

AM10

Notice of administrator's progress report



Companies House

THURSDAY



A08 *A791096Z* 28/06/2018 #274
COMPANIES HOUSE

1 Company details

Company number 0 9 2 0 5 2 7 4

Company name in full Duecourse Ltd

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

2 Administrator's name

Full forename(s) Mark

Surname Colman

3 Administrator's address

Building name/number Leonard Curtis

Street 20 Roundhouse Court

South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A

Country

4 Administrator's name *

Full forename(s) John

Surname Titley

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

5 Administrator's address *

Building name/number Leonard Curtis

Street 20 Roundhouse Court

South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A

Country

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

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6 Period of progress report

From date	d 1 d 4	m 0 m 1	y 2 y 0 y 1 y 8
To date	d 2 d 7	m 0 m 6	y 2 y 0 y 1 y 8

7 Progress report

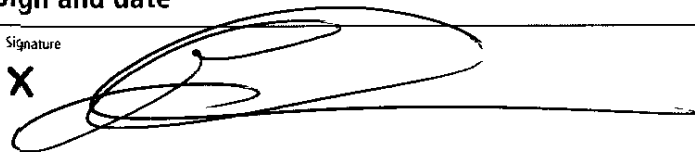
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

d 2 d 7	m 0 m 6	y 2 y 0 y 1 y 8
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AM10

Notice of administrator's progress report



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 **Charles Everitt**

Company name **Leonard Curtis**

Address **20 Roundhouse Court**

South Rings Business Park

Bamber Bridge

Post town **Preston**

County/Region

Postcode **P R 5 6 D A**

Country

DX

Telephone **01772 646180**



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

**DUECOURSE LTD
(IN ADMINISTRATION)**

Registered Number: 09205274

Court Ref: 2674 of 2017

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

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period
14 January 2018 to 27 June 2018**

27 June 2018

Mark Colman and John Titley - Joint Administrators
Leonard Curtis
20 Roundhouse Court, South Rings Business Park, Bamber Bridge, Preston PR5 6DA
Tel: 01772 646180 Fax: 01772 646181
recovery@leonardcurtis.co.uk
Ref: P/28/CE/D658M/1010

CONTENTS

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Disbursements
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration
- 11 Data Protection

APPENDICES

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 14 January 2018 to 27 June 2018
- C Summary of Joint Administrators' Time Costs for the Period from 14 January 2018 to 27 June 2018
- D Summary of Joint Administrators' Time Costs from 14 July 2017 to 27 June 2018 Incorporating a Comparison of the Joint Administrators' Fee Estimate
- E Summary of Joint Administrators' Expenses for the Period From 14 July 2017 to 27 June 2018 Incorporating a Comparison of the Joint Administrators' Statement of Likely Expenses
- F Estimated Outcome Statement
- G Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- H AM23 - Notice of Move from Administration to Dissolution
- I Privacy Notice

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NOT FOR PUBLICATION**

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

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Duecourse Ltd ("the Company") for the period from 14 January 2018 to 27 June 2018. This is the Joint Administrators' final progress report to creditors.
- 1.2 The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- 1.3 Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means the period from 14 January 2018 to 27 June 2018, being the period since the end of the period covered by the last progress report.
- 1.4 This report should be read in conjunction with the Joint Administrators' Report and Statement of Proposals ("the Proposals") which were circulated to all known creditors on 18 August 2017 and the Joint Administrators' First Progress Report which was circulated to all known creditors on 31 January 2018.

