

WU07

Notice of progress report in a winding-up by the court



Companies House

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01/04/2022

#319

COMPANIES HOUSE

1 Company details

Company number 0 0 4 9 3 4 3 0

Company name in full Trumeter Company Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Andrew

Surname Poxon

3 Liquidator's address

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M 4 5 7 T A

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

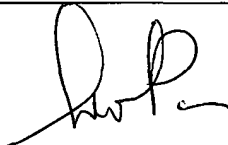
From date	^d 1 ^d 1	^m 0 ^m 2	^y 2 ^y 0 ^y 2 ^y 1
To date	^d 1 ^d 0	^m 0 ^m 2	^y 2 ^y 0 ^y 2 ^y 2

7 Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 3 ^d 1	^m 0 ^m 3	^y 2 ^y 0 ^y 2 ^y 2
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LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Trumeter Company Limited
(In Compulsory Liquidation)**

Company Number: 00493430

High Court of Justice Business and Property Courts in Leeds - Company & Insolvency List (CHD) Number 1213
of 2019

Former Registered Office: Milltown Street, Radcliffe, Manchester, M26 1NX

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

**Report period
11 February 2021 to 10 February 2022**

31 March 2022

**Andrew Poxon - Liquidator
Leonard Curtis
Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
creditors@leonardcurtis.co.uk
Ref: K/20/JM/TA17D/1010**

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 A winding up Order was made against the Company on 5 August 2011 and Andrew Poxon and John Titley were appointed Joint Liquidators of the Company on 5 August 2011. The Joint Liquidators received their release from office on 21 August 2015.

An application was subsequently made to Court to restore the Company and on 11 February 2020 it was Ordered that the Company be restored to the Register of Companies and the Company continue in Compulsory Liquidation. Andrew Poxon was appointed as Liquidator of the Company on 11 February 2020.

- 1.2 Andrew Poxon is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 8620.
- 1.3 There has been no change in office holder since the date of the Liquidator's appointment set out in section 1.1 above.
- 1.4 This report provides an update on the conduct of the Liquidation for the period from First to 10 February 2022, as required by 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 Liquidator is required to disclose and should be read in conjunction with the previous progress report dated 31 March 2021.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA on 3 March 2020.

Assets Realised

- 2.2 The only asset to deal with in this matter was two refunds due to the Company in respect of charges which were made to the Company for foreign currency overdrafts by HSBC UK Bank plc.

As the Company had previously been dissolved the payments which were due to the Company were made to Farrar & Co solicitors on behalf of the Duchy of Cornwall & Lancaster.

Lupton Fawcett solicitors who had been instructed to assist with the restoration of the Company liaised with Farrar & Co solicitors regarding the funds which were due to the Company.

The sum of £359.56 has been received in the period of this report and the sum of £12,914.24 has been received in total. Matters are now concluded.

Assets Still to be Realised

There are no assets remaining to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Liquidator's receipts and payments for the entire period of the liquidation, including the period from 11 February 2021 to 10 February 2022, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are 4 outstanding secured charges registered at Companies House the details of which are as follows:

Chargeholder	Description	Created	Registered
Royal Bank of Scotland plc	Charge of deposit	08/09/2009	22/09/2009
Royal Bank of Scotland Invoice Finance Limited	Debenture	07/12/2007	18/12/2007
Lombard North Central plc	Chattel mortgage	03/12/2007	13/12/2007
Royal Bank of Scotland plc	Debenture	08/11/2007	13/11/2007

There will be no distribution to any of the secured creditors.

Preferential Creditors

- 4.2 As at the date of Liquidation, there were 29 preferential creditors plus the Redundancy Payment Office.
- 4.3 No preferential creditor claims have been received.

Prescribed Part

- 4.4 Given the expenses which have been incurred in the Liquidation there will be insufficient funds available to set aside a prescribed part in this matter.

Ordinary Unsecured Creditors

- 4.5 Various ordinary unsecured creditor claims totalling £18,832 have been received.
- 4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation. As a result, there will be no dividend to the ordinary unsecured creditors.
- 4.7 The Liquidator has 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 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Liquidator. Nothing further has been brought to the attention of the Liquidator during the period of this report.

