

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 3 3 6 2 3 4 6

Company name in full Grindale Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Colin David

Surname Wilson

3 Liquidator's address

Building name/number 1 Radian Court

Street Knowlhill

Post town Milton Keynes

County/Region Buckinghamshire

Postcode M K 5 8 P J

Country

4 Liquidator's name

Full forename(s) Trevor John

Surname Binyon

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number 4th Floor, Euston House

Street 24 Eversholt Street

Post town London

County/Region

Postcode N W 1 1 D B

Country

Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up


6 Period of progress report

From date	2	2	0	3	2	0	2	1	
To date	2	1	0	3	2	0	2	2	

7 Progress report

<input type="checkbox"/> The progress report is attached	
--	--

8 Sign and date

Liquidator's signature	Signature		
	X		X
Signature date	^d 1 ^d 8	^m 0 ^m 5	^y 2 ^y 0 ^y 2 ^y 2

LIQ03

Notice of progress report in voluntary winding up



Presenter information

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

Mark Percival

Opus Restructuring LLP

1 Radian Court

Knowlhill

Milton Keynes

Buckinghamshire

Postcode

M

K

5

8

P

J

DX

01908 087220



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

ANNUAL PROGRESS REPORT

GRINDALE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

22 MARCH 2021 TO 21 MARCH 2022

Content

- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Invitation to form a Liquidation Committee
- Decision by Correspondence
- Creditors' Rights
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments Account for the period 22 March 2021 to 21 March 2022 (“the Review Period”)
- Appendix III - Detailed list of work undertaken in the Review Period and the Liquidation
- Appendix IV – Opus Restructuring LLP (“Opus”) charge-out rates and disbursements information
- Appendix V - Time cost information for the Review Period
- Appendix VI - Notice of Invitation to form a Liquidation Committee
- Appendix VII – Notice of Decision Procedure by Correspondence
- Appendix VIII – Proof of Debt
- Appendix IX – Privacy Notice

ADMINISTRATION AND PLANNING

Statutory Information

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found at Appendix III.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

Administration Tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews and other statutory tasks as set out at Appendix III;
- Consulting with staff regarding aspects of the case to ensure efficient progress;
- Monitoring and maintaining an adequate statutory bond; and
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments.

ENQUIRIES AND INVESTIGATIONS

No further investigation work has been required during the Review Period. Please refer to my previous progress reports for more information on the investigation work that was carried out in the Liquidation.

REALISATION OF ASSETS

Rights of Action

As mentioned in my previous progress report, the Company has a significant assigned legal claim against a third-party. Please note that this matter is still ongoing, and the Joint Liquidators are unable to comment on the progress of the claim at this time, to avoid any prejudice. Once this matter has concluded, the Joint Liquidators will provide a detailed explanation of the outcome.

Payments

No payments have been made in the Review Period.

CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

There are no preferential creditors in this matter.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HMRC are a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS Deductions
- Student Loan Deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

As the Company entered Liquidation on 22 March 2019, HMRC are therefore not a secondary preferential creditor for any liabilities.

Unsecured Creditors

During the Review Period, there have been no additional unsecured claims submitted, however, during the Liquidation, a claim from HM Revenue & Customs has been received for £5.89million. Prior to the Review Period, the only other claim received was a joint claim for £1.32million in respect of a joint Directors' Loan Account. No submitted claims have been adjudicated because at this stage, it is uncertain as to whether there will be any dividend payable to unsecured creditors.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Dividend Prospects

At present, it is uncertain as to whether there will be a distribution made to unsecured creditors. This will be dependent on the success of the claim against the third party as mentioned earlier in the report.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

ETHICS

Please also be advised that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. Details of the specialists specifically chosen in this matter are detailed below:

- Courts Advertising – Statutory Advertising;
- Marsh – Bonding; and
- Shakespeare Martineau LLP – Legal Fees.