2 STATUTORY INFORMATION

- 2.1 Mark Colman and John Tittle were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2674 of 2017 on 14 July 2017. The Administration appointment was made by the directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Preston office of Leonard Curtis, which is situated at 20 Roundhouse Court, South Rings Business Park, Bamber Bridge, Preston PR5 6DA.
- 2.3 The principal trading address of the Company was 101 Princess Street, Manchester, M1 6DD. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was 15 Glazebury Drive, Westhoughton, BL5 3JZ. Following the appointment, this was changed to 20 Roundhouse Court, South Rings Business Park, Bamber Bridge, Preston PR5 6DA. The registered number of the Company is 09205274.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were approved by a decision by correspondence by the preferential creditors on 7 September 2017.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to realise property in order to make a distribution to one or more secured or preferential creditors.
- 3.5 This objective has been achieved by way of a distribution to the preferential creditors. On 8 June 2018, a first and final distribution of 2p in the £ was paid to the preferential creditors. Further details on the outcome for creditors can be found in Section 7 of this report.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 14 January 2018 to 27 June 2018. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

4.2 Sale of Business

Charterfields Limited ("Charterfields") were instructed by the Joint Administrators to value and market the assets of the Company, comprising the tangible assets of Office Equipment and the intangible assets comprising the intellectual property rights (domain name, website and software code).

Charterfields advised that due to the nature of the business and assets of the Company, an extended period of marketing was appropriate in order to maximise interest in the opportunity and advised that a sales memorandum should be circulated giving interested parties a deadline of 1 September 2017 in which to make offers for the business and assets.

On 31 July 2017, a sales memorandum was uploaded to Charterfields website and circulated to their comprehensive database of interested parties. On the same date, a discrete flyer was forwarded to Leonard Curtis Recovery ("LCR")'s extensive database. The LCR database consists of over 1,500 contacts including intermediaries such as accountants, solicitors, banks and other finance houses, brokers, private equity houses and high net worth individuals, family offices and industrial purchasers. The flyer was also posted on LCR's website on the same day.

22 parties expressed an interest in part or all of the Company's business and assets. Of the 22 interested parties, 17 signed and returned Non-Disclosure Agreements ("NDA"). Following which, an information pack was forwarded to each of the 17 interested parties.

In addition, Charterfields have confirmed that of the 17 interested parties that returned NDAs, four requested meetings in order to be given a hands on demonstration as to the abilities of the software.

The Joint Administrators took further advice from Charterfields in respect to the requests to view the software and following lengthy discussions with Charterfields and the interested parties it was agreed that it was not appropriate to divulge details of the software or to provide access to the software.

As a result of not providing interested parties with access to the software, one interested party withdrew its interest in the opportunity. Two offers in the sum of £150 and £4,000 were received for the business and assets of the Company. Charterfields advised these interested parties that their offers were rejected and that significantly increased offers would need to be submitted.

The fourth interested party made an offer in the sum of £20,000. This offer was received from Barnaby Cardwell, the director of Cardwell Investment Technologies (UK) Limited ("CIT"). CIT is a shareholder of the Company and therefore a connected company under Section 249 of the Insolvency Act 1986 (as amended).

Following further negotiations between Charterfields and Mr Cardwell an increased offer in the sum of £25,000 was received. On receipt of the increased offer, Charterfields advised that they would recommend this offer for acceptance. On 1 September 2017, the business and assets of the Company were sold to Mr Cardwell for the sum of £25,000. The Company is not registered for VAT and therefore no VAT was charged in respect to the sale.

The transaction was split as follows:-

Asset Category	Value £
Intangible Assets	24,000
Tangible Assets	1,000
Total	<u>25,000</u>

The sales consideration was received in full by Charterfields on the day of the transaction.

4.3 Book Debts Commission

Duecourse IF Limited ("DIF"), is a wholly subsidiary of the Company. DIF provided the Company with funding which was utilised by the Company to advance funds to the Company's clients. As at the date of Administration, the sum of £54,466 had been advanced by DIF to clients of the Company. The Company was entitled to a commission of between 3-5% on the advances to DIF.

Since the Joint Administrators' appointment DIF has collected book debts in the sum of £73,593 and as a result of these payments the Company has received book debt commissions in the sum of £2,943.72. Two former employees of the Company were engaged on a sub-contractor basis by Charterfields Limited to assist with the collection of book debt commissions due to the Company. It was agreed that 50% collection fee would be payable on any amounts collected following the Joint Administrators appointment and the sum of £1,471.86 has been paid in respect to the same.