6 LIQUIDATOR'S REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

- 6.1 The basis of Liquidator's remuneration has not been agreed in the period of this report. Decision procedures were convened for 15 January 2021, 26 February 2021 & 31 March 2021 to agree the basis of the Liquidator's remuneration by reference to the Liquidator and his staff in attending to matters arising in the bankruptcy and by reference to a Fees Estimate. The basis of the Liquidator's remuneration was not agreed.

I have drawn my remuneration on the Schedule 6 scale ('Official Receiver's scale').

- 6.2 The Liquidator's time costs from 11 February 2021 to 10 February 2022 are £1,504.50, which represents 5 hours at an average hourly rate of £300.90. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 11 February 2021 to 10 February 2022. Total time costs from the commencement of the Liquidation amount to £9,047.50.
- 6.2 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the fees estimate circulated to creditors on 4 March 2021. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate.
- 6.3 At Appendix D is a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.4 Fees totalling £2,005.59 have been drawn.

Expenses

- 6.5 A comparison of the Liquidator's expenses from 11 February 2021 to 10 February 2022 and the Liquidator's statement of likely expenses is attached at Appendix E. 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 Liquidator in carrying out his 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 Liquidator is 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.

- 6.6 Creditors have not resolved that the Liquidator be authorised to draw category 2 disbursements.
- 6.7 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the 1 statement of expenses circulated to creditors on 4 March 2021.

The expense incurred in respect of Secretary of State fee has exceeded that anticipated within the statement of expenses report circulated to creditors on 4 March 2021. This expense was higher than anticipated and also additional asset realisations have been made. In this case Secretary of State fee is incurred on all asset realisations paid into the Insolvency Service Account.

Postage fees have also been incurred which were not anticipated in the report of 4 March 2021.

- 6.8 Attached at Appendix E is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 March 2021.

Creditors' Rights

- 6.9 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 request in writing that the Liquidator provide further information about their remuneration or expenses which have been itemised in this report.
- 6.10 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 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 Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in the progress report, are excessive.
- 6.11 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:
- The unpaid remuneration and expenses of the Liquidation will need to be defrayed.

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 this office on 0161 413 0930.

- 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 Liquidator is bound by the Insolvency Code of Ethics, which can be found at:

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

9 DATA PROTECTION

- 9.1 When submitting details of your claim in the liquidation, you may disclose 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 liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached at Appendix H, 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.

Yours faithfully



ANDREW POXON
LIQUIDATOR

Andrew Poxon is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 8620

APPENDIX A

SUMMARY OF LIQUIDATOR'S RECEIPTS AND PAYMENTS FROM 11 FEBRUARY 2021 TO 10 FEBRUARY 2022

	Estimated to realise £	Previous periods £	This period £	Cumulative £
RECEIPTS				
Bank refund	0.00	12,552.68	359.56	12,914.24
ISA interest	0.00	0.00	4.69	4.69
	<u>0.00</u>	<u>12,552.68</u>	<u>364.25</u>	<u>12,916.93</u>
PAYMENTS				
Legal costs		4,680.00	837.00	5,517.00
Bordereau fee		40.00	0.00	40.00
IT support		87.00	0.00	87.00
Bacs fee		0.15	0.30	0.45
Secretary of State fee		2,324.93	1,401.52	3,726.45
Bank Charges		44.00	88.00	132.00
Recoverable VAT		845.40	(845.40)	0.00
Liquidator's remuneration		0.00	2,005.59	2,005.59
Corporation tax		0.00	0.93	0.93
		<u>7,176.08</u>	<u>3,487.94</u>	<u>11,509.42</u>
DISTRIBUTIONS				
Amounts paid to debenture holders		0.00	0.00	0.00
Amounts paid to preferential creditors		0.00	0.00	0.00
Amounts paid to unsecured creditors under the prescribed part		0.00	0.00	0.00
Amounts paid to unsecured creditors		0.00	0.00	0.00
Statutory interest paid		0.00	0.00	0.00
Amounts paid to contributories		0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>4,531.20</u>	<u>(3,123.69)</u>	<u>1,407.51</u>

