

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

SATURDAY



A16 \*A7KTQZNS\* 15/12/2018 #330  
COMPANIES HOUSE

### 1 Company details

Company number 0 1 9 1 0 4 5 9

Company name in full Sage Aluminium Products Limited

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

### 2 Liquidator's name

Full forename(s) Paul

Surname Masters

### 3 Liquidator's address

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region

Postcode B 3 2 B B

Country

### 4 Liquidator's name ①

Full forename(s) Conrad

Surname Beighton

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

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region


Postcode B 3 2 B B

Country

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

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<b>6</b>	<b>Final account</b>	
	<input checked="" type="checkbox"/> I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.	
<b>7</b>	<b>Sign and date</b>	
Liquidator's signature	<div>Signature</div> <div>X  X</div>	
Signature date	<div><sup>d</sup>1<sup>d</sup>4</div> <div><sup>m</sup>1<sup>n</sup>2</div> <div><sup>y</sup>2<sup>y</sup>0<sup>y</sup>1<sup>y</sup>8</div>	

# LIQ13

## Notice of final account prior to dissolution in MVL



### 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	Katie Wells									
Company name	Leonard Curtis									
Address	Bamfords Trust House									
	85-89 Colmore Row									
	Birmingham									
Post town										
County/Region										
Postcode	B	3		2	B	B				
Country										
DX										
Telephone	0121 200 2111									



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

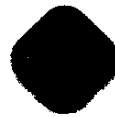
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**Sage Aluminium Products Limited  
(In Members' Voluntary Liquidation)**

**Company Number: 01910459**

**Registered Office: Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB**

**Former Registered Office: 17 Dingle View, Bridgnorth WV16 4JL**

**Joint Liquidators' Final Account  
pursuant to Section 94(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**

**12 December 2018**

**Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row,  
Birmingham B3 2BB  
Tel: 0121 200 2111 Fax: 0121 200 2122  
recovery@leonardcurtis.co.uk  
Ref: B/24/KW/SB54C/1010**

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- 2 Conduct of the Liquidation
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- 4 Payments to Creditors
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- 6 Joint Liquidators' Remuneration, Expenses and Disbursements, and Members' Rights
- 7 Other Matters

**APPENDICES**

- A Final Account of Joint Liquidators' Receipts and Payments from 5 April 2017 to 4 April 2018, 4 April 2018 to 12 December 2018 and cumulative to 12 December 2018
- B Summary of Joint Liquidators' Expenses from 5 April 2017 to 12 December 2018
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- D Privacy Notice

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

**1 INTRODUCTION**

- 1.1 Paul Masters and Conrad Beighton were appointed Joint Liquidators of Sage Aluminium Products Limited ("the Company") by the members on 5 April 2017. The liquidation followed the successful completion of a Company Voluntary Arrangement ("CVA") of which Paul Masters and Conrad Beighton were the Joint Supervisors.
- 1.2 Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8262 and 9556, respectively.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 The liquidation is now, for practical purposes, complete and this is the Joint Liquidators' Final Account as required by Section 94(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for members and other information that the liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 19 April 2017.

**Assets Realised**

**Balance at bank**

Asset	Declaration of solvency £	Realised to date £	Difference £
Balance at Bank	5,637	6,343	706
Balance from CVA	740,884	727,976	(12,908)
VAT refund	1,015	-	(1,015)
<b>Total</b>	<b>747,536</b>	<b>734,319</b>	<b>(13,217)</b>

- 2.2 The declaration of solvency noted that there was cash at bank of £746,521. Of this amount, £740,884 was in respect of funds held in the CVA bank account on the date the declaration of solvency was drafted, as well as £5,637 held in the Company's bank account.
- 2.3 Prior to the closure of the CVA, a payment of £12,908 was made from the CVA bank account to the Joint Supervisors, in respect of their outstanding fees, which resulted in subsequent realisations in the liquidation reducing to £727,976. This sum was transferred to the Joint Liquidators shortly after appointment.
- 2.4 The balance held in the Company's bank account, in the sum of £6,343, was remitted to the Joint Liquidators shortly after their appointment. This included the VAT refund referred to in the table above, of £1,015. The amount received in total, was £309 lower than anticipated by the directors in their declaration of solvency, and reflected various payments made in the interim period.

