MATTERS STILL TO BE DEALT WITH**

- 10.1 Matters still to be dealt with before conclusion of the Administration include the following:

- The realisation of the remaining assets, as detailed in sections 4 and 5;
- A distribution to the secured/preferential creditors;
- The formal agreement of creditor claims and a distribution of the prescribed part fund, subject to sufficient funds being available; and
- The unpaid fees and expenses will need to be defrayed.

## **11 EXTENSIONS TO THE ADMINISTRATION**

- 11.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.
- 11.2 In certain circumstances it becomes necessary to extend the Administrators' term of office.
- 11.3 As you will be aware, the period of the administration was extended until 28 June 2020 with the consent of:
- each secured creditor of the Company; and
  - preferential creditors via a decision procedure.
- 11.4 A further extension was required from the Court for an additional 24 months to enable the continued realisation of assets to facilitate distributions to be made to the creditors.
- 11.5 The Court extension has been granted and the revised date at which the Administration will come to an end is 28 June 2022. The Company will then likely move to dissolution.
- 11.6 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

## **12 NEXT REPORT**

- 12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

## **13 DATA PROTECTION**

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

## **ASCOT LAWYERS LTD – IN ADMINISTRATION**

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If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully  
for and on behalf of  
**ASCOT LAWYERS LTD**



**ANDREW POXON**  
**JOINT ADMINISTRATOR**

Andrew Poxon and Mike Dillon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8620 and 24610, respectively

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

**SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS**

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company.
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Julien Irving and/or John Tittley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
4. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Julien Irving and/or John Tittley be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration.

Note that references to Julien Irving and John Tittley are replaced by Mike Dillon and Andrew Poxon respectively as detailed at sections 2.2 and 2.3 of the report.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
29 JUNE 2020 TO 28 DECEMBER 2020**

	Estimated to realise £	Previous Period £	This Period £	Cumulative £
<b>RECEIPTS</b>				
Goodwill	-	-	-	-
WIP	1,359,569.00	328,982.78	83,214.48	412,197.26
WIP - Bonnetts	-	-	8,710.00	8,710.00
Furniture	-	120.00	-	120.00
Office Furniture	200.00	630.00	-	630.00
Debtors	13,412.00	2,210.63	14,022.79	16,233.42
Cash at Bank	15,550.00	17,625.40	-	17,625.40
Potential Claim Against Accountants	Not Known	-	-	-
Disbursements Recovered	-	42,565.04	4,734.13	47,299.17
Receipts to Repay - Recovery First	-	21,155.28	-	21,155.28
Receipts to Repay (Other)	-	540.00	-	540.00
Sundry Receipts	-	206.16	-	206.16
Bank Interest	-	261.12	-	261.12
Business Loan Repayment Insurance	-	9,430.05	-	9,430.05
Refund	-	24.55	-	24.55
Sundry Refunds	-	6.18	-	6.18
Cash in hand	-	138.95	25.00	163.95
Funds for Providing Files	-	-	-	-
	<b>1,388,731.00</b>	<b>423,896.14</b>	<b>110,706.40</b>	<b>534,602.54</b>
<b>PAYMENTS</b>				
Panel Review Fee		(29,409.10)	(4,792.09)	(34,201.19)
Other Professional Fees		(3,945.00)	-	(3,945.00)
Storage Charges		(23,305.85)	(18,191.15)	(41,497.00)
Software Licence Fee		(1,137.25)	-	(1,137.25)
Receipt to Repay (Recovery First)		(21,155.28)	-	(21,155.28)
Receipt to Repay (Client Account)		(416.67)	-	(416.67)
Insurance		(240.80)	-	(240.80)
WIP Collection Fee		(49,144.72)	(12,482.16)	(61,626.88)
Bank Interest and Charges		(97.50)	(7.50)	(105.00)
Wages & Salaries		(2,579.80)	-	(2,579.80)
Costs Order		(920.00)	-	(920.00)
Agent's Fees and Expenses		(15,120.00)	-	(15,120.00)
Debt Collection Fee		(4.50)	-	(4.50)
Solicitor Fees		(40,000.00)	(15,000.00)	(55,000.00)
Pre-Appointment Administrators Fee		(27,462.50)	-	(27,462.50)
Administrator's Remuneration		(189,537.50)	(9,719.50)	(199,257.00)
Disbursements CAT1		(6,505.41)	(298.04)	(6,803.45)
Disbursements CAT2		(238.75)	-	(238.75)
Accountancy Fees		(4,000.00)	-	(4,000.00)
Corporation Tax		(25.64)	(23.97)	(49.61)
Agent's Disbursements		(119.70)	-	(119.70)
		<b>(415,365.97)</b>	<b>(60,514.41)</b>	<b>(475,880.38)</b>
<b>BALANCE IN HAND</b>		<b>8,530.17</b>	<b>50,191.99</b>	<b>58,722.16</b>



SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 29 JUNE 2020 TO 28 DECEMBER 2020

	Units	Cost	Average hourly rate
		£	£
Statutory and Review	44	1,734.00	394.09
Receipts and Payments	137	4,322.50	315.51
Insurance, bonding and pensions	22	815.00	370.45
Assets	126	4,761.00	377.86
Liabilities	252	9,648.00	382.86
General Administration	40	1,020.00	255.00
Case Specific	99	3,415.50	345.00
LEGAL SERVICES - Attendance	4	178.00	445.00
LEGAL SERVICES - Letter Out	2	89.00	445.00
LEGAL SERVICES - Telephone Call	7	311.50	445.00
	<b>733</b>	<b>26,294.50</b>	<b>358.72</b>

All units are 6 minutes.

## DESCRIPTION OF TIME SPENT BY CATEGORY

### 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 ensures that the case is managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category has comprised the following:

- Case management reviews. These have been carried out periodically to ensure that all statutory and best practice matters have been dealt with accordingly; and
- Updating the Estimated Outcome Statement.

### 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 and amounts payable to creditors are identified and distributed promptly.

- Timely completion of all post appointment tax and VAT returns;
- Managing a significant volume of estate expenses; and
- Liaising with the storage company with regards to the client records that can now be destroyed due to their age, in order to minimise the costs to the Administration.

### Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

### Assets

- Liaising with Recovery First in respect of the WIP and estimated future recoveries;
- Reviewing monthly bordereaux reports detailing collection of WIP and disbursements;
- Liaising with Bonnetts in relation to the transferred cases and realising sums due to the Administration estate;
- Review of the Company debtor position;
- Instructing CRM to conduct a review of the debtor ledger and supporting documentation; and
- Liaising with CAM in relation to the sale of remaining tangible assets.

### Liabilities

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

#### *Statutory*

- Preparation and submission of periodic progress reports to creditors – this has included the Joint Administrators' Fourth Progress Report;
- Processing of claims from the Company's preferential creditors – all preferential claims received have been reviewed and a Notice of Intended Dividend has been issued to all preferential creditors; and

- Processing of claims from the Company's unsecured creditors – all claims received from the Company's unsecured creditors have been logged. Claims have not been formally agreed at this stage.

### *Non-statutory*

- Dealing with enquiries from the Company's creditors – this has included dealing with creditor enquiries by post, telephone and email; and
- Liaising with Evolve IS Limited in relation to the preferential claims in the Administration and carrying out a review of claims received.

### **General Administration**

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- Carrying out a review of the Company records to assist with debtor collections.

### **Case Specific**

- Dealing with enquiries from clients regarding the files transferred to the Purchasers;
- Dealing with requests for files from clients for closed and archived cases;
- Reviewing and providing client records from storage;
- Liaising with the Solicitor Manager in relation to client queries when necessary;
- Liaising with the storage company regarding the client records that can be destroyed due to their age;
- Assisting the Solicitors Regulation Authority ("SRA") in relation to their enquiries; and
- Liaising with Leonard Curtis Legal in relation to debtor monies received in error by Recovery First, which has now been transferred across to the Administration estate.

### **Legal Services**

- Time has been spent by our in-house legal team advising on legal matters associated with the Administration. It is considered to be more cost effective than instructing external solicitors. This has involved advising on queries and correspondence received by post, email and telephone; and
- Assisting with the funds received by Recovery First in error, that have now been transferred across to the Administration estate and allocated as debtor monies.

**SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO 28 DECEMBER 2020  
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO 28 DECEMBER 2020			VARIANCE
	Total			Total			Cost £
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	
Statutory and Review	177	5,611.00	317.01	483	15,940.50	330.03	(10,329.50)
Receipts and Payments	442	14,680.00	332.13	1,035	27,355.50	264.30	(12,675.50)
Insurance, Bonding and Pensions	27	943.50	349.44	49	1,613.50	329.39	(670.00)
Assets	2,150	68,795.00	319.98	5,539	118,3771.50	214.43	(49,976.50)
Liabilities	2,026	60,365.00	297.95	1,520	48,746.00	320.70	11,619.00
Landlords	17	565.00	332.35	9	234.00	260.00	331.00
Debenture Holder	51	1,854.50	363.63	117	4,417.50	377.56	(2,563.00)
General Administration	181	4,813.50	265.94	1,391	40,170.00	288.79	(35,356.50)
Appointment	80	2,375.00	296.88	72	2,500.00	347.22	(125.00)
Planning & Strategy	157	5,528.00	352.10	67	2,230.50	332.91	3,297.50
Post Appointment Creditors Meeting	171	5,212.50	304.82	132	3,654.50	276.86	1,558.00
Investigations	180	5,714.00	317.44	226	4,977.50	220.24	736.50
Case Specific	720	14,700.00	204.17	1,400	38,098.50	272.13	(23,398.50)
LEGAL SERVICES - Preparation	50	2,250.00	450.00	339	11,566.00	341.18	(9,316.00)
LEGAL SERVICES - Attendance	10	450.00	450.00	31	1,275.00	411.29	(825.00)
LEGAL SERVICES - Research	-	-	-	25	375.00	150.00	(375.00)
LEGAL SERVICES - Drafting Docs	10	450.00	450.00	34	1,115.50	328.09	(665.50)
LEGAL SERVICES - Letter In	10	450.00	450.00	-	-	-	450.00
LEGAL SERVICES - Letter Out	50	2,250.00	450.00	74	2,668.50	360.61	(418.50)
LEGAL SERVICES - Tel Call	10	450.00	450.00	36	1,416.00	393.33	(966.00)
LEGAL SERVICES – Email In	20	900.00	450.00	-	-	-	900.00
LEGAL SERVICES – Email Out	20	900.00	450.00	15	638.50	425.67	261.50
	<b>6,559</b>	<b>199,257.00</b>	<b>303.79</b>	<b>12,594</b>	<b>327,764.00</b>	<b>260.25</b>	<b>(128,507.00)</b>

All units are 6 minutes.

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES  
FROM 29 JUNE 2020 TO 28 DECEMBER 2020  
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'  
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	10.00	-	-	-	-
Bond Fee (CAT1)	AUA Insolvency Risk Services	Insurance bond	260.00	657.00	-	657.00	-
Document Hosting (CAT1)	Pelstar	Hosting of documents for creditors	112.00	183.40	28.00	183.40	-
Software Licence Fee (CAT1)	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising (CAT1)	Courts Advertising	Advertising	83.02	83.02	-	83.02	-
Storage Costs (CAT1)	Auctus	Storage of books and records	20,000.00	1,968.27	274.74	1,738.57	229.70
Post Redirection (CAT1)	Royal Mail	Redirection of post	303.00	507.00	-	507.00	-
Postage (CAT1)	Post Works	Postage	-	0.87	0.87	-	0.87
Transfer of Files (CAT1)	City Today	Transfer of Files	-	39.42	-	39.42	-
		<b>Total standard expenses</b>	<b>20,855.02</b>	<b>3,525.98</b>	<b>303.61</b>	<b>3,295.41</b>	<b>230.57</b>

**Case Specific Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees	Cerberus Asset Management	Costs of valuing and realising assets	2,000.00	15,120.00	-	15,120.00	-
Agents' Commission	Cerberus Asset Management	Commission fees following auction and costs of preparation, portorage, catalogues and advertising	186.20	119.70	-	119.70	-
Professional Fees	Insol	Site attendance and calculation of residual preferential and unsecured claims	2,500.00	2,245.00	-	2,245.00	-
Agents' Fees	Flexible Storage Solutions & Offsite Archive Storage	Costs of collection of books and records from the site and returning to Manchester. Assisting the administrators with the set up and administration of the IT systems. Subsequent destruction of records no longer required.	15,000.00	41,497.00	18,191.15	41,497.00	-