Note: This account has been reconciled with that held by the Insolvency Service

SUMMARY OF LIQUIDATOR'S TIME COSTS FROM 11 FEBRUARY 2021 TO 10 FEBRUARY 2022

	Units No	Cost £	Average hourly rate £
Statutory and review	5	181.50	363.00
Receipts and payments	19	560.50	295.00
Insurance, bonding and pensions	3	88.50	295.00
Assets	3	88.50	295.00
Liabilities	9	261.00	290.00
Post Appointment Creditors Decisions	11	324.50	295.00
	<u>50</u>	<u>1,504.50</u>	<u>300.90</u>

All units are 6 minutes

APPENDIX C

SUMMARY OF LIQUIDATOR'S TIME COSTS FOR THE PERIOD FROM 11 FEBRUARY 2020 TO 10 FEBRUARY 2022 INCORPORATING A COMPARISON OF THE LIQUIDATOR'S FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 10 FEBRUARY 2022			VARIANCE
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	Cost £
Statutory and review	61	1,840.00	301.34	20	651.00	325.50	(1,189.00)
Receipts and payments	24	672.00	280.00	34	980.50	288.38	308.50
Insurance, bonding and pensions	19	532.00	280.00	17	480.50	282.65	(51.50)
Assets	8	224.00	280.00	11	312.50	284.09	88.50
Liabilities	41	1,148.00	280.00	31	877.00	282.90	(271.00)
General Administration	81	2,341.50	289.07	59	1,725.50	292.46	(616.00)
Appointment	42	1,176.00	280.00	42	1,176.00	280.00	0.00
Planning & Strategy	19	532.00	280.00	19	532.00	280.00	0.00
Post Appointment Creditors Decisions	91	2,548.00	280.00	77	2,172.50	282.14	(375.50)
Review	5	140.00	280.00	5	140.00	280.00	0.00
	391	11,153.50	285.26	315	9,047.50	287.22	(2,106.00)

All units are 6 minutes

DETAILED NARRATIVE OF WORK PERFORMED BY THE LIQUIDATOR AND HIS STAFF

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work 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.
- 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.
- 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 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.
- Review of directors' sworn statement of affairs and filing of document at Companies House in accordance with statutory requirements.
- Completion of closing procedures at the end of the case.

Time has been spent in respect of filing of documents at Companies House and case strategy planning although this time has been recorded under the appointment and planning and strategy categories. Time has also been spent on case reviews to ensure that the case is progressing.

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.

The following work has been carried out:

- Ensuring the Insolvency Service case bank account is opened;
- Preparation of periodic receipts and payments accounts;
- Dealing with a post appointment corporation tax returns;
- Liaising with the Insolvency Service and HM Revenue & Customs in respect of funds received in error into the Insolvency Service account from HM Revenue & Customs;
- Managing estate expenses.

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.

- Notification and progression of post-appointment insurance claims.
- Periodic review of insurance requirements over physical assets, to minimise costs to the estate.
- Calculation and request of Liquidator's bond in accordance with the Insolvency Practitioners' Regulations 2005. A bond is a legal requirement on all liquidations 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.
- 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.

Time has been spent setting up and reviewing the bond. Further time will be spent time will be spent reviewing the bond as the case progresses.

Assets

The work set out in this category may bring a financial benefit for creditors. This may be a distribution to secured creditors only, or may, depending on realisations, costs and the extent of any third party security, result in a distribution to the preferential and / or unsecured creditors.

Time has been spent realising refunds due to the Company by HSBC UK Bank plc.

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 the Company has, the more time and cost will be involved in dealing with those claims.

Statutory

- Processing of claims from the Company's unsecured creditors. At this stage claims will be logged but not formally agreed as there will be no dividend to unsecured creditors in this case;
- Statutory notifications to creditors following the Liquidator's appointment;
- Preparation and submission of periodic progress reports to creditors.