DIF has advised that no further book debts remain outstanding and therefore no further realisations will be received from this source.

4.4 Cash at Bank

Barclays Bank Plc

At the date of appointment the director advised that the Company's bank account was in credit in the sum of £40,188. The sum of £40,915.67 has now been received into the Joint Administrators' bank account.

Stripe

The Company operated a bank account with Stripe, an online global payments processor. Stripe advised that a balance of £188.48 was held in the Company's account, these funds have been received in full.

4.5 Settlement of Claims

Following the Joint Administrators review of the affairs of the business and the conduct of its directors, a number of transactions were identified which required further investigations. The Joint Administrators in conjunction with their solicitors Freeths LLP ("Freeths") liaised with the Company's directors and a connected party to resolve these issues. The Joint Administrators took steps to identify the nature of these transactions and held a number of meetings with a former director of the Company and the Company's former solicitors.

The Joint Liquidators had identified payments paid from the Company to a connected party within six months prior to the date of Administration in the sum of £87,670. ("the Claims").

On 28 November 2017, an offer in the sum of £4,000 was received to settle the Claims. On the advice of Freeths this offer was rejected.

Following further negotiations between Freeths and Brabners LLP, acting for the director and connected party, an increased offer in the sum of £20,000 was made in respect to settling the Claims. Freeths advised that the claim of the Joint Administrators had a strong chance of success and advised that the Joint Administrators should consider issuing proceedings in respect to the Claims. In order to minimise costs Freeths entered into discussions with Brabners on a without prejudice basis in order to try and settle the matter without the need for legal proceedings being issued.

On 9 January 2018, a final revised offer in the sum of £25,000 was made in respect to the Claims.

Freeths recommended that this offer be given serious consideration for the following reason:-

- The Joint Administrators had doubts over the insolvency of the Company at the time of payments totalling £25,670 paid from the Company to a connected party, thereby reducing the Joint Administrators Claims to £62,000,
- Accepting settlement would minimise any ongoing costs together with the risks associated with issues legal proceedings,
- The settlement negates the Joint Administrators requirement to take out After the Event Insurance ("ATE"), to protect the Joint Administrators in case of any adverse costs order being made. Freeths advised that the ATE premium would be in the region of £30-35,000 and would be payable from any judgement sum, therefore the Joint Administrators could expect to recover, for the benefit of the Administration Estate, sums between £32-37,000.

Therefore taking into the above and the litigation risk, Freeths were of the view that it would not be unreasonable for the Joint Administrators to accept a pre action settlement offer of £25,000.

On 28 March 2018, the settlement agreement was finalised and funds in the sum of £25,000 were received by Freeths on the same day.

The Claims have been settled by the directors and connected party with no admission of liability or wrongdoing on the part of the directors or connected party.

4.6 Shares in Duecourse IF Limited

Duecourse IF Limited ("DIF") is a wholly owned subsidiary of the Company. DIF worked solely with the Company and was the intermediary between the funder and the Company's customers. Clients interested in utilising the services of the Company would follow the instructions through the Company's website and app. On approval, DIF would receive funding from the lender, DIF would then forward these funds onto their clients. On repayment of the funds, including any fees and charges, DIF would repay the balance to the lender and forward an agreed fee to the Company. DIF therefore ceased to trade at the same time as the Company.

The Joint Administrators made efforts to sell the shareholding in DIF as part of a wider transaction incorporating the business and assets of the Company; however, no offers were received in respect to the same.

The director of DIF, Paul Haydock, has advised that DIF has no assets and no creditors and has therefore arranged for form DS01 to be filed with the Registrar of Companies. Following receipt of this document by the Registrar DIF will be dissolved after a period of two months.

