

# LIQ03

## Notice of progress report in voluntary winding up



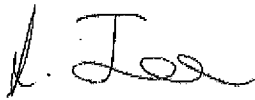
Companies House

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

<b>1</b>		<b>Company details</b>	
Company number	0	9	1
	0	8	2
	7	6	
Company name in full	Amalgamated Cleaning Company Limited		
<p>→ Filling in this form Please complete in typescript or in bold black capitals.</p>			
<b>2</b>		<b>Liquidator's name</b>	
Full forename(s)	Lisa		
Surname	Ion		
<b>3</b>		<b>Liquidator's address</b>	
Building name/number	Leonard Curtis		
Street	3rd Floor		
	Exchange Station		
Post town	Tithebarn Street		
County/Region	Liverpool		
Postcode	L	2	2
	Q	P	
Country			
<b>4</b>		<b>Liquidator's name ①</b>	
Full forename(s)	Mark		
Surname	Colman		
<p>① Other liquidator Use this section to tell us about another liquidator.</p>			
<b>5</b>		<b>Liquidator's address ②</b>	
Building name/number	Leonard Curtis		
Street	3rd Floor		
	Exchange Station		
Post town	Tithebarn Street		
County/Region	Liverpool		
Postcode	L	2	2
	Q	P	
Country			
<p>② Other liquidator Use this section to tell us about another liquidator.</p>			

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<b>6</b>	<b>Period of progress report</b>															
From date	d	1	d	5	m	0	m	2	y	2	y	0	y	2	y	2
To date	d	1	d	4	m	0	m	2	y	2	y	0	y	2	y	3
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	Signature															
	<b>X</b>  <b>X</b>															
Signature date	d	0	d	6	m	0	m	4	y	2	y	0	y	2	y	3

LIQ03

## Notice of progress report in voluntary winding up

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Anthony Bailey**Company name **Leonard Curtis**Address **3rd Floor****Exchange Station****Tithebarn Street**Post town **Liverpool**

County/Region

Postcode **L 2 2 Q P**

Country

DX

Telephone **0151 556 2790****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

**Amalgamated Cleaning Company Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 09108276

Current Registered Office: 3rd Floor Exchange Station Tithebarn Street Liverpool L2 2QP

Former Registered Office: Suite 110, 4a Rylands Street, Warrington, England WA11 3EN

Trading Address: 22-24 Balfour Road, Bootle, L20 4NZ

**Joint Liquidators' First Progress Report  
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**For the period: 15 February 2022 to 14 February 2023**

**Date of Report: 6 April 2023**

Lisa Ion and Mark Colman - Joint Liquidators  
Leonard Curtis  
3rd Floor, Exchange Station, Tithebarn Street  
Liverpool L2 2QP  
Tel: 0151 556 2790 Fax: 0151 556 2791

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)

Ref: I/48/ANB/AB56E/1010

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**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Lisa Ion and Mark Colman were appointed Joint Liquidators of Amalgamated Cleaning Company Limited ("the Company") on 15 February 2022.
- 1.2 Lisa Ion and Mark Colman are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of Liquidation.
- 1.4 This report provides an update on the conduct of the Liquidation for the period from 15 February 2022 to 14 February 2023, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the Joint Liquidators revised fee estimate report dated 9 February 2023
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to the offices of the Joint Liquidators at 6th Floor Walker House Exchange Flags Liverpool L2 3YL on 24 February 2022. The Joint Liquidators have subsequently moved offices in the period and the registered office was changed to 3rd Floor Exchange Station Tithebarn Street Liverpool L2 2QP on 10 February 2023.
- 2.2 Works performed in the period at shown at Appendix C

**Assets Realised**

**Debtors**

As shown on the Statement of Affairs, it is understood that a book debt of £58,955 was due from a connected third party in regard to labour services provided by the Company. The director, at the time of preparing the Statement of Affairs advised that the full balance was due from the debtor, however, a provision of 25% has been deducted from the total debtor value to allow for any disputes and/or contra claims. The estimate to realise figure on the Statement of Affairs was shown at £44,216.

On appointment, the Joint Liquidators pursued payment from the debtor. After allowing for several smaller contra claims, the sum of £57,019.27 has been recovered. No further realisations are anticipated.