Non-statutory

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

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. Time has been spent on the following:

- General planning matters;
- Setting up and maintaining the Liquidator's records;
- General case administration;
- Liaising with Lupton Fawcett solicitors

- Liaising with the Official Receiver;
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

There are certain tasks which the liquidator has a statutory obligation to undertake during the liquidation process. Other tasks are completed in order to ensure the case is progressed to the benefit of all creditors and stakeholders. Actions completed to date are both statutory and non-statutory and include the following:

- Statutory notifications to interested parties following the Liquidator's appointment;
- Administrative set up of the case following the Liquidator's appointment;
- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.

Post-Appointment Reporting

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 estimates and statement of expenses in accordance with Insolvency (Amendment) Rules 2015;
- Convening decisions by correspondence to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

Planning & strategy

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.

Time has been spent reviewing the circumstances of the case to determine the appropriate strategy for asset realisations.

Time has been spent recording strategic decisions.

Time has been spent liaising with Fawcett Lupton solicitors in respect of the refunds due to the Company from HSBC UK Bank plc.

Time has been spent liaising with Occasio Legal solicitors regarding the secured charges registered at Companies House.

Review

Time has been spent on reviewing the case to ensure matters are being progressed.

APPENDIX E

**SUMMARY OF LIQUIDATOR'S EXPENSES FROM 11 FEBRUARY 2020 TO 10 FEBRUARY 2022
INCORPORATING A COMPARISON OF THE OF LIQUIDATOR'S 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	40.00	40.00	0.00	40.00	0.00
Postage fees	Postworks	Cost of postage	-	0.77	0.77	0.00	0.77
Document Hosting	Pelstar*	Hosting of documents for creditors	28.00	28.00	21.00	0.00	28.00
Software Licence Fee	Pelstar*	Case management system licence fee	87.00	87.00	0.00	87.00	0.00
		Total standard expenses	155.00	155.77	21.77	127.00	28.77

* Payment to Associate requiring specific creditor / committee approval from 1 April 2021

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Legal Fees	Occasio Legal & Lupton Fawcett Law	Costs of appointed solicitors	5,517.00	5,517.00	0.00	5,517.00	0.00
Secretary of State fee	The Insolvency Service	Secretary of State fee on realisations paid into the Insolvency Service Account	2,400.00	3,726.45	1,401.52	3,726.45	0.00
Cheque & bacs	The Insolvency Service	Insolvency Service cheque & bacs fee	0.45	0.45	0.30	0.45	0.00
Corporation tax	The Insolvency Service	Tax on ISA interest	Uncertain	0.93	0.93	0.93	0.00
Bank Charges	The Insolvency Service	Quarterly Insolvency Service Account bank fees	154.00	132.00	88.00	132.00	0.00
		Total case specific expenses	8,071.45	9,376.83	1,490.75	9,376.83	0.00

Trumeter Company Limited – In Compulsory Liquidation

Please note the following expenses are outstanding from the Joint Liquidator's previous appointment are an expense of this appointment.

Type	Description	Amount £
Storage costs	Costs of storing Company books and records	214.15
Statutory advertising	Cost of statutory advertising	78.75
	Total outstanding expenses	292.90

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

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

Staff Allocation and Charge Out Rates

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

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

Additionally, whilst not meeting the legal definition of "Associate" we are aware that there is a perceived association between LC and Pelstar Limited. Pelstar Limited provides insolvency case management software and document hosting facilities to LC. LC employs an individual who is married to a director of Pelstar Limited. Pelstar Limited's costs are set out in the expenses tables below.

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 (see Use of Associates and Category 2 expenses)	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	
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Software Licence fee hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	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																								

Trumeter Company Limited – In Compulsory Liquidation

		whether the document is sent by international, first or second class post.
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.

Proof of Debt – General Form
Relevant date: 5 August 2011

Please e-mail completed form to:

recovery@leonardcurtis.co.uk quoting ref: TA17D/JM/PROOF

Name of Company in Liquidation:

Trumeter Company Limited

Company registered number:

00493430

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

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (include any Value Added Tax)

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

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

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

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

8. Details of any document by reference to which the debt relates

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

10. Date of signing:

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

12. Name in BLOCK LETTERS

13. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.
3. **Please e-mail completed form to:**

recovery@leonardcurtis.co.uk quoting ref: TA17D/JM/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, 5th 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.

Data Controller: LEONARD CURTIS