5 INVESTIGATIONS

- 5.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 5.2 As detailed in Section 4 of this report, the Joint Administrators identified a number of transactions which required further investigation and as a result of those additional investigations settlement in the sum of £25,000 was received. Full details of the Claims are detailed in Section 4 of this report. No further matters have been brought to the Joint Administrators attention during the period of this report.
- 5.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 7 September 2017, the preferential creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £	Total amount paid £	Total Still to be Paid £
LCBSG	Assessing the financial position of the Company, providing insolvency advice, consideration of whether an Administration purpose could be achieved and dealing with the appointment papers.	21,546.00	21,546.00	-
Charterfields Limited	Valuation of the business and assets and advice regarding exploring a potential sale of the business.	1,750.00	1,000.00	-
Brabners LLP – Legal Fees	Providing advice to the Joint Administrators and drafting the appointment documents.	1,224.50	1,224.50	-
Brabners LLP - Disbursements	Court and TT fees	50.00	50.00	-
Total		24,570.50	23,820.50	-

- 6.2 The costs of LSBCG and Brabners have been paid in full and are detailed in the receipts and payments account attached at Appendix B. Whilst initially included in the Proposals at £1,750.00 plus VAT, Charterfields have only invoiced £1,000.00 plus VAT in respect to their pre-appointment costs and no further payments will be made to Charterfields in this regard.

Joint Administrators' Remuneration

6.3 On 7 September 2017, the preferential creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £59,755.50 plus VAT, as set out in a Fees Estimate.

6.4 The Joint Administrators' time costs are summarised below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	258.7	321.34	83,129.50
Time incurred in the period of this report	45.4	306.16	13,899.50
Total Administrators' time costs	304.1	319.07	97,029.00

6.5 The time charged by the Joint Administrators for the period of this report amounts to £13,899.50. This represents 45.4 hours at an average rate of £306.16 per hour. A summary of time costs incurred in the period is attached at Appendix C. 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 is also provided at Appendix C.

6.6 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.

6.7 You will note that time costs incurred to date do exceed the time as set out in the Fees Estimate. As demonstrated at Appendix C, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred relate to the following:-

Assets

As detailed in Section 4 of this report, the Joint Administrators received significant interest in the business and assets of the Company following the circulation of a marketing flyer. The Joint Administrators in conjunction with their agents, Charterfields, were required to liaise with 17 interested parties who signed and returned non-disclosure agreements. The Joint Administrators were required to deal with a number of interested parties who made direct contact with their office seeking additional information in respect to the sale of the business and assets. The Joint Administrators were also required to consider an appropriate strategy for the disposal of the Company's intellectual property which contained information that was deemed sensitive and crucial to the purchasing entity.

Investigations

As detailed in Section 4 and 5 of this report, following their initial review of the books and records, the Joint Administrators identified a number of transactions which required further investigation. As a result of identifying a number of transactions further more detailed investigations were undertaken into the affairs of the business and the conduct of its directors. The Joint Administrators took steps to identify the nature of these transactions and held a number of meetings with a former director of the Company and the Company's former solicitors. Further time was spent liaising with Freeths in respect to the various offers for settlement and reviewing the settlement agreement.

6.8 It should be noted that Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:

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

6.9 If you would prefer this to be sent to you in hard copy please contact Charles Everitt of this office on 01772 646180.

- 6.10 To date, the remuneration drawn by the Joint Administrators totals £44,510.96 plus VAT. These have been included in the Receipts and Payments Account at Appendix B. The balance of time costs incurred will be written off.

Joint Administrators' Statement of Likely Expenses

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

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
 - (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).
- 6.12 These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 7 September 2017, the preferential creditors also approved that category 2 disbursements could be drawn by the Joint Administrators.
- 6.13 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.14 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. The areas where significant variance has occurred relate to the following:-

Debt Collection Fees

Two former employees of the Company, were engaged on a sub-contractor basis by Charterfields Limited to assist with the collection of book debt commissions due to the Company. It was agreed that 50% collection fee would be payable on any amounts collected following the Joint Administrators appointment. The Proposals indicated that the sum of £2,387 was estimated to be realised and therefore the sum of £1,194 would be due in respect to a collection fee.