**Balance at Bank**

At the time of preparing the Statement of Affairs, the director advised that the Company's account held a credit balance of £2,730.48 (unverified).

Copy statements have been received from Santander in the Liquidation period. At the date of Liquidation (15 February 2022), it was noted on the statements received from Santander that the account held a credit balance of £2,044.36. It is however noted on further statements received that Santander have applied charges to the account reducing the balance to £1,949.36.

The Joint Liquidators have liaised with Santander and have requested that the credit balance is transferred into the Liquidation account, however, to date the funds have yet to be transfer.

In August 2022, Santander transferred the sum of £287.20 into the Liquidation account regarding a post-Liquidation credit received into the account. The Joint Liquidators will continue to pursue Santander for all remaining credit balances held on the company's account.

### Investigations/Initial Funding from Manolete

The Joint Liquidators are required to complete statutory investigations into the affairs of the Company and its director prior to their appointment. The Joint Liquidators completed a review of the Company's bank statements and identified several transactions paid to separate entities that are either associated by common director in Benjamin Tomprefa or payments to relatives of Mr Tomprefa. The payments totalled £710,230 and were transferred out of the Company's account shortly prior to the Liquidation.

The Joint Liquidators have liaised with the director and have requested his comments on the transactions. The Joint Liquidators have collated all relevant information on the transactions identified together with the director's comments and instructed Aaron & Partners in October 2022 to review the information and advise whether any recovery action could be pursued against the director and/or recipients to the transactions for the benefit of the Liquidation estate. The sum of £2,018 was agreed and paid to Aaron & Partners for their initial advice, which stated that in legal terms they were good claims.

Consequently, on the basis that there would be insufficient funds available to instigate legal action to court proceedings, if so required, in November 2022 the Joint Liquidators liaised with Manolete Partners Plc ('Manolete') to enquire whether Manolete would have an interest in pursuing any potential claims on behalf of the Joint Liquidators. The initial advice received from Aaron & Partners was provided to Manolete for their consideration.

Manolete, having reviewed all information, agreed in November 2022 to assignment of the action to pursue any claims against the director and/or the recipients to the transactions. A Purchase Agreement ("the Agreement") was signed by Manolete and the Joint Liquidators in November 2022, and under the terms of the Agreement any legal costs will be paid by Manolete, who also paid an initial non-refundable £5,000 deposit to the Liquidation estate as part of the Agreement.

Manolete have continued the instruction with Aaron & Partners as they were familiar with the matter and provided the initial advice to the Joint Liquidators.

The matter is ongoing and creditors will be advised on the outcome in due course.

### **Bank Interest**

Bank interest of £51.32 has accrued to date.

### **Assets Still to be Realised**

- 2.3 Aside from the investigations as detailed above, and the Joint Liquidators ongoing enquiries into the motor vehicle as detailed in Appendix D, all assets as per the Statement of Affairs have either been realised or dealt with. No additional assets have come to light in the period.

## **3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' receipts and payments for the period from 15 February 2022 to 14 February 2023 is attached at Appendix A.

## **4 OUTCOME FOR CREDITORS**

### **Secured Creditors**

- 4.1 There are no secured creditors

### **Preferential Creditors**

- 4.2 As at the date of Liquidation, no preferential claims were anticipated.

- 4.3 No claims have been received.

### **Secondary Preferential Creditors**

- 4.4 With respect to insolvencies commencing on or after 1 December 2020, HMRC rank ahead of floating charge holders and unsecured creditors in respect of certain unpaid taxes that the relevant company collects on behalf of HMRC. These taxes are known as Priority Taxes and include:

- VAT;
- PAYE (including student loan repayments);
- Construction Industry Scheme deductions; and
- Employees' NI contributions.

- 4.5 As at the date of liquidation, HMRC had a secondary preferential claim, estimated at £323,679.

- 4.6 A claim totalling £351,511.83 has been received from HMRC. The dividend prospects to the secondary preferential creditors will be dependant on whether any further asset realisations are achieved from the Joint Liquidators investigations as detailed in section 2, and whether any surplus funds are available after the Joint Liquidators remuneration and disbursements are paid in full.

