

CVA4

Notice of termination or full implementation of voluntary arrangement



Companies House

THURSDAY



A8EB04G2

A12

19/09/2019

#249

COMPANIES HOUSE

1 Company details

Company number	00698704
Company name in full	PRECISION PRINTING PLATES LIMITED

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

2 Supervisor's name

Full forename(s)	MARTIN
Surname	MALONEY

3 Supervisor's address

Building name/number	LEONARD CURTIS HOUSE
Street	ELMS SQUARE BURY NEW ROAD
Post town	WHITEFIELD
County/Region	MANCHESTER
Postcode	M45 7TA
Country	

4 Supervisor's name ^①

Full forename(s)	
Surname	

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

5 Supervisor's address ^②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

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

CVA4

Notice of termination or full implementation of voluntary arrangement

6 Date voluntary arrangement fully implemented or terminated

Date

d	1	7	m	0	9	y	2	0	1	9
---	---	---	---	---	---	---	---	---	---	---

7 Attachments


- ☒ I have attached a copy of the notice to creditors
☒ I have attached the supervisor's report

8 Sign and date

Supervisor's signature

Supervisor's signature

X



X

Signature date

d	1	7	m	0	9	y	2	0	1	9
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IN THE HIGH COURT OF JUSTICE
CHANCERY DIVISION
MANCHESTER DISTRICT REGISTRY

No 2675 of 2018

IN THE MATTER OF THE INSOLVENCY ACT 1986

and

IN THE MATTER OF

PRECISION PRINTING PLATES LIMITED

**CERTIFICATE OF NON-COMPLIANCE / TERMINATION
PURSUANT TO THE COMPANY VOLUNTARY ARRANGEMENT
OF PRECISION PRINTING PLATES LIMITED**

I Martin Maloney, the Joint Supervisor of the above Company Voluntary Arrangement hereby confirm that there has been a material failure, irregularity or non-compliance in connection with the above named Company Voluntary Arrangement, in that pursuant to the terms of the Company Voluntary Arrangement the Company has failed to comply with its obligations and has failed to maintain the monthly contributions into the Company Voluntary Arrangement.

I hereby confirm that the Company Voluntary Arrangement has been terminated pursuant to Rule 2.44 of The Insolvency (England and Wales) Rules 2016 as amended.

This certificate has been filed with the relevant Court, the Company, all known creditors and members, and the Registrar of Companies.



**MARTIN MALONEY
JOINT SUPERVISOR**

DATED THIS 17 SEPTEMBER 2019

Contact details of the Joint Supervisors

Martin Maloney and Andrew Poxon

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

Telephone: 0161 413 0930

Please ask for : Martin Maloney
Our ref : K/26/MM/P943Q/1010
Your ref :

18 September 2019



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

TO

**ALL CREDITORS BOUND BY THE ARRANGEMENT
ALL MEMBERS
THE COMPANY
THE COURT
THE REGISTRAR OF COMPANIES**

Dear Sir(s)/Madam

**PRECISION PRINTING PLATES LIMITED ("THE COMPANY")
FAILED COMPANY VOLUNTARY ARRANGEMENT
HIGH COURT, MANCHESTER DISTRICT REGISTRY, CVA NUMBER 2675 OF 2018
COMPANY NUMBER: 00698704**

I refer to my appointment as Joint Supervisor of the Voluntary Arrangement for the Company on 28 August 2018 which has now failed.

I therefore enclose a copy of my final report and receipts and payments account along with a copy of the certificate of non-compliance/termination pursuant to the provisions of Rule 2.44 of the Insolvency (England and Wales) Rules 2016.

Please note that the supervisors are still holding funds in the CVA. The supervisors remain authorised to deal with the funds in the CVA and propose, where applicable to distribute the remaining funds to creditors who have submitted a claim in the CVA that has been agreed for dividend purposes.

Creditors who have not submitted a claim to date are requested to submit their claim by completing and returning their statement of claim attached at Appendix F to the final report.

Any enquiries regarding the contents of this letter and its enclosure should be addressed to my office, **in writing**. Electronic communications should include a full postal address.