**Terminal loss relief claim**

- 2.5 Prior to the appointment of the Joint Liquidators, the Company believed that a claim for terminal loss relief was available to the Company, in respect of Corporation Tax paid in previous profitable trading periods. Accordingly, accountants from BSN Associates Limited ("BSN") were instructed to assist with this matter.
- 2.6 BSN submitted the terminal loss claim prior to the appointment of the Joint Liquidators. Shortly after appointment, the Joint Liquidators contacted HM Revenue and Customs ("HMRC"), but HMRC advised that the claim had not been received.
- 2.7 Accordingly, the Joint Liquidators resubmitted the claim for the sum of £24,843. Following the submission of the claim, HMRC advised that there was an investigation into the pre-appointment Corporation Tax position, which must be concluded prior to the agreement and payment of any refund.
- 2.8 BSN liaised directly with HMRC to provide the information needed to conclude the investigations. This resulted in the terminal loss relief being reduced by £4,825. Two payments totalling £20,018 were received into the liquidation estate on 7 August 2018 and 7 September 2018, respectively.

**Interest**

- 2.9 All funds received in the liquidation have been held in an interest bearing account, and interest totalling £33 has been received during the course of the liquidation.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' final receipts and payments for the entire liquidation, being 5 April 2017 to 12 December 2018 is attached at Appendix A.

**4 PAYMENTS TO CREDITORS**

**Secured Creditors**

- 4.1 The Company has no secured creditors.

**Preferential Creditors**

- 4.2 The Company has no preferential creditors.

**Unsecured Creditors**

- 4.3 As per the directors' declaration of solvency there were no outstanding unsecured claims against the Company. On 10 April 2017, the Joint Liquidators advertised for any unsecured claims to be submitted by no later than 2 May 2017. No creditors came forward and, accordingly, there are no unsecured creditors in the liquidation.

## 5 DISTRIBUTIONS TO MEMBERS

- 5.1 The Company's share capital consists of 100,000 ordinary £1 shares. A first interim distribution was made to shareholders on 26 April 2017, and the second and final distribution was declared on 21 September 2018. The distributions were made as follows:

Dividend	Type	First interim distribution £	Second and final distribution £	Total distribution £
Muriel Taylor	Cash	211,500.00	12,675.70	224,175.70
Stuart Hamilton		70,500.00	4,225.23	74,725.23
David Taylor		70,500.00	4,225.23	74,725.23
Peter Taylor		70,500.00	4,225.23	74,725.23
CB Taylor Discretionary Will Trust		282,000.00	16,900.95	298,900.95
		<b>705,000.00</b>	<b>42,252.34</b>	<b>747,252.34</b>

## 6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS, AND MEMBERS' RIGHTS

### Remuneration

- 6.1 On 5 April 2017, the members resolved that the Joint Liquidators' remuneration be payable as a set amount of £5,000 plus VAT and disbursements. This fee has been drawn in full.

### Expenses and Disbursements

- 6.2 A summary of the Joint Liquidators' expenses from 5 April 2017 to 12 December 2018 is attached at Appendix B. To assist members' understanding of this information, it has been separated into the following two categories:

- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
- *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.

- 6.3 Authority to take category 2 disbursements was approved by members on 5 April 2017.

- 6.4 Attached at Appendix C is additional information in relation to Leonard Curtis' policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

- 6.5 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Clumber Consultancy Limited	Reviewing the Company's pension schemes and advising the Joint Liquidators on their duties.	£250 per report
BSN Associates Limited	Assisting the Joint Liquidators with the terminal loss relief claim	Time costs and disbursements

- 6.6 Further guidance may be found in "A Guide to Liquidators' Fees" which may be downloaded from [www.r3.org.uk/what-we-do/publications/professional/fees](http://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 Katie Wells of this office on 0121 200 2111.