### **Prescribed Part**

- 4.7 The Insolvency Act 1986 provides that, where a company has created a floating charge after 15 September 2003, a prescribed part of the company's net property must be made available to the unsecured creditors and not be distributed to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims. The net property represents the assets available after the costs and expenses of the insolvency procedure and the discharge of preferential creditors' and secondary preferential creditors' claims in full.

- 4.8 As the Company has no unsatisfied floating charges created on or after 15 September 2003, there will be no requirement to set aside a prescribed part in this case.

### **Ordinary Unsecured Creditors**

- 4.8 As at the date of Liquidation, there were 2 ordinary unsecured creditors, with estimated claims totalling £42,930.

- 4.9 The dividend prospects to the unsecured creditors will be dependent on whether any further asset realisations are achieved from the Joint Liquidators investigations as detailed in section 2, and whether any surplus funds are available after the Joint Liquidators remuneration and disbursements are paid in full, and payment in full of any secondary preferential creditors.

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



## 5 INVESTIGATIONS

- 5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 5.2 As detailed in section 2.2 above, the Joint Liquidators completed a review of the Company's bank statements and identified several transactions paid to separate entities that are either associated by common director in Benjamin Tomprefa or payments to relatives of Mr Tomprefa. Please refer to section 2.2 above for further details.
- 5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

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

### Remuneration

- 6.1 A fee of £6,500 plus VAT in respect of the preparation of the statement of affairs was approved by creditors on 15 February 2022. £6,500 plus VAT has been drawn in this period, which includes the sum of £950 plus VAT paid to Tom Carroll Associates for their assistance with preparing the Statement of Affairs.
- 6.2 On 28 March 2022, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the Liquidation as set out in the fees estimate dated 9 March 2022 (for an amount totalling £26,884.00).

Additionally, as the Joint Liquidators time costs had exceeded the initial fee estimate, On 2 March 2023, creditors resolved by way of business by correspondence that the Joint Liquidators revised fee estimate of £60,259.50 be approved.

The Joint Liquidators' time costs from 15 February 2022 to 14 February 2023 are £36,066, which represents 95.0 hours at an average hourly rate of £379.64. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 15 February 2022 to 14 February 2023, together with a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.

- 6.3 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the revised fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the revised fees estimate.
- 6.4 Fees totalling £26,884 have been drawn in the period.

### Expenses

- 6.6 A comparison of the Joint Liquidators' expenses from 15 February 2022 to 14 February 2023 and the Joint Liquidators' statement of likely expenses is attached at Appendix D. 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 expenses' and they may not be drawn without creditor approval.

With effect from 1 April 2021, the Joint Liquidators are also required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to associates of Leonard Curtis. Payments to associates are subject to the same level of approval as the office holder's fees and category 2 expenses. Further details are included at Appendix D and E.

- 6.7 On 28 March 2023, creditors resolved that the Joint Liquidators be authorised to discharge category 2 expenses.
- 6.8 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.9 Attached at Appendix E is additional information in relation to the firm's policy on staffing, the use of subcontractors, expenses and details of current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 March 2021.
- 6.10 Since the initial fee estimate report dated 9 March 2022 the following professional advisors ("PA") and / or subcontractors ("S") have been instructed:

Name of Professional Advisor	PA / S	Service Provided	Basis of Fees
Aaron & Partners LLP	PA	Legal Advice on transaction identified by the Joint Liquidators following their statutory investigations	Fixed Fee
Manolete Partners Plc	S	Assignment of any action against the directors in respect of the transactions identified.	% of any successful recoveries achieved, after any legal costs paid by Manolete are paid in full

Aaron & Partners LLP, who are a solicitors practice specialising in Insolvency matters were instructed by the Joint Liquidators to review the transactions identified by the Joint Liquidators during their statutory investigations, as detailed in section 2, and to advise whether any recovery action could be pursued against the director and/or recipients to the transactions for the benefit of the Liquidation estate. The sum of £2,018 was agreed and paid to Aaron & Partners for their initial advice, which stated that in legal terms they were good claims. The initial advice received from Aaron & Partners was provided to Manolete for their consideration.

Manolete, having reviewed all information, agreed in November 2022 to assignment of the action to pursue any claims against the director and/or the recipients to the transactions. A Purchase Agreement ("the Agreement") was signed by Manolete and the Joint Liquidators in November 2022, and under the terms of the Agreement any legal costs will be paid by Manolete, who also paid an initial non-refundable £5,000 deposit to the Liquidation estate as part of the Agreement.