During the Period, the sum of £2,943.72 has been collected and therefore a larger collection fee of £1,471.86 has been paid to the two former employees for their assistance.

Legal Fees – Brabners LLP ("Brabners")

Brabners were instructed by the Joint Administrators to provide advice in respect to the sale of the Company's business and assets and to prepare a sale and purchase agreement in respect to the same. This work was initially envisaged when the Proposals were circulated.

Details of additional work undertaken by Brabners during the period of this report are below:-

During the sales process, a number of allegations were made in respect to misconduct by a former employee of the Company. Brabners provided legal advice in respect to the same and issued letters to all former employees reminding them of their obligations.

The Joint Administrators have received a number of requests from the Company's shareholders and investors to submit Enterprise Investment Scheme returns to HM Revenue & Customs. Brabners were instructed to advise whether it was suitable and appropriate for the Joint Administrators to submit the same.

Legal Fees – Freeths LLP ("Freeths")

An initial review of a number of transactions identified by the Joint Administrators during the course of their investigations. Freeths were subsequently instructed and have provided advice in respect to the merits of the Joint Administrators claims and liaised with the alleged defendants and their solicitors in order to bring the matter to a conclusion. As noted in Section 4 and 5 of this report, this matter was resolved and the sum of £25,000 was received into the Administration estate.

- 6.15 Attached at Appendix G is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 6.16 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 6.17 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.18 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.19 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

7 OUTCOME FOR CREDITORS

7.1 Secured Creditors

There are no secured creditors in this instance.

7.2 Preferential Claims

On 14 July 2017, all 11 employees of the Company were made redundant by the Joint Administrators.

The only categories of claims which have preferential status are those of employees in respect of arrears of wages (subject to a cap of £800), accrued holiday pay and arrears of pension contributions. The Redundancy Payments Office and Insol Group (HR) Limited office has advised of the following preferential claims:-

Preferential Category	Redundancy Payments Office £	Employees' Residual Claims £
Pension Arrears	Nil	Nil
Arrears of Wages	2,452.96	6,347.04
Holiday Pay	9,405.14	14,515.63
	<u>11,858.10</u>	<u>20,862.67</u>

On 8 June 2018, the Joint Administrators declared a first and final dividend to the preferential creditors representing 2p in the £. The total sum distributed to the preferential creditors is in the sum of £654.43.

No further dividend will be paid as all funds realised have been distributed or used or allocated for defraying the expenses of the Administration.

7.3 Prescribed Part

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

7.4 Unsecured Non-Preferential Claims

From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

Insufficient funds have been realised in this case to enable a dividend to be paid to unsecured creditors of the Company.

8 MATTERS STILL TO BE DEALT WITH

8.1 All matters have been dealt with and consequently the Administration has now concluded.

9 EXTENSIONS TO THE ADMINISTRATION

9.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

9.2 In certain circumstances it may be necessary to extend the administrators' term of office.

9.3 On 31 January 2018, the Joint Administrators sent notice to the preferential creditors seeking a 12 month extension to the Administration via a deemed consent procedure. The extension was requested to allow the Joint Administrators to finalise the claims identified following their investigations into the affairs of the Company and the conduct of the directors.

9.4 On 1 February 2018, sufficient objections to the deemed consent procedure were received from the preferential creditors. As a result, the Administration was not extended for an additional 12 months.

9.5 As noted in Section 4 and 5 of this report, the Joint Administrators have finalised their investigations and received settlement in the sum of £25,000. The Joint Administrators have also ensured that the third purpose of Administration has been achieved by way of a dividend to the preferential creditors. Therefore, the Joint Administrators believe that failure to obtain the extension has not prejudiced the position of any class of creditor.