Yours faithfully



MARTIN MALONEY
JOINT SUPERVISOR

Martin Maloney and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9628 and 8620, respectively

Leonard Curtis Recovery Limited
Company Number 4200476 (England) Reg Office: Tower 12, 18/22 Bridge Street, Spinningfields, Manchester, M3 3BZ
All Leonard Curtis Recovery Limited Insolvency Practitioners, with the exception of Stuart Robb and Michelle Elliot, are licensed in the UK by the ICAEW. Stuart Robb and Michelle Elliot are licensed in the UK by ICAS.

www.leonardcurtis.co.uk

Leonard Curtis House
Elms Square
Bury New Road
Whitefield M45 7TA

Tel: 0161 413 0930
Fax: 0161 413 0931



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

PRECISION PRINTING PLATES LIMITED
(Failed Company Voluntary Arrangement)
Registered Number: 00698704
Court Number: 2675 of 2018

Joint Supervisors' Final Report to Creditors

17 September 2019

Leonard Curtis

Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
solutions@leonardcurtis.co.uk
Ref: K/26/DO/P943Q/1010

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Summary of Joint Supervisors' Time Costs from 28 August 2018 to 17 September 2019
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**TO: ALL CREDITORS BOUND BY THE ARRANGEMENT
THE MEMBERS OF THE COMPANY
THE AUDITORS OF THE COMPANY
THE COMPANY
THE COURT**

1 INTRODUCTION

- 1.1 Andrew Poxon and I were appointed Joint Supervisors of a Company Voluntary Arrangement ("CVA") for Precision Printing Plates Limited ("the Company") at meeting of creditors and members held on 28 August 2018. We are insolvency practitioners licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.2 The CVA has now failed and this is our final report as required by Rule 2.44 of the Insolvency (England and Wales) Rules 1986. It shows how the CVA has been conducted, the reasons why it has not been implemented in accordance with the Proposal as approved, the outcome for creditors and other information that we are required to disclose.

2 FAILURE AND TERMINATION OF THE ARRANGEMENT

- 2.1 The CVA Proposal, as modified, ("the Proposal") provided that a minimum number of 60 voluntary contributions were payable into the CVA at a monthly rate of £11,500 over the duration of the CVA.

Monies received were to be utilised as follows:

- a) To pay the fees and expenses of the Joint Nominees
 - b) To pay the fees and expenses of the Joint Supervisors and the costs of CVA.
 - c) To pay preferential claims, if any, in full in priority to the claims of unsecured creditors. It was not however thought that the Company would have any preferential claims.
 - d) To pay a dividend or dividends to those ordinary creditors whose claims were received by the last date of proving. Such dividend or dividends were to be paid to all creditors in full and final settlement of all Relevant Debts and Liabilities as defined in the Company's CVA Proposal.
- 2.2 Due to the Company not being able to maintain the monthly contributions into the CVA, the Company breached the terms of the proposal a formal certificate of Non Compliance/Termination of the CVA is attached at Appendix A.
- 2.3 The Company was subsequently placed into Administration on 8 March 2019 with Julien Irving and Andrew Poxon of Leonard Curtis Business Solutions Group, Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ being appointed as joint Administrators.

3 RECEIPTS AND PAYMENT ACCOUNT AND OUTCOME FOR CREDITORS

- 3.1 I attach at Appendix B a final summary of our receipts and payments for the period from 28 August 2018 to 17 September 2019. All payments are shown net of VAT.

Outcome for Creditors

3.2 Preferential Claims

Preferential creditors' claims were estimated at £2,120 per the CVA Proposal. The Joint Supervisors and their employment law agents have been liaising with the Redundancy Payments Service in relation to the submission of their preferential claim for payments made to employees under the Employment Rights Acts 1996, as amended. The joint supervisors have also been liaising with their employment law agents regarding the calculation of any residual preferential claims from employees, where applicable. It is estimated that preferential claims will be £5,981.98; however, once details of preferential creditors' claims have been received, the joint supervisors propose to issue a distribution in relation to preferential claims.

3.3 Secured Creditors

Bibby Financial Services Limited hold a debenture, comprising of a fixed and floating charge created on 6 August 2018 and delivered on 6 August 2018.

It was estimated that no claim would be made in the CVA from floating charge creditors, and no claims have been received.

3.4 Ordinary Unsecured Claims

The claims received from ordinary unsecured creditors have not yet been agreed and a significant number of creditors have yet to submit a claim into the CVA. Attached at Appendix F is a **statement of claim form for completion and return by creditors** who have not yet submitted a claim into the CVA.

3.5 Notwithstanding the formal termination of the CVA by the issue of the certificate of termination, the former supervisors will retain powers under the CVA to continue to deal with the funds held in the CVA, in terms of the CVA Proposal, as approved.

3.6 Modification 9 to the CVA contained a dividend prohibition, which prohibits the supervisors making a distribution to ordinary unsecured creditors until such time as HMRC have submitted their final claim. Subject to funds being available following the distribution to preferential creditors, where applicable; it is proposed that a first and final distribution be made to ordinary unsecured creditors once creditors' claims have been agreed.

4 JOINT SUPERVISORS' REMUNERATION AND DISBURSEMENTS

4.1 The CVA proposal approved by creditors on 28 August 2018 provided that the Joint Supervisors' remuneration be payable by reference to time properly given by them staff in attending to matters arising in the CVA.