Manolete have continued the instruction with Aaron & Partners as they were familiar with the matter and provided the initial advice to the Joint Liquidators.

The above fees paid/agreed are fair & reasonable in light of the services provided.

### Creditors' Rights

- 6.11 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses, which have been itemised in this report.

- 6.12 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.13 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Liquidation.

## **7 MATTERS STILL TO BE DEALT WITH**

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

- Continue to liaise with Manolete and Aaron & Partners LLP, and await the outcome of the legal action.
- Should the above legal action provided further realisations, and should surplus funds be available after the Joint Liquidators unpaid remuneration and disbarments be paid in full, the Joint Liquidators will look to distribute a first and final dividend to any secondary preferential creditors.
- If applicable, the Joint Liquidators will continue with their enquires in respect of the vehicle as detailed in Appendix B.
- Once all matters above are concluded, the Joint Liquidators will review their files with the intention of concluding the Liquidation and issuing a final report to creditors.

## **8 OTHER MATTERS**

8.1 For your information, Liquidation: A Guide for Creditors on Insolvency Practitioner Fees, version 1 April 2021, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

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

8.2 If you would prefer this to be sent to you in hard copy form, please contact Anthony Bailey of this office on 0151 556 2790.

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

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

8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

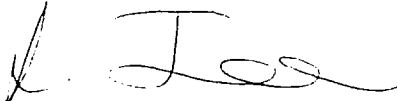
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

### **Data Protection**

8.5 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 G, explains

how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L. Ion', written over a horizontal line.

**LISA ION**  
**JOINT LIQUIDATOR**

Lisa Ion and Mark Colman are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 21912 and 9721, respectively

## APPENDIX A

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM  
15 FEBRUARY 2022 TO 14 FEBRUARY 2023**

	Estimated to realise £	This period £
<b>RECEIPTS</b>		
Deposit Interest Net	-	51.32
Balance at Bank	-	287.20
Debtors	44,216.00	57,019.27
Initial Funding from Manolete	-	5,000.00
	<u>44,216.00</u>	<u>62,357.79</u>
<b>PAYMENTS</b>		
Liquidators' remuneration		26,884.00
Disbursements CAT1*		352.73
Disbursements CAT2*		101.00
Statement of Affairs Fee		6,500.00
Legal Fees 1		2,018.00
		<u>35,855.73</u>
<b>BALANCE IN HAND</b>		26,502.06
<b>REPRESENTED BY:</b>		
RBS-CAM Client Account		19,330.91
VAT Control Account		7,171.15
		<u>26,502.06</u>

\*Note: A schedule of Category 1 and 2 disbursements is shown at Appendix D

## APPENDIX B

## SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 15 FEBRUARY 2022 TO 14 FEBRUARY 2023

	Director		Senior Manager		Manager 1		Administrator 1		Administrator 2		Administrator 3		Administrator 4		Total		Average	
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Hourly Rate	
		£		£		£		£		£		£		£		£	£	£
Statutory and Review	17	935.00	3	139.50	3	124.50	42	1,239.00	16	424.00	-	-	-	-	81	2,862.00	353.33	
Receipts and Payments	16	880.00	-	-	7	290.50	-	-	20	530.00	-	-	-	-	43	1,700.50	395.47	
Insurance	-	-	-	-	27	1,120.50	-	-	-	-	-	-	-	-	27	1,120.50	415.00	
Assets	32	1,760.00	-	-	90	3,735.00	4	118.00	-	-	-	-	-	-	126	5,813.00	445.48	
Liabilities	2	110.00	-	-	5	207.50	-	-	-	-	-	-	-	-	7	317.50	453.57	
General Administration	2	110.00	-	-	5	207.50	-	-	-	-	-	-	3	62.50	10	370.00	370.00	
Appointment	-	-	-	-	19	788.50	-	-	-	-	-	-	55	962.50	74	1,751.00	236.62	
Post Appt Creditor Decisions	16	880.00	-	-	38	1,577.00	38	1,121.00	-	-	-	-	5	87.50	97	3,665.50	377.89	
Investigations	129	7,095.00	-	-	182	7,553.00	77	2,271.50	-	-	7	171.50	90	1,575.00	485	18,666.00	384.87	
Total	214	11,770.00	3	139.50	376	15,604.00	161	4,749.50	36	954.00	7	171.50	153	2,677.50	950	36,066.00		
Average Hourly Rate (£)		550.00		465.00		415.00		295.00		265.00		245.00		175.00			379.64	
All Units are 6 minutes																		