9.6 As detailed in Section 10 of this Report, the Joint Administrators are now taking steps to bring the Administration to a close and for the Company to be dissolved.

10 ENDING THE ADMINISTRATION

- 10.1 The Administration is now for practical purposes complete. As there are insufficient funds available to allow payment of a dividend to unsecured creditors in this case, the appropriate exit route from the Administration is Dissolution of the Company. Attached at Appendix H is Notice of Move from Administration to Dissolution. On the registration of this Notice by Companies House, the Administration will be brought to an end and the appointment of the Joint Administrators will cease to have effect.
- 10.2 At the end of the period of three months beginning with the date of registration of the Notice of Move from Administration to Dissolution at Companies House, the Company will be dissolved.
- 10.3 The Joint Administrators will be discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 Data Protection

- 11.1 Finally, when submitting details of your claim in the administration, you may have disclosed personal data to us. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. We act as Data Controller in respect of personal data we obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached to this letter at Appendix I, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

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

Yours faithfully
for and on behalf of
DUECOURSE LTD



MARK COLMAN
JOINT ADMINISTRATOR

Mark Colman and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9721 and 8617, respectively

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

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

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

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
14 JANUARY 2018 TO 27 JUNE 2018 TOGETHER WITH A CUMULATIVE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD FROM 14 JULY 2017 TO 27 JUNE 2018**

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Intangible Assets	Uncertain	24,000.00	-	24,000.00
Tangible Assets	Uncertain	1,000.00	-	1,000.00
Balance at Bank – Stripe	-	188.48	-	188.48
Balance at Bank – Barclays	40,188.00	40,915.67	-	40,915.67
Book Debt Commissions	2,387.00	2,943.72	-	2,943.72
Settlement of Claims	-	-	25,000.00	25,000.00
	<u>42,575.00</u>	<u>69,047.87</u>	<u>25,000.00</u>	<u>94,047.87</u>
PAYMENTS				
Pre-Appointment Costs				
Joint Administrators' Fees		21,546.00	-	21,546.00
Agent's Fees – Charterfields		1,000.00	-	1,000.00
Legal Fees – Brabners		-	1,224.50	1,224.50
Legal Disbursements - Brabners		-	50.00	50.00
Post Appointment Costs				
Joint Administrators' Fees		19,454.00	25,056.95	44,510.96
Agent's Fees – Insol		725.00	550.00	1,275.00
Agent's Fees – Charterfields		2,500.00	-	2,500.00
Legal Fees – Brabners		-	2,000.00	2,000.00
Legal Disbursements - Brabners		-	5.00	5.00
Legal Fees - Freeths		-	2,000.00	2,000.00
Legal Disbursements – Freeths		-	30.00	30.00
Book Debt Commissions – Collection Fees		1,471.86	-	1,471.86
Disbursements – Category 1		385.36	28.00	413.36
Disbursements – Category 2		55.54	-	55.54
Irrecoverable VAT		9,132.33	6,178.90	15,311.22
DISTRIBUTIONS				
First & Final Preferential Dividend – 2p in the £		-	572.03	572.03
HM Revenue & Customs Deductions		-	82.40	82.40
		<u>56,270.09</u>	<u>37,777.78</u>	<u>94,047.87</u>
Balance held – Non Interest Bearing				<u>Nil</u>

APPENDIX C

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD FROM 14 JANUARY 2018 TO 27 JUNE 2018

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 3		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	-	-	-	-	5	182.50	5	160.00	48	1,248.00	-	-	-	-	58	1,590.50	274.22
Receipts & Payments	-	-	-	-	9	328.50	-	-	16	416.00	-	-	7	105.00	32	849.50	265.47
Assets	8	360.00	-	-	15	547.50	13	416.00	18	488.00	-	-	-	-	54	1,791.50	331.76
Liabilities	26	1,170.00	-	-	10	365.00	-	-	137	3,562.00	12	252.00	-	-	185	5,349.00	289.14
Investigations	16	720.00	51	2,091.00	-	-	-	-	58	1,508.00	-	-	-	-	125	4,319.00	345.52
Total	50	2,250.00	51	2,091.00	39	1,423.50	18	576.00	277	7,202.00	12	252.00	7	105.00	454	13,899.50	
Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>365.00</u>		<u>320.00</u>		<u>260.00</u>		<u>210.00</u>		<u>150.00</u>		<u>306.16</u>	