4.2 Details of our company's charge out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are attached at Appendix D.

Joint Nominees' Fees

4.3 Creditors resolved that the Joint Supervisors be authorised to draw a Nominees' fee fixed in the sum of £10,000 plus disbursements in relation to preparing the proposal and convening the meeting of creditors to consider the proposal. The Nominees' fee has been paid in full.

Joint Supervisors' Remuneration

- 4.4 Modification 27 to the CVA Proposal provided that the Joint Supervisors' remuneration shall not exceed £6,000 per annum and £30,000 in total and shall be drawn proportionally in line with receipts.
- 4.5 Time costs from 28 August 2019 to 16 September 2019 are £17,939.50 which represent 49.1 hours at an average hourly rate of £365.37. Supervisors' fees of £6,000 have been drawn to date.
- 4.6 I attach at Appendix C a time analysis which provides details of the activity costs incurred by staff grade during the CVA. Time has been incurred by the Joint Supervisors and their staff in the categories also detailed in Appendix C.
- 4.7 Further information may be found in "Guide to Voluntary Arrangement Fees". This is available from our office free of charge or may be downloaded from:

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

If you would prefer this to be sent to you in hard copy please contact Daniel Ormerod of this office on 0161 413 0930.

Expenses

- 4.8 Below is a table detailing the Joint Supervisors' expenses to date, and 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 CVA process and / or payable in order to comply with legal or regulatory requirements.

Case Specific Expenses: On approval of the CVA, creditors approved the basis for recharging category 2 disbursements. In this case no costs falling into this category have been incurred.

Standard Expenses

		Category	Incurred To Date	Paid	Unpaid
Charged By	Services provided		£	£	£
Business Tax Centre	Client ID Checks	1	10.00	10.00	10.00
Pelstar	Document Hosting	1	30.00	30.00	10.00
AUA Insolvency Risk	Bordereau Fee	1	550.00	550.00	550.00
Pelstar	IT Licence Fee	1	87.00	87.00	87.00
Total			677.00	667.00	10.00

- 4.3 During the VA we have used the following professional advisors, including subcontractors:

Name of Professional Advisor	Service Provided	Basis of Fees
EK Employment Law Consultants	ERA progression of claims	Fixed Fee

- 4.4 It is estimated that further costs will be incurred by employment law consultants in relation to liaising with the Redundancy Payments Service (RPS) regarding the submission of the final claims (preferential and ordinary unsecured) from the RPS, and the calculation of residual employee claims, where applicable.

5 DATA PROTECTION

- 5.1 When submitting details of your claim in the CVA, 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 CVA 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 E, 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 have any queries please contact my office, in writing. Electronic communications should include a full postal address.

Yours faithfully



**MARTIN MALONEY
JOINT SUPERVISOR**

Martin Maloney and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9628 and 8620, respectively

APPENDIX B

**FINAL SUMMARY OF JOINT SUPERVISORS' RECEIPTS AND PAYMENTS
FROM 28 AUGUST 2018 TO 17 SEPTEMBER 2019**

	28 Aug 18 to 27 Aug 19 £	28 Aug 19 to 17 Sep 19 £	Future Movements (estimated) £	Final R&P £
RECEIPTS				
Voluntary Contributions	46,000.00	-	-	46,000.00
Bank Interest	86.38	-	-	86.38
	<u>46,086.38</u>	<u>-</u>	<u>-</u>	<u>46,086.38</u>
PAYMENTS				
Client ID Checks	10.00	-	-	10.00
Report Upload	20.00	-	10.00	30.00
Bordereau Fee	550.00	-	-	550.00
IT Licence Fee	87.00	-	-	87.00
Agents' Fees and Expenses	510.00	-	500.00	1,010.00
Nominees' Fees	10,000.00	-	-	10,000.00
Joint Supervisors' Fees	6,000.00	-	-	6,000.00
Irrecoverable VAT	235.40	-	102.00	337.40
TOTAL COSTS AND CHARGES PAID	<u>(17,412.40)</u>	<u>-</u>	<u>(612.00)</u>	<u>(18,024.40)</u>
DISTRIBUTIONS				
Preferential (est.) 100 p/£	-	-	(5,891.98)	(5,891.98)
Ordinary Unsecured Creditors (est.)	-	-	(22,170.00)	(22,170.00)
	<u>-</u>	<u>-</u>	<u>(28,061.98)</u>	<u>(28,061.98)</u>
BALANCE	<u>28,673.98</u>	<u>-</u>	<u>(28,673.98)</u>	<u>Nil</u>
MADE UP AS FOLLOWS				
Balance at Bank	<u>28,673.98</u>	<u>-</u>	<u>(28,673.98)</u>	<u>Nil</u>