**APPENDIX B (cont)**

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE  
PERIOD 15 FEBRUARY 2022 TO 14 FEBRUARY 2023**

**Statutory and Review**

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

- Case-management reviews. These will be carried out periodically throughout the life of the case. A month one review is undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further six-monthly reviews are undertaken to ensure that the case is progressing as planned.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Reviewing fee approval documents.

The time incurred in the period relates to the completion of periodic case reviews of the Joint Liquidators files, reviewing the fee approval documents prior to preparing and submitting billing requisitions and reviewing the time costs entries by all staff.

**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.

- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that all assets have been properly identified.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

The work completed to date for Receipts & Payments relates to preparing payment requisitions in respect of all estate expenses, including the Joint Liquidators remuneration and disbursements, and reviewing/approving the payment requisitions. The latter was completed by a higher grade of staff. Time has also been incurred in submitting VAT returns in the Liquidation period.

**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 insurance and 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 insurance requirements over physical assets, to minimise costs to the estate.
- 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.
- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

The work completed for Insurance, Bonding & Pensions to date includes liaising with the director to obtain information on the Company's auto-enrolment pension scheme, liaising with the Pension Trustee to confirm that there are no outstanding pre-Liquidation contributions due and completing regular reviews on the Joint Liquidators bonding requirements.

## Assets

The work set out in this category may bring a financial benefit for creditors. This may result in a distribution to the secondary preferential and / or unsecured creditors.

- Agreeing strategy for realisation of Company assets – As detailed in section 2 of this report, the assets of the Company consist of the following:

### Debtors

As shown on the Statement of Affairs, it is understood that a book debt of £58,955 was due from a connected third party in regard to labour services provided by the Company. The director, at the time of preparing the Statement of Affairs advised that the full balance was due from the debtor, however, a provision of 25% has been deducted from the total debtor value to allow for any disputes and/or contra claims. The estimate to realise figure on the Statement of Affairs was shown at £44,216.

On appointment, the Joint Liquidators pursued payment from the debtor. After allowing for several smaller contra claims, the sum of £57,019.27 has been recovered. No further realisations are anticipated.

### Balance at Bank

At the time of preparing the Statement of Affairs, the director advised that the Company's account held a credit balance of £2,730.48 (unverified).

Copy statements have been received from Santander in the Liquidation period. At the date of Liquidation (15 February 2022), it was noted on the statements received from Santander that the account held a credit balance of £2,044.36. It is however noted on further statements received that Santander have applied charges to the account reducing the balance to £1,949.36.

The Joint Liquidators have liaised with Santander and have requested that the credit balance is transferred into the Liquidation account, however, to date the funds have yet to be transfer.

In August 2022, Santander transferred the sum of £287.20 into the Liquidation account regarding a post-Liquidation credit received into the account. The Joint Liquidators will continue to pursue Santander for all remaining credit balances held on the company's account.

### Investigations/Initial Funding from Manolete

The Joint Liquidators are required to complete statutory investigations into the affairs of the Company and its director prior to their appointment. The Joint Liquidators completed a review of the Company's bank statements and identified several transactions paid to separate entities that are either associated by common director in Benjamin Tomprefa or payments to relatives of Mr Tomprefa. The payments totalled £710,230 and were transferred out of the Company's account shortly prior to the Liquidation.

The Joint Liquidators have liaised with the director and have requested his comments on the transactions. The Joint Liquidators have collated all relevant information on the transactions identified together with the director's comments and instructed Aaron & Partners in October 2022 to review the information and advise whether any recovery action could be pursued against the director and/or recipients to the transactions for the benefit of the Liquidation estate. The sum of £2,018 was agreed and paid to Aaron & Partners for their initial advice, which stated that in legal terms they were good claims.

