

In accordance with
Rule 7.71 of the
Insolvency (England &
Wales) Rules 2016 &
Section 146(4) of the
Insolvency Act 1986.

WU15

Notice of final account prior to dissolution in a winding up by the court



Companies House

THURSDAY



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13/08/2020

#52

COMPANIES HOUSE

1		Company details
Company number	0 8 7 9 0 9 5 5	
Company name in full	GEF Guarantee Equity UK Limited	
→ Filling in this form Please complete in typescript or in bold black capitals.		
2		Liquidator's name
Full forename(s)	Alex	
Surname	Cadwallader	
3		Liquidator's address
Building name/number	Leonard Curtis	
Street	Leonard Curtis House Elms Square, Bury New Road	
Post town	Whitefield	
County/Region	Greater Manchester	
Postcode	M 4 5 7 T A	
Country		
4		Liquidator's name
Full forename(s)	Neil	
Surname	Bennett	
Other liquidator Use this section to tell us about another liquidator.		
5		Liquidator's address
Building name/number	Leonard Curtis	
Street	Leonard Curtis House Elms Square, Bury New Road	
Post town	Whitefield	
County/Region	Greater Manchester	
Postcode	M 4 5 7 T A	
Country		
Other liquidator Use this section to tell us about another liquidator.		

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Notice of final account prior to dissolution in a winding up by the court

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Liquidator's release

Did any of the creditors object to the liquidator's release?

☐ Yes

☒ No

7

Date of final account

Date

^d1^d9^m1^m1^y2^y0^y1^y8

8

Final account

☒ The final account is attached

9

Sign and date

Liquidator's signature

Signature

X

Al W...

X

Signature date

^d1^d1^m0^m8^y2^y0^y2^y0



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Notice of final account prior to dissolution in a winding up by the court



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	Joshua Daly									
Company name	Leonard Curtis									
Address	Leonard Curtis House									
	Elms Square, Bury New Road									
	Whitefield									
Post town	Greater Manchester									
County/Region										
Postcode	M	4	5		7	T	A			
Country										
DX										
Telephone	0161 413 0930									



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**GEF Guarantee Equity UK Limited
(In Compulsory Liquidation)**

Company Number: 08790955

In the High Court of Justice, London. Court Number: 349 of 2016

Former Registered Office and Trading Address:

Unit B2 Basepoint Business Centre, 110 Butterfield, Great Marlings, Luton, Bedfordshire, LU2 8DL

**Joint Liquidators' Final Account
pursuant to Section 146 of the Insolvency Act 1986 (as amended)
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**



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19 November 2018

**Alex Cadwallader and Neil Bennett - Joint Liquidators
Leonard Curtis**

**Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA**

**Tel: 0161 413 0930 Fax: 0161 413 0931
creditors@leonardcurtis.co.uk**

Ref: K/30/JDA/NG863D/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Alex Cadwallader and Neil Bennett were appointed Joint Liquidators of GEF Guarantee Equity UK Limited ("the Company") on 14 April 2016 following the making of a winding-up order on 14 March 2016, in the High Court of Justice, London, under the reference 349 of 2016.
- 1.2 Mr 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 Mr Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083.
- 1.3 There has been no change in office holder since the date of Liquidation.
- 1.4 Pursuant to Section 146 of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 (the Rules"), as the Company's affairs have been fully wound up, the Joint Liquidators now present their final account of the winding up, showing how the Liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 21 April 2016.

Assets Realised

Petitioning Creditor Deposit

- 2.2 £1,350 has been received in relation to a petitioning creditor deposit.

Insolvency Service Refund

- 2.3 A refund of £40 has been received from the Insolvency Service.

Unrealisable Assets

- 2.4 There were no unrealisable assets other than the potential investments detailed in section 5.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' receipts and payments for the entire period of the Liquidation, including the period from 14 April 2016 to 19 November 2018, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are no secured creditors.