APPENDIX C

SUMMARY OF JOINT SUPERVISORS' TIME COSTS FROM 28 AUGUST 2018 TO 27 AUGUST 2019

	Director		Manager 1		Manager 2		Administrator 1		Administrator 3		Administrator 4		Total		Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £	Hourly Rate £
Statutory & Review	103	4,635.00	2	73.00	7	241.50	30	780.00	25	525.00	-	-	167	6,254.50	374.52	374.52
Receipts & Payments	-	-	-	-	-	-	-	-	16	336.00	3	45.00	19	381.00	200.53	200.53
Insurance	-	-	2	73.00	-	-	-	-	-	-	-	-	2	73.00	365.00	365.00
Assets	23	1,035.00	-	-	-	-	-	-	4	84.00	-	-	27	1,119.00	414.44	414.44
Liabilities	128	5,760.00	-	-	4	128.00	-	-	29	609.00	-	-	161	6,497.00	403.54	403.54
Debenture Holder	8	360.00	-	-	-	-	-	-	-	-	-	-	8	360.00	450.00	450.00
General Administration	34	1,530.00	-	-	-	-	-	-	32	672.00	-	-	66	2,202.00	333.64	333.64
Appointment	8	360.00	-	-	-	-	-	-	33	693.00	-	-	41	1,053.00	256.83	256.83
Total	304	13,680.00	4	146.00	11	369.50	30	780.00	139	2,919.00	3	45.00	491	17,939.50		
Average Hourly Rate (£)	450.00		365.00		335.91		260.00		210.00		150.00			365.37		
All Units are 6 minutes																

APPENDIX C (Cont.)

SUMMARY OF JOINT SUPERVISORS' TIME COSTS FROM 28 AUGUST 2018 TO 16 SEPTEMBER 2019

	Director		Manager 1		Manager 2		Administrator 1		Administrator 3		Administrator 4		Total		Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £	Hourly Rate £
Statutory & Review	103	4,635.00	2	73.00	7	241.50	30	780.00	25	525.00	-	-	167	6,254.50	374.52	374.52
Receipts & Payments	-	-	-	-	-	-	-	-	16	336.00	3	45.00	19	381.00	200.53	200.53
Insurance	-	-	2	73.00	-	-	-	-	-	-	-	-	2	73.00	365.00	365.00
Assets	23	1,035.00	-	-	-	-	-	-	4	84.00	-	-	27	1,119.00	414.44	414.44
Liabilities	128	5,760.00	-	-	4	128.00	-	-	29	609.00	-	-	161	6,497.00	403.54	403.54
Debenture Holder	8	360.00	-	-	-	-	-	-	-	-	-	-	8	360.00	450.00	450.00
General Administration	34	1,530.00	-	-	-	-	-	-	32	672.00	-	-	66	2,202.00	333.64	333.64
Appointment	8	360.00	-	-	-	-	-	-	33	693.00	-	-	41	1,053.00	256.83	256.83
Total	304	13,680.00	4	146.00	11	369.50	30	780.00	139	2,919.00	3	45.00	491	17,939.50		
Average Hourly Rate (£)	450.00			365.00		335.91		260.00		210.00		150.00		365.37		
All Units are 6 minutes																

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT SUPERVISORS AND THEIR 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.
- Completion of 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.

- Opening of case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Managing estate expenses.

Insurance

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.

Insurance (continued)

- Periodic review of insurance requirements over physical assets, to minimise costs to the estate.
- Calculation and request of Joint Supervisors' 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.

Assets

- Time has been incurred by the Joint Supervisors, and their staff, in realising the assets of the Company. This included the monitoring of voluntary contributions, to ensure these were paid as per the CVA proposal.

Liabilities

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

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's ten creditors will be logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

- Dealing with enquiries from the Company's creditors – This will include dealing with creditors general queries by post, telephone and email. Time will also be incurred providing updates to the secured creditors on the progress of the CVA.

Debenture Holder

- Liaising with the secured creditor in relation to the terms of the CVA and providing updates throughout the process

General Administration

- General planning matters.
- Setting up and maintaining the supervisors' records.
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

- Liaising with creditors following the Joint Supervisors' appointment
- Ensuring all statutory matters in the post appointment period were adhered too.

APPENDIX D

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, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£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. Cost per upload.	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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																									
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	£85.95 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

**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

**Insolvency Act 1986
Rule 14.4**

Proof of Debt – General Form

COMPANY VOLUNTARY ARRANGEMENT

RELEVANT DATE: 28 AUGUST 2018

Name of Company

PRECISION PRINTING PLATES LIMITED

Company registration number:

00698704

1 Name of creditor

(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

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

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

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

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

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

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

9 Signature of creditor

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

10 Address of person signing if different from 2 above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Nominee

Supervisor

Notes:

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

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