Consequently, on the basis that there would be insufficient funds available to instigate legal action to court proceedings, if so required, in November 2022 the Joint Liquidators liaised with Manolete Partners Plc ("Manolete")



to enquire whether Manolete would have an interest in pursuing any potential claims on behalf of the Joint Liquidators. The initial advice received from Aaron & Partners was provided to Manolete for their consideration.

Manolete, having reviewed all information, agreed in November 2022 to assignment of the action to pursue any claims against the director and/or the recipients to the transactions. A Purchase Agreement ("the Agreement") was signed by Manolete and the Joint Liquidators in November 2022, and under the terms of the Agreement any legal costs will be paid by Manolete, who also paid an initial non-refundable £5,000 deposit to the Liquidation estate as part of the Agreement.

Manolete have continued the instruction with Aaron & Partners as they were familiar with the matter and provided the initial advice to the Joint Liquidators.

The matter is ongoing and creditors will be advised on the outcome in due course.

### **Bank Interest**

Bank interest of £51.32 has accrued to date.

### **Motor Vehicle**

The Company's accounts for the year ended 27 June 2020 provided by the Company's professional advisors show a motor vehicle with a book value of £44,790. It is noted from the fixed asset register provided by the accountant that the vehicle is a Tesla 3, however, the registration number of the vehicle was unconfirmed.

The Joint Liquidators have obtained a copy of a Hire Purchase ('HP') agreement with Blackhorse Finance. It is noted that the agreement is in the name of a former director, Stephen Rynberk and is in respect of a Tesla 3 vehicle. It is claimed that the vehicle shown in the Company's accounts is the HP vehicle in the name of Mr Rynberk and was therefore shown in error as it not an asset owned by the Company. The Joint Liquidators investigations into this matter are ongoing, however, on the information provided to date and on review of the Company's records, including a review of their bank statements/transactions, there has been no information or transactions identified to contradict the explanations given at this stage.

The work completed for Assets to date includes liaising with the debtor in respect of payment of the outstanding balance due to the Company, investigating the motor vehicle shown on the Statement of Affairs, and the director's claims that the vehicle was not owned by the Company and should not have been included within the Company's accounts, which included a review of the Company's bank statement to identify any vehicle purchase and liaising with the accountant, liaising with Santander, requesting the credit balance held on the Company's business current account to be refunded into the Liquidation account, and liaising with the director, Aaron & Partners and Manolete in respect of the antecedent transactions identified. The latter has included the involvement of a higher grade of staff.

### **Liabilities**

This category of time includes both statutory and non-statutory matters and will not necessarily bring any financial benefit to creditors generally. The more employees and creditors a company has, the more time and cost is involved in dealing with those claims.

#### *Statutory*

- Processing of claims from the Company's creditors – All claims received from the Company's creditors will be logged.

The dividend prospects are as follows:

- Secondary preferential creditors – The dividend prospects to the secondary preferential creditors will be dependent on whether any further asset realisations are achieved from the Joint Liquidators investigations as detailed in section 2, and whether any surplus funds are available after the Joint Liquidators remuneration and disbursements are paid in full.
- Unsecured creditors – The dividend prospects to the unsecured creditors will be dependent on whether any further asset realisations are achieved from the Joint Liquidators investigations as detailed in section 2, and whether any surplus funds are available after the Joint Liquidators remuneration and disbursements are paid in full, and payment in full of any secondary preferential creditors

The time incurred in the period relates to logging creditor 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 liquidation:

- Setting up and maintaining the liquidators' records.

The work completed for General Administration to date relates to maintaining the Joint Liquidators files.

### Appointment

There are certain tasks which the Joint Liquidators have a statutory obligation to undertake during the liquidation process. Other tasks are completed in order to ensure the liquidation is progressed to the benefit of all creditors and stakeholders. Actions completed to date are:

- Statutory notifications to creditors and other interested parties following the Joint Liquidators' appointment;
- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.
- Opening of case bank accounts
- Review of directors' statement of affairs and filing of document at Companies House in accordance with statutory requirements; and
- Calculation and request of joint liquidators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all insolvency appointments and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company director to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme,

The work completed for Appointment including preparing and issuing all appointment notices to Companies House, advertising the Joint Liquidators appointment in the London Gazette, completing all statutory searches to identify whether the Company had an auto-enrolment pension scheme, notifying HMRC of the Liquidation, issuing correspondence to the directors, submitting the Joint Liquidators insurance bond, and opening the Liquidation bank account. After the initial fee estimate was drafted, further time was charged to Appointment for work still to be completed on the above tasks.