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Preferential Creditors

4.2 At the date of Liquidation, no preferential claims were anticipated.

4.3 No claims have been received.

Prescribed Part

4.4 As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case.

Ordinary Unsecured Creditors

4.5 At the date of Liquidation, there were ten ordinary unsecured creditors, with estimated claims totalling £311,994. Claims totalling £153,274 have been received.

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

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

5 INVESTIGATIONS

5.1 Following their appointment, the Joint Liquidators' considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.

5.2 The initial assessment identified that further investigations should be undertaken, regarding investments held by the Company totalling £29,610,000, identified in the Company's accounts for the year ending 31 December 2014, and the trading relationship between the Company and its subsidiary GEF Guarantee Equity Fund Limited ("the Subsidiary"), an Israeli based company.

5.3 The investigations were severely hampered due to the Joint Liquidators being unable to obtain bank statements for the Company, as the bank accounts operated by the Company were held with Fortune Finance Bank in the United Comoros of Anjouan, which was dissolved prior to the Joint Liquidators' appointment.

5.4 Upon investigation into the books and records of the Company, as received from the Official Receiver, it was identified that the investments held in the accounts for the year ended 31 December 2014 related solely to the Subsidiary.

5.5 Following this, discussions were held with the director of the Company, Mr Shay Reches ("Mr Reches"), with a view to purchasing the business and assets of the Subsidiary. However, no offer suitable for acceptance has been received.

5.6 The Joint Liquidators have been unable to obtain financial information relating to the Subsidiary and are aware that Mr Reches is subject to an investigation by the Financial Conduct Authority.

5.7 The Joint Liquidators have concluded their investigations and the case will be closed.

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

Remuneration

- 6.1 No resolution was proposed to creditors in respect of the Joint Liquidators' remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators' remuneration from the estate.

Expenses and Disbursements

- 6.2 A summary of the Joint Liquidators' expenses from 14 April 2016 to 19 November 2018 is attached at Appendix B. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the Liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular Liquidation. Included within this category are costs that are directly referable to the Liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.3 No resolution was proposed to creditors with regard to the Joint Liquidators' category 2 disbursements.
- 6.4 Attached at Appendix C is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.5 No professional advisors, including subcontractors, have been used during the Liquidation.

Creditors' Rights

- 6.6 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 five percent 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.
- 6.7 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least ten percent 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.
- 6.8 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.



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7 OTHER MATTERS

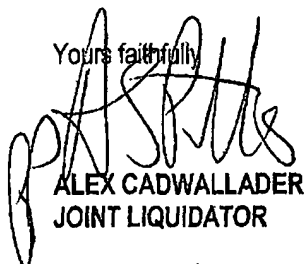
Release from office

- 7.1 Unless creditors object, the Joint Liquidators release from office when they have sent to the Court and the Registrar of Companies a copy of the final account and a statement that none of the Company's creditors objected to the Joint Liquidators' release. Such an objection to the Joint Liquidators release must be received within eight weeks from the date of receipt of the notice attached at Appendix D. Please note, all objections should be made in writing and sent to Joshua Daly at Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the R3 website via the following link:
- <https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 7.4 If you would prefer this to be sent to you in hard copy form, please contact Joshua Daly of this office on 0161 413 0930.
- 7.5 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:
- <http://www.creditorinsolvencyguide.co.uk>
- 7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:
- <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Data Protection

- 7.7 When submitting details of your claim in the Liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this Liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators' privacy notice, which is attached to this report at Appendix E, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



ALEX CADWALLADER
JOINT LIQUIDATOR

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

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 14 APRIL 2016 TO 19 NOVEMBER 2018