The agents chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

FEES AND EXPENSES

Pre-Appointment Costs

Please note that there were no pre-appointment costs, as the Company was liquidated by the former Liquidator, Alex Kachani, of Crawfords Accountants, who would have incurred the cost.

The Joint Liquidators' Fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day-to-day administration on cases and a manager and (director/partner) then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a (senior) manager or (director/partner).

As per my previous progress report, the former Liquidator was granted authority by the Company's creditors to draw remuneration on a fixed-fee basis in the sum of £15,000 plus VAT. The original fee approval was drawn in full by the former Liquidator, and therefore, the current Liquidators are now seeking fee approval. Please refer to the Decisions by Correspondence section further down in the report for more information.

The Joint Liquidators' time costs for the Review Period total £4,825, representing 21.70 hours at an average hourly rate of £222.35. No sum has been drawn on account of these time costs as per the above.

Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses that have been incurred and not yet paid during the Review Period are detailed at Appendix V. You will note that there have been no expenses paid for in the Review Period, at Appendix II.

The Category 1 expenses incurred in the Review Period total £103.87, and are detailed at Appendix V. These represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

There have been no Category 2 expenses incurred in the Review Period.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found at www.opusllp.com. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

INVITATION TO FORM A LIQUIDATION COMMITTEE

Attached at Appendix VI is a Notice of Invitation to form a Liquidation Committee. The purpose of the Liquidation Committee is to assist the Joint Liquidators in discharging their functions. However, the Joint Liquidators do not feel that a Liquidation Committee would be of benefit in this instance. Notwithstanding this, creditors are entitled to seek the formation of a Liquidation Committee, providing that there are sufficient nominations received. At least three nominations would need to be received by the date set out at Appendix VI.

DECISIONS BY CORRESPONDENCE

The Joint Liquidators are seeking creditors' approval of the proposed decision by means of a Vote by Correspondence, as detailed at Appendix VII. The Joint Liquidators are asking the creditors to consider the following decision:

- "That a Liquidation Committee will not be established."
- "That the Joint Liquidators' fees be fixed at 2% plus VAT of the 20% of the realisations from assigned third party claim."
- "That the Joint Liquidators' fees be fixed at 25% plus VAT of the realisations from the mis-selling of the SWAP claim."

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

CONCLUSION

The administration of the case will continue, until all outstanding matters detailed in the report are finalised.

If you require any further information, please contact this office.

Yours faithfully,

Signed



COLIN DAVID WILSON

Joint Liquidator

Appendix I

Statutory Information

Company Name	Grindale Limited
Former Trading Name	N/a
Company Number	03362346
Registered Office	c/o Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Former Registered Office	50 Trinity Way, Salford, Manchester, Lancashire, M3 7FX
Office holders	Colin David Wilson and Trevor John Binyon
Office holders' address	Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Date of appointment	19 August 2020

On 19 August 2020 Colin David Wilson and Trevor John Binyon replaced Alex Kachani of Crawfords Accountants as Joint Liquidators of the Company.

Appendix II

Receipts and Payments Account for the Review Period

S of A £		As Previously Reported	22/03/21 to 21/03/22	Total £
RECEIPTS				
NIL	Third Party Funds	4,200.00	NIL	4,200.00
NIL	Rights of Action	1.00	NIL	1.00
NIL		4,201.00	NIL	4,201.00
PAYMENTS				
NIL	Legal Fees	(3,500.00)	NIL	(3,500.00)
NIL	Vat Control Account	(700.00)	NIL	(700.00)
0		(4,200.00)	NIL	(4,200.00)
0	CASH IN HAND	1.00	NIL	1.00



COLIN DAVID WILSON
Joint Liquidator

Appendix III

Detailed list of work undertaken in the Review Period

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Annual corporation tax returns Bonding the case for the value of the assets
Document maintenance/file review/checklist	Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Bank account reconciliations
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Preparing annual progress report
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions
Realisation of Assets	
Claims	Liaise with assignee regarding progress of assigned claim
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone

Appendix IV

Explanation of Opus Restructuring LLP's charging and expense recovery policies

Time recording

Work undertaken on cases is recorded in 6-minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Rates from 04.05.2020 £'s
Partner	250 – 425
Senior Manager / Director	275 – 350
Assistant Manager / Manager	250 – 275
Junior Administrator / Administrator / Senior Administrator	100 – 225
Cashier	150
Support Staff	100

Expense recovery

Expenses are categorised as either Category 1 or Category 2.