### Post-Appointment Creditors' Decisions

This category of activity encompasses work undertaken for statutory reasons. This work will not directly result in any financial benefit for creditors.

- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a decision of the creditors to agree fees estimates with appropriate body of creditors.
- Reporting on outcome of voting.

The work completed to date for Post Appointment Creditors Decisions relates to the work involved in preparing the initial fee estimate, including the initial fee estimate being reviewed by a higher grade of staff and completing a record of the decision of creditors. At the time of preparing the initial fee estimate, the Joint Liquidators are required to give their best estimate for the time they anticipate will be incurred for completing all associated paperwork, however, more time was incurred than initially anticipated.

Additional work has been completed with preparing the revised fee estimated and reporting on the outcome.

### Investigations

Some of the work liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations. It may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.

- Collecting and reviewing the Company's records.
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986.
- The team is required under the Company Directors Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years. The statutory conduct report was submitted in April 2022.

The work completed for Investigations to date relates to all statutory investigations the Joint Liquidators are required to complete on the affairs of the Company and its director, which includes an analysis of the Company's bank statements. The Joint Liquidators are required to submit a statutory report on their investigations to the Insolvency Service, which has been submitted. More time than anticipated has been spent in dealing with the Joint Liquidators statutory investigations, which included the involvement of a higher grade of staff.

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 15 FEBRUARY 2022 TO 14 FEBRUARY 2023 INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' REVISED FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 14 FEBRUARY 2023			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	Cost
	No	£	£	No	£	£	£
Statutory and Review	200	6,804.50	340.23	81	2,862.00	353.33	3,942.50
Receipts and Payments	93	3,145.00	338.17	43	1,700.50	395.47	1,444.50
Insurance	27	1,120.00	414.81	27	1,120.50	415.00	(0.50)
Assets	264	12,258.00	464.32	126	5,613.00	445.48	6,645.00
Liabilities	260	7,805.50	300.21	7	317.50	453.57	7,488.00
General Administration	33	1,432.50	434.09	10	370.00	370.00	1,062.50
Appointment	74	1,750.00	236.49	74	1,751.00	236.62	(1.00)
Post Appointment Creditor Decisions	101	3,580.00	354.46	97	3,665.50	377.89	(85.50)
Investigations	564	22,364.00	396.52	485	18,666.00	384.87	3,698.00
	1,616	60,259.50	372.89	950	36,066.00	379.64	24,193.50

## APPENDIX D

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 15 FEBRUARY 2022 TO 14 FEBRUARY 2023  
INCORPORATING A COMPARISON OF THE OF JOINT LIQUIDATORS' 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 £
Bond Fee	Aua Insolvency Risk Services	Insurance bond	45.00	135.00	135.00	135.00	-
Document Hosting	Pelstar	Hosting of documents for creditors *	28.00	14.00	14.00	14.00	-
Software Licence Fee	Pelstar	Case management system licence fee *	87.00	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	191.70	191.70	191.70	191.70	-
Storage Costs	Auctus	Storage of books and records	30.00	-	-	-	-
Postage Fees	Postworks	Hybrid Mail	100.00	26.03	26.03	26.03	-
		<b>Total standard expenses</b>	<b>481.70</b>	<b>453.73</b>	<b>453.73</b>	<b>453.73</b>	

\*Payment to Associate requiring specific creditor / committee approval if incurred and / or drawn between 1 April 2021 and 31 December 2022

## Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Tom Carroll Associates Ltd	Assistance with Statement of Affairs	950.00	950.00	950.00	950.00	-
Legal Fees	Aaron & Partners LLP	Legal Advice on transaction identified by the Joint Liquidators following their statutory investigations	-	2,018.00	2,018.00	2,018.00	-
		<b>Total case specific expenses</b>	<b>950.00</b>	<b>2,968.00</b>	<b>2,968.00</b>	<b>2,968.00</b>	<b>-</b>

## APPENDIX E

## LEONARD CURTIS POLICY REGARDING FEES AND EXPENSES

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 request and 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:

	6 Jan 2014 onwards		1 Aug 2019 onwards		1 March 2021 onwards	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	688
Senior Manager	410	512	445	556	465	581
Manager 1	365	456	395	494	415	518
Manager 2	320	400	345	431	365	456
Administrator 1	260	325	280	350	295	369
Administrator 2	230	287	250	313	265	331
Administrator 3	210	262	230	288	245	306
Administrator 4	150	187	165	206	175	219
Support	0	0	0	0	0	0

In respect of assignments pre-dating 1 March 2022, 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.