	As at 13 April 2018 £	Movements in the Period £	As at 19 November 2018 £
RECEIPTS			
Petitioning Creditor Deposit	1,350.00	-	1,350.00
Insolvency Service Refund	40.08	-	40.08
	<u>1,390.08</u>	<u>-</u>	<u>1,390.08</u>
PAYMENTS			
Department of Trade Fee	132.00	88.00	220.00
Official Receiver's Debit Balance	2,520.00	-	2,520.00
TOTAL COSTS AND CHARGES PAID	<u>2,652.00</u>	<u>88.00</u>	<u>2,740.00</u>
BALANCE	<u>(1,261.92)</u>	<u>(88.00)</u>	<u>(1,349.92)</u>
MADE UP AS FOLLOWS			
Insolvency Services Account	<u>(1,261.92)</u>	<u>(88.00)</u>	<u>(1,349.92)</u>
	<u>(1,261.92)</u>	<u>(88.00)</u>	<u>(1,349.92)</u>

Notes: This account has been reconciled with that held by the Insolvency Service. The account will be brought down to nil on closure of the ISA account.



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SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 14 APRIL 2016 TO 19 NOVEMBER 2018

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	SmartSearch	Electronic client verification	5.00	-	-	5.00
Bond Fee	AUA Insolvency Risk Specialists	Insurance bond	25.00	-	-	25.00
Document Hosting	Pelstar - Creditorweb	Hosting of documents for creditors	14.00	7.00	-	14.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	-	-	87.00
Statutory Advertising	Courts Advertising	Advertising	207.13	-	-	207.13
Storage Costs	Total Data Management	Storage of books and records	208.06	-	-	208.06
ISA Bank Charges	Insolvency Service	ISA Bank charge	220.00	88.00	220.00	-
		Total standard expenses	766.19	95.00	220.00	546.19

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Official Receiver's Debit Balance	Official Receiver	Fee charged by the Official Receiver	2,520.00	-	2,520.00	-
		Total case specific expenses	2,520.00	-	2,520.00	-

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:



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GEF Guarantee Equity UK Limited – In Compulsory Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£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>£10 p.a. or £25 for life of case</td><td></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 £185.00 3-6 months £275.00 6-12 months £445.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the Insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

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.

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

GEF GUARANTEE EQUITY UK LIMITED - IN LIQUIDATION
COMPANY NUMBER: 08790955

NOTICE IS HEREBY GIVEN THAT

It appears to Alex Cadwallader (IP Number 9501) and Neil Bennett (IP Number 9083) of Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA ("the Joint Liquidators") that the Company's affairs are fully wound up.

Prescribed Period:	<ul style="list-style-type: none">The is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined.
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Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), within 21 days of receipt of the Joint Liquidators' final account, an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including that creditor), or with the permission of the court, may request, in writing, that the Joint Liquidators provide further information about the remuneration or expenses set out in the Joint Liquidators' final account. Any such request should be made in writing.

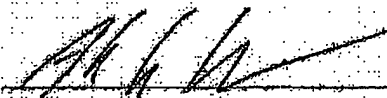
Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor), or the permission of the court, may within eight weeks of receipt of the progress report that first reports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

The Joint Liquidators will have their release from office with effect from the Prescribed Date, unless any of the creditors object to the Joint Liquidators obtaining their release. Such an objection must be made to the Joint Liquidators, in writing, within the Prescribed Period, in accordance with Rule 7.71(2)(d) of the Rules. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

The Joint Liquidators will vacate office under Section 172(8) of the Insolvency Act 1986 when, after the Prescribed Period, the Joint Liquidators send a copy of the Joint Liquidators' final account to the Court and the Registrar of Companies.

The Joint Liquidators will be released under Section 174(4)(d) of the Insolvency Act 1986 at the same time as vacating office unless any of the creditors object to their release.

Signed:



Dated: 19 November 2018

ALEX CADWALLADER
JOINT LIQUIDATOR

Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA.
Tel: 0161 413 0930



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**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.

GEF Guarantee Equity UK Limited – In Compulsory Liquidation

Your right to complain

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

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS



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