All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY**Statutory and Review**

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it 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. Quarterly reviews to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- Completion of case closing procedures at the end of the case.

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 to ensure compliance with relevant risk management procedures;
- Regular review of case bank account by senior member of staff to ensure that assets have been properly identified and prescribed part funds have been set aside where appropriate;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Correspondence with HM Revenue & Customs in respect to outstanding pre-appointment tax returns;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses;

Assets

- Agreeing strategy for realisation of Company assets;
- Strategy meetings to discuss claims against identified parties;
- Pursuing antecedent transactions and liaising with solicitors;
- Liaising with Company's bankers re pre-appointment bank accounts;

Liabilities

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

Statutory

- Processing of claims from the Company's creditors;
- Processing of claims from the Company's employees;
- Issuing Notice of Intended Dividend to the Company's 11 employees;
- Liaising with the Redundancy Payments Office and Insol (HR) Limited in respect to the quantum of the preferential creditors' claims,
- Calculating and distributing a first and final preferential dividend,

- Preparation, review and submission of pre-appointment tax returns; and
- Preparation and submission of periodic progress reports to creditors

Non-statutory

- Dealing with enquiries from the Company's creditors; and
- Dealing with enquiries from the Company's employees

Investigations

- Conducting investigations into the Company's affairs and records to identify the possibility of further realisation;
- Reviewing the offers received in respect to the settlement of the antecedent transactions;
- Discussing settlement timings with Freeths;
- Liaising with Freeths in respect to the transfer of shares in respect to the anti-embarrassment clause;
- Liaising with Freeths in respect to the draft settlement agreement; and
- Reviewing email correspondence between Freeths and Brabners re the offer for settlement and the antecedent transactions;

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD FROM 14 JULY 2017 to 27 JUNE 2018 INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEE ESTIMATE

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units	Cost	Average hourly	Units	Cost	Average hourly	
	No	£	rate	No	£	rate	
Statutory and review	190	5,959.50	313.66	193	6,063.50	315.17	
Receipts and payments	104	2,599.50	249.95	79	2,245.00	284.18	
Insurance, bonding and pensions	27	943.50	349.44	8	208.00	260.00	
Assets	590	21,210.00	359.49	872	31,430.50	360.44	
Liabilities	411	12,004.00	292.07	459	13,446.50	292.95	
General Administration	181	4,813.50	265.94	114	3,739.00	327.98	
Appointment	80	2,375.00	296.88	254	5,607.00	220.75	
Planning & Strategy	24	796.00	331.676	66	1,716.00	260.00	
Post Appointment Creditors Meeting	171	5,212.50	304.82	174	4,681.50	269.05	
Investigations	120	3,842.00	320.17	822	27,892.00	339.32	
	1,898	59,755.50	314.83	3,041	97,029.00	319.07	

SUMMARY OF JOINT ADMINISTRATORS' EXPENSES FOR THE PERIOD FROM 14 JULY 2017 TO 27 JUNE 2018 INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' STATEMENT OF LIKELY EXPENSES