## Use of Associates

We are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to Associates of Leonard Curtis (LC). The term "Associate" is defined in s435 of the Insolvency Act 1986, but we are also required to consider the substance or likely perception of any association between the appointed insolvency practitioner, their firm (LC) or an individual within the firm and the recipient of a payment. Payments to Associates are subject to the same level of approval as the office holder's fees and category 2 expenses (see table on the next page for further details).

Leonard Curtis Legal Limited (LC Legal) are part of the Leonard Curtis group; as such they are an "Associate" of LC. Where LC Legal are instructed to assist an office-holder in a particular matter from 1 March 2022 onwards, details of their proposed costs will be provided to creditors and specific approval for payment will be sought.

Additionally, Pelstar Limited (Pelstar) provides insolvency case management software and document hosting facilities to LC. Until 31 December 2022, LC employed an individual who is married to a director of Pelstar, and as such, whilst not meeting the legal definition of "Associate", we were aware that there was a perceived association between LC and Pelstar and specific approval of their costs were sought accordingly. As this individual is no longer employed by LC, this is no longer required and Pelstar costs invoiced with effect from 1 January 2023 will be paid without prior approval.

## Amalgamated Cleaning Company Limited – In Creditors' Voluntary Liquidation

### Use of 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.

### Use of 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.

### Categorisation of 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 via Smartsearch	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  Note that with effect from 1 April 2021, these costs are no longer recovered from the estate.																								
Bond / Bordereau fee via AUA Insolvency Services	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 via Companies House	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting via Pelstar Limited	Hosting of documents via a secure portal for access by creditors/shareholders. Costs are charged per upload plus VAT and are generally dependent upon the number of creditors. The costs are commensurate with those charged by other providers of comparable services.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
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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																									
Software Licence fee hosting via Pelstar Limited	Payable to software provider for use of case management system. The costs are commensurate with those charged by other providers of comparable services.	£87.00 plus VAT per case																								
Postage via Royal Mail or Postworks	Cost of posting documents which are directly attributable to a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post.																								

## Amalgamated Cleaning Company Limited – In Creditors' Voluntary Liquidation

Post re-direction via Royal Mail	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
Statutory advertising via advertising agents	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 but may not be restricted to:

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 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. Where the solicitor appointed is LC Legal, any fee payable for work completed is classed as a payment to an associate and requires specific creditor / committee approval as detailed above.	Time costs plus disbursements plus VAT
Other expenses	See Category 1 and 2 expenses notes below	See Category 1 and 2 expenses notes below

Please note that expenses are generally categorised as Category 1 or Category 2:

- a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.
- b) Category 2 expenses: These are costs that are directly referable to the appointment in question, but not paid to an independent third party. They may include costs which have an element of shared cost. The following items of expenditure are recharged on this basis and are charged at HMRC approved rates:

Business mileage

45p per mile

Payments to Associates (as defined above) are categorised by LC in the same way as Category 2 expenses. Category 2 expenses and payments to Associates may only be drawn if they have been approved in the same manner as an office holder's remuneration.



APPENDIX F

Insolvency (England and Wales) Rules 2016  
**Rule 14.4**

**Proof of Debt – General Form**

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 15 FEBRUARY 2022

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

**[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: AB56E/ANB/PROOF**

**Name of Company in Liquidation:**

AMALGAMATED CLEANING COMPANY LIMITED

**Company registration number:**

09108276

[Liquidation only]

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

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)  
(include any Value Added Tax)

4 If amount in 3 above includes (£)  
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.  
(If you need more space, attach a continuation sheet to this form)

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

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

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

## Amalgamated Cleaning Company Limited – In Creditors' Voluntary Liquidation

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

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Liquidator

Liquidator

Notes:

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

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

3. Please e-mail completed form to:

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: AB56E/ANB/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**