Category 1 expenses will generally comprise of external parties which will include the supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from creditors is required and are identified as Category 2 expenses. The amount recharged is the exact amount incurred.

Examples of Category 1 expenses include but are not limited to case advertising, invoiced travel, agents' costs and expenses, solicitors' fees and expenses, external room hire, bank charges, Insolv case management charge and properly reimbursed expenses incurred by personnel in connection with the case (including business mileage up to the HMRC approved rate for cases commenced before 1 November 2011). Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 expenses include elements of shared or allocated costs incurred by Opus and are recharged to the estate; they are not attributed to the estate by a third-party invoice, and they do not include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 expenses are photocopying, all business mileage (for cases commencing on or after 1 November 2011). Payment of Category 2 expenses require the approval of creditors.

Included in Category 2 expenses are costs incurred with associated parties. These include Forensic work undertaken by Opus Pear Tree Limited.

Examples of the current levels of Category 2 expenses recovered by Opus Restructuring LLP are as follows:

Storage (Company and IP records)	Multiple cases with costs allocated between cases but not invoiced separately
Business mileage per mile	£0.45

*The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

Time cost information for the Review Period

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning							
Internal Documentation and IT	0.00	0.00	1.30	0.10	1.40	292.50	208.93
Case Planning	0.00	1.10	1.40	0.00	2.50	602.50	241.00
Case Reviews including MR1s/MR2s	0.00	0.50	2.30	0.00	2.80	610.00	217.86
Administrative Set Up	0.00	0.00	0.00	0.40	0.40	40.00	100.00
Appointment Notification	0.00	0.10	0.00	0.00	0.10	27.50	275.00
Statutory Reporting and Compliance	0.00	1.90	5.20	0.00	7.10	1,692.50	238.38
Firms Administration - Feeing etc	0.00	0.10	0.50	0.00	0.60	140.00	233.33
Cashiering	0.00	0.00	0.50	1.00	1.50	232.50	155.00
Post appointment Corporation tax	0.00	0.00	1.00	0.00	1.00	225.00	225.00
Post appointment VAT	0.00	0.10	0.00	0.00	0.10	27.50	275.00
	0.00	3.80	12.20	1.50	17.50	3,890.00	222.29
Realisation of Assets							
Litigation	0.00	0.00	0.80	0.00	0.80	180.00	225.00
Legal Matters	0.00	0.10	0.50	0.00	0.60	140.00	233.33
Other assets	0.00	0.00	0.30	0.00	0.30	57.50	191.67
	0.00	0.10	1.60	0.00	1.70	377.50	222.06
Creditors							
Correspondence and telephone calls	0.00	0.00	0.40	0.00	0.40	90.00	225.00
Communication with creditors	0.00	0.00	0.50	0.00	0.50	107.50	215.00
	0.00	0.00	0.90	0.00	0.90	197.50	219.44
Case Specific Matters							
legal issues	0.00	0.00	1.60	0.00	1.60	360.00	225.00
	0.00	0.00	1.60	0.00	1.60	360.00	225.00
Total hours	0.00	3.90	16.30	1.50	21.70		
Time costs	0.00	1,072.50	3,557.50	195.00	4,825.00		
Average hourly rate	0.00	275.00	218.25	130.00	222.35		
Summary of Fees							
Time spent in administering the Assignment	Hours			21.70			
Total value of time spent to 21 March 2022	£			4,825.00			
Total Joint Liquidators' fees charged to 21 March 2022	£			0.00			
Disbursements							
Description	Total Incurred £			Total Recovered £			
CAT 1 Advertising				0.00			
CAT 1 Postage				0.00			