**ASCOT LAWYERS LTD – IN ADMINISTRATION**

WIP Collection Fees	Recovery First	Costs of collection of WIP (15%)	203,935.00	61,626.88	12,482.16	61,626.88	-
Panel Review Fee	Recovery First	Costs of Purchasers' initial review of the transferred case	TBC	34,201.19	4,792.09	34,201.19	-
Staff parking costs (CAT1)	Leonard Curtis	Staff Parking Costs	20.00	12.50	-	12.50	-
Court Filing Fee (CAT1)	HMCTS	Costs of filing the appointment documentation in the Manchester District Registry	50.00	50.00	-	50.00	-
Court Fees (CAT1)	HMCTS	Philip J Thomas and Janice Lucas	-	865.00	-	865.00	-
Staff Mileage (CAT2)	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	600.00	238.75	-	238.75	-
Staff Travel & Subsistence (CAT1)	Leonard Curtis	Staff Travel & Subsistence	-	224.26	-	224.26	-
Accountancy Fees	Elsbury Ltd	Costs of assisting with the preparation of the statement of affairs and preparing the P45s for the redundant employees	4,000.00	4,250.00	-	4,250.00	-
Insurance	Eddisons	Insurance costs in respect of the physical assets	229.60	240.80	-	240.80	-
IT System (CAT1)	Eclipse Hardware Ltd and Advanced Legal Solutions and Sibit Computer Support	Costs of IT system	10,000.00	770.00	-	770.00	-
Software Licence	Eclipse Hardware Ltd and Advanced Legal Solutions and Sibit Computer Support	Software Licence		1,137.25	-	1,137.25	-
Sundry Expenses (CAT1)	Leonard Curtis	Costs of office supplies and postage	49.18	1,413.39	-	1,413.39	-
Land Registry Search Fee (CAT1)	HMLR	Land Registry Searches	-	21.00	-	21.00	-
Costs Order	Recovery First	Costs Order	-	920.00	-	920.00	-
Debt Collection Fee	Redwood Collections	Debt Collection Fee	-	4.50	-	4.50	-
Wages	Staff	Wages in respect of retained staff	2,579.80	2,579.80	-	2,579.80	-
Solicitor Fees	Solicitor Manager	Costs of the Solicitor Manager in overseeing	-	86,368.55	20,373.55	55,000.00	31,368.55

## ASCOT LAWYERS LTD – IN ADMINISTRATION

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		the client funds and other client matters					
Professional Fees	Harold Sharp	Accountancy Advice	-	1,000.00	-	1,000.00	-
Professional Fees	Evolve IS	Assistance with employee claims	-	450.00	-	450.00	-
Corporation Tax	H M Revenue & Customs	Corporation Tax	-	49.61	23.97	49.61	-
Bank Charges	AIB	Bank Charges	-	105.00	7.50	105.00	-
Legal Fees (CAT1)	Farleys	Legal Fees & Disbursements	-	151.86	123.46	151.86	-
		<b>Total case specific expenses</b>	<b>241,149.78</b>	<b>255,662.04</b>	<b>55,993.88</b>	<b>224,293.49</b>	<b>31,368.55</b>

Note – There is a difference of 3p between the statement of likely expenses and the receipts and payments account for Category 1 disbursements, this has been adjusted for in the period following this report.

**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 the appropriate body of creditors 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 rates given below.

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

<b>6 Jan 2014 onwards</b>	Standard	Complex	<b>1 Aug 2019 onwards</b>	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, which 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:

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



## ASCOT LAWYERS LTD – IN ADMINISTRATION

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against any 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	
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BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Postage	Cost of posting documents in connection with a case to external recipients	Calculated in accordance with Royal Mail Hybrid Mail rates and dependent on whether the document is sent by first or second class post.																								
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00																								
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, external 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:
- |                                   |              |
|-----------------------------------|--------------|
| Storage of office files (6 years) | £30 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.

## ESTIMATED OUTCOME STATEMENT

	Preferential	Secured Novitas	Secured Lloyds	Unsecured – Prescribed Part
	£'000	£'000	£'000	£'000
Amount available to class of creditor	113	65	-	20
Amount due to creditor per Estimated Financial Position	(29)	(354)	(450)	(637)
Estimated dividend rate (as a %)	100%	18%	0%	3%

**Proof of Debt – General Form**

**Relevant date: 29 June 2018**

**Please e-mail completed form to:**

**claims.manchester@leonardcurtis.co.uk quoting ref: A895K/KP/PROOF**

**Name of Company in Administration:**

Ascot Lawyers Ltd

**Company registered number:**

08237614

1. Name of creditor (if a company, provide registration number)

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (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 relates

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

10. Date of signing:

11. Address of person signing (if different from 2 above)

12. Name in BLOCK LETTERS

13. Position with, or relation to, creditor

**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 the company, please state your relationship to the company.
3. **Please e-mail completed form to:**

**[claims.manchester@leonardcurtis.co.uk](mailto:claims.manchester@leonardcurtis.co.uk) quoting ref: A895K/KP/PROOF**

**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.

### **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**