**Members' Rights**

- 6.7 Information concerning the rights of members under Rules 18.9 and 18.34 of the Rules was provided to members within the Notice of Proposed Final Account dated 12 December 2018.

**7 OTHER MATTERS**

**Data Protection**

- 7.1 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 D, 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.
- 7.2 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:  
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

If you require further information in the meantime, please contact Katie Wells of this office **in writing**. Electronic communications should include a full postal address.

Yours faithfully  
for and on behalf of  
**SAGE ALUMINIUM PRODUCTS LIMITED**



**PAUL MASTERS  
JOINT LIQUIDATOR**

Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8262 and 9556, respectively

**FINAL ACCOUNT OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS  
FROM 5 APRIL 2017 TO 4 APRIL 2018, 5 APRIL TO 12 DECEMBER 2018 AND  
CUMULATIVE TO 12 DECEMBER 2018**

	DECLARATION OF SOLVENCY	5 APRIL 2017 TO 4 APRIL 2018	5 APRIL 2018 TO 12 DECEMBER 2018	CUMULATIVE TO 12 DECEMBER 2018
	£	£	£	£
<b>RECEIPTS</b>				
Balance at Bank	746,521.00	6,342.60	-	6,342.60
Balance from CVA	-	727,976.27	-	727,976.27
Interest	-	4.93	28.08	33.01
Terminal loss relief claim	24,843.00	-	20,018.09	20,018.09
VAT refund	1,015.00	-	-	-
	<u>772,379.00</u>	<u>734,323.80</u>	<u>20,046.17</u>	<u>754,369.97</u>
<b>PAYMENTS</b>				
Joint Liquidators' fees		5,000.00	-	5,000.00
Other professional fees		1,000.00	400.00	1,400.00
Category 1 disbursements		336.07	-	336.07
PAYE and NIC payable		254.06	-	254.06
Pension arrangement costs		90.00	-	90.00
Bank charges		37.50	-	37.50
		<u>6,717.63</u>	<u>400.00</u>	<u>7,117.63</u>
<b>DISTRIBUTIONS</b>				
Shareholder				
First distribution, £7.05 per £1 share, 27/04/17		705,000.00	-	705,000.00
Second distribution, £0.42 per £1 shares, 21/09/17		-	42,252.34	42,252.34
		<u>705,000.00</u>	<u>42,252.34</u>	<u>747,252.34</u>
In flow / (out) flow		22,606.17	(22,606.17)	-
Balance carried forward		-	22,606.17	-
<b>Balance brought forward</b>		<u>22,606.17</u>	<u>-</u>	<u>-</u>

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 5 APRIL 2017 TO 12 DECEMBER 2018

## Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Software Licence Fee	Pelstar Limited	Case management system licence fee	87.00	-	87.00	-
Statutory Advertising	Courts Advertising Limited	Advertising	249.07	-	249.07	-
		<b>Total standard expenses</b>	<b>336.07</b>	<b>-</b>	<b>336.07</b>	

## Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Clumber Consultancy Limited	Assistance with reviewing the Company pension documents	500.00	-	500.00	-
Professional Fees	BSN Associates Limited	Tax advice regarding potential tax refund	900.00	400.00	900.00	-
Bank Charges		CHAPS Fee	75.00	37.50	75.00	-
		<b>Total case specific expenses</b>	<b>1,475.00</b>	<b>437.50</b>	<b>1,475.00</b>	<b>-</b>

## 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

## Sage Aluminium Products Limited – In Members' Voluntary Liquidation

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	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £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 <b>disbursements</b> section below	See <b>disbursements</b> 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.

## **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.

## **Sage Aluminium Products Limited – In Members' Voluntary Liquidation**

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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](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**