Appendix VI

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: Grindale Limited ("the Company")

Company Number: 03362346

This Notice is given under Rule 6.19 of the Insolvency Rules (England & Wales) 2016 ("the Rules"). It is delivered by the Director of the Company, c/o Colin David Wilson, of Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Director of the Company by one of the following methods:

By post to: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ

By email to: mark.percival@opusllp.com

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. An email is treated as delivered at 9:00am on the next business day after it was sent.

All nominations must be delivered by: 4:00pm on 3 June 2022.

Nominations can only be accepted if the Convener of the meeting is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to: www.opusllp.com.

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor): _____ ,

at (address of Creditor): _____ ,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No

Appendix VII

NOTICE OF DECISION PROCEDURE

Company Name: Grindale Limited ("the Company")

Company Number: 03362346

This Notice is given under Rule 6.19 of the Insolvency Rules (England & Wales) 2016 ("the Rules"). It is delivered by the Director of the Company, c/o Colin David Wilson, of Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.

Creditors are invited to vote by correspondence on the following (for the full wording of proposed decisions, see overleaf):

1. That a Liquidation Committee be established if sufficient nominations are received.
2. The basis of the Joint Liquidators fees.

Overleaf is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a Proof of Debt if one has not already been submitted, must be completed and returned to the Joint Liquidators by one of the methods set out below:

By post to: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ

By fax to: 01908 483950

By email to: mark.percival@opusllp.com

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the Decision Date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 on 6 June 2022.

If the Joint Liquidators have not received a Proof of Debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the Decision Date.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.



COLIN DAVID WILSON

Joint Liquidator

VOTE BY CORRESPONDENCE

Company Name: Grindale Limited ("the Company")

Company Number: 03362346

Name of Creditor: _____

Address: _____

Decisions:

1	"That a Liquidation Committee will not be established."	*For / Against
2	"That the Joint Liquidators' fees be fixed at 2% plus VAT of the 20% of the realisations from assigned third party claim."	*For / Against
3	"That the Joint Liquidators' fees be fixed at 25% plus VAT of the realisations from the mis-selling of the SWAP claim."	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

NAME IN CAPITALS: _____

Position with, or relationship to, creditor or other authority for signature:

Are you the sole member/shareholder of the creditor (where it is a company)?

☐ Yes / ☐ No

Please complete this form and return it, along with a completed Proof of Debt if you have not submitted one previously, so that it is delivered by 23.59 on 6 June 2022 by:

Post: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ

Fax: 01908 483950

Email: please scan in a signed copy of this form and attach it as a pdf to: mark.percival@opusllp.com

Appendix VIII

PROOF OF DEBT – GENERAL FORM

Grindale Limited

Date of resolution for voluntary winding-up: 22 March 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of winding-up, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ, info@opusllp.com.</p> <p>Where an insolvency practitioner of Opus Restructuring LLP is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ, info@opusllp.com.</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none">• deliver services and meet legal responsibilities• verify identity where this is required• communication by post, email or telephone• understand needs and how they may be met• maintain records• process financial transactions• prevent and detect crime, fraud or corruption• may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Opus Restructuring LLP has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>

<p>Who we share our data with</p>	<p>Personal data held by us may be transferred to:</p> <p>Other member firms and/or Other offices Details of our member firm/other office locations are available here www.opusllp.com. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
<p>How long we retain your personal information</p>	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
<p>Your rights</p>	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform</p> <p>This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data</p> <p>You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ info@opusllp.com. We will aim to respond to any requests for information promptly, and in any event within one month.</p>

	<p>Amendment of personal data</p> <p>To update personal data submitted to us, you may email us at info@opusllp.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances</p> <p>Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
Changes to our privacy statement	We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.
Complaints	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.