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Accountancy Fees	Acadia Accounting Limited	Assistance with the preparation of the statement of affairs	2,000.00	-	-	-	-
Agent's Fees	Charterfields Limited	Costs of valuing and realising the Company's assets.	Fixed fee of 10% of business and asset sale	2,500.00	-	2,500.00	-
Agent's Fees	Insol Group (HR) Limited	Assistance with employee redundancies and calculation of employee claims	1,500.00	1,275.00	550.00	1,275.00	-
Debt Collection Fees	Nicola Weedall and Jade Say	Costs of debt collection	1,193.73	1,471.86	-	1,471.86	-
Legal Fees	Brabners LLP	Preparation of the Sale and Purchase Agreement, dealing with employee issues	3,500.00	4,761.50	-	2,000.00	2,761.50
Legal Fees	Brabners LLP	Legal disbursements	-	5.00	5.00	5.00	-
Legal Fees	Freeths LLP	Negotiating a settlement of claim against the directors and connected party	-	6,830.00	3,548.60	2,000.00	4,830.00
Legal Fees	Freeths LLP	Legal disbursements	-	30.00	30.00	30.00	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor approval	100.00	55.54	-	55.54	-
Parking	Leonard Curtis	Category 1 Disbursement	-	23.34	-	23.34	-
		Total case specific expenses	8,293.73	16,952.24	4,133.60	9,360.74	7,591.50

No further payments will be made to Brabners and Freeths who have advised that the unpaid costs detailed above will be written off.

DUECOURSE LTD – IN ADMINISTRATION

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	15.00	15.00	-	15.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	135.00	135.00	-	135.00	-
Document Hosting	Pelstar	Hosting of documents for creditors	42.00	42.00	28.00	70.00	-
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising Limited	Advertising	83.02	83.02	-	83.02	-
Storage Costs	Auctus Limited t/a Charles Taylor	Storage of books and records	100.00	-	-	-	-
		Total standard expenses	462.02	362.02	28.00	390.02	-

OUTCOME STATEMENT

	Preferential £'000	Unsecured £'000
Amount available to class of creditor	654.43	Nil
Amount due to creditor per Estimated Financial Position	32,720.77	82,996.00
Estimated dividend rate (as a %)	2%	Nil

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.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	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:

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 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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CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

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

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

AM23

Notice of move from administration to dissolution



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1	Company details	
Company number	0 9 2 0 5 2 7 4	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Duecourse Ltd	
2	Court details	
Court name	High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)	
Court number	2 6 7 4 o f 2 0 1 7	
3	Administrator's name	
Full forename(s)	Mark	
Surname	Colman	
4	Administrator's address	
Building name/number	Leonard Curtis	
Street	20 Roundhouse Court South Rings Business Park	
Post town	Bamber Bridge	
County/Region	Preston	
Postcode	P R 5 6 D A	
Country		

AM23

Notice of move from administration to dissolution

5		Administrator's name ①	
Full forename(s)	John		
Surname	Titley		
		① Other administrator Use this section to tell us about another administrator.	
6		Administrator's address ②	
Building name/number	Leonard Curtis		
Street	20 Roundhouse Court		
	South Rings Business Park		
Post town	Bamber Bridge		
County/Region	Preston		
Postcode	P R 5 6 D A		
Country			
		② Other administrator Use this section to tell us about another administrator.	
7		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
8		Sign and date	
Administrator's signature	Signature  X		
Signature date	d 27 m 06 y 2018		

AM23

Notice of move from administration to dissolution



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 **Charles Everitt**

Company name **Leonard Curtis**

Address
20 Roundhouse Court
South Rings Business Park
Bamber Bridge

Post town **Preston**

County/Region

Postcode **P R 5 6 D A**

Country

DX

Telephone **01772 646180**



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

PRIVACY NOTICE

Information we collect and hold about you

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

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

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

Legal justification for processing your Personal Data

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

How we use your information

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

Who we share your information with

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

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

How long will we hold your Personal Data for?

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

Your rights in respect of your Personal Data

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

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

Your right to complain

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

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

PRIVACY NOTICE

Information we collect and hold about you

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

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

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

Legal justification for processing your Personal Data

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

How we use your information

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

Who we share your information with

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

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

How long will we hold your Personal Data for?

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

Your rights in respect of your Personal Data

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

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

Your right to complain

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

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