

# AM10

## Notice of administrator's progress report



Companies House

WEDNESDAY



A22 \*A7WSVT69\* 09/01/2019 #231  
COMPANIES HOUSE

### 1 Company details

Company number 03710806

Company name in full Temps Realisations (2018) Limited  
(Formerly Temps Limited)

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Julien

Surname Irving

### 3 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street  
Spinningfields

Post town Manchester

County/Region

Postcode M3 3BZ

Country

### 4 Administrator's name ①

Full forename(s) Andrew

Surname Poxon

① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street  
Spinningfields

Post town Manchester

County/Region

Postcode M3 3BZ

Country

② Other administrator

Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d 1	d 5	m 0	m 6	y 2	y 0	y 1	y 8
To date	d 1	d 4	m 1	m 2	y 2	y 0	y 1	y 8

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X 

X

Signature date

d 0	d 8	m 0	m 1	y 2	y 0	y 1	y 9
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# AM10

## Notice of administrator's progress report



### Presenter information

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

Contact name

Rachel Cooke

Company name

Leonard Curtis

Address

Tower 12, 18/22 Bridge Street

Spinningfields

Manchester

Post town

County/Region

Postcode

M 3 3 B Z

Country

DX

Telephone

0161 831 9999



### 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

**TEMPS REALISATIONS (2018) LIMITED  
(FORMERLY TEMPS LIMITED)  
(IN ADMINISTRATION)**

Registered Number: 03710806

Court Ref: 2531 of 2018

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

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

**Report period  
15 June 2018 to 14 December 2018**

**8 January 2019**

**Julien Irving and Andrew Poxon - Joint Administrators  
Leonard Curtis  
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ  
Tel: 0161 831 9999 Fax: 0161 831 9090  
General email: [recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)  
Ref: M/38/RLC/T936K/1010**

## **TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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**STRICTLY PRIVATE AND CONFIDENTIAL  
NOT FOR PUBLICATION**

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

**1 INTRODUCTION**

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Temps Realisations (2018) Limited (Formerly Temps Limited) ("the Company") for the period from 15 June 2018 to 14 December 2018. This is the Joint Administrators' first progress report to creditors.

**2 STATUTORY INFORMATION**

- 2.1 Julien Irving and Andrew Poxon were appointed as Joint Administrators of the Company in the jurisdiction of the High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2531 of 2018 on 15 June 2018. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was 2nd Floor, Dane Mill Business Centre, Broadhurst Lane, Congleton CW12 1LA. The business traded under its former registered name. The Company name was changed on 5 September 2018.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was 2nd Floor, Dane Mill Business Centre, Broadhurst Lane, Congleton CW12 1LA. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 03710806.
- 2.5 For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

**3 JOINT ADMINISTRATORS' PROPOSALS**

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were approved by the general body of creditors on 24 July 2018.
- 3.3 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.4 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in administration).

## TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

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- 3.5 We consider that this objective has been achieved for the following reasons:
- The sale of the business has maintained the current business management, which has preserved the continuity of the Company's customer relationships. This has resulted in an enhanced recovery of the Company's assets compared to liquidation;
  - The transfer of certain of the Company's employees has resulted in the reduction of employee claims for redundancy; and
  - A distribution to unsecured creditors is likely.
- 3.6 In any event, the third objective is to realise property in order to make a distribution to one or more secured or preferential creditors, which has already been achieved as a distribution has been made to Close Brothers Limited ("Close") under the terms of its fixed charge security from book debt realisations.

### 4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 15 June 2018 to 14 December 2018.

#### 4.2 Sale of Business

As previously reported to creditors, the business and assets of the Company were sold for £1,687,224.55 on 15 June 2018 to Temps Recruitment Limited (CRN: 11242628), a connected company by virtue of the common directorships and shareholdings of both Nicholas Pimlott and Angela Pimlott.

The sale consideration has been apportioned as follows:

	£
<b>Assets Specifically Pledged</b>	
Book Debts	1,407,224.55
Goodwill	35,000.00
<b>Asset Not Specifically Pledged</b>	
Equity in Book Debts	100,000.00
Office / IT Equipment	11,000.00
Unencumbered Motor Vehicles	10,000.00
WIP and Customer Contracts	5,000.00
Equity in Leased Motor Vehicles	4,000.00
Leasehold Property	115,000.00
	<u>1,687,224.55</u>

Sales consideration of £1,522,224.55 was payable immediately upon completion, followed by five monthly payments of £28,000 and a final payment of £25,000. The Purchaser has granted the Company a debenture containing fixed and floating charges as security for the outstanding deferred consideration. The security is limited to the unpaid balance of consideration. Nicholas Pimlott, in his capacity as director of the Purchaser has also provided a personal guarantee in respect of the Purchaser's obligations to pay the deferred consideration.

The Purchaser is currently in arrears by £53,000 in breach of the sale agreement. The Joint Administrators are in correspondence with the Purchaser to rectify this position and will contact the guarantor if necessary.

#### 4.3 Licence to Occupy

The Company had historically operated from nine different leasehold properties, in addition to 21 Fletcher Street, Stockport, Greater Manchester, SK1 1DY ("the Property") which was sold as part of the sale of business. The

Purchaser continued to trade from two of the premises. As such, the Joint Administrators provided the Purchaser with a Licence to Occupy the two premises.

The Purchaser has now arranged ongoing occupation regarding the property located at 45 Nantwich Road, Crewe, Cheshire, CW2 6AW directly with the landlord, and as a result rent has been paid directly, thus no licence fee has been collected.

The Purchaser is also trading from a property located at 1<sup>st</sup> Floor, Unit 4, Trinity Parade, Hanley, Stoke-On-Trent, Staffordshire, ST1 5RW ("Trinity Parade"). Rent is payable at a rate of £833.33pcm. To date, we have received licence fees totalling £6,831.00 and made rent payments of £4,333.27 during the period. The balance of rent due will be paid to the landlord in due course. We understand that the Purchaser has vacated Trinity Parade following the period of this report and thus a refund of part of the licence fee may be required.

#### **4.4 Cash at Bank**

Following our appointment the Joint Administrators have written to the Company's bankers National Westminster Bank plc, to request credit funds of c.£200 are remitted to the Joint Administrators. However, as it transpires that there was an overdraft on a different account held with the bank, the bank have offset the credit balance against the debit balance. We therefore do not anticipate any realisations regarding this category of assets.

#### **4.5 Sundry Refunds**

Following an audit and investigation of non-domestic business rates in properties previously occupied by the Company, out appointed agents Consultium Property Limited ("CAPA") have recovered a refund of £400.32. They have received 25% commission for their assistance, and thus the net realisations for the benefit of the creditors is £300.24. No further realisations are anticipated in this regard.

#### **4.6 Interest**

The Joint Administrators have received £57.61 in interest on funds held in their bank account during this reporting period. Any further realisations in this regard will be minimal.

### **5 ASSETS STILL TO BE REALISED**

- 5.1 The only assets still to be realised are the sales consideration discussed at 4.2 above.

### **6 INVESTIGATIONS**

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.



## TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

### 7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

#### Pre-Administration Costs

- 7.1 On 24 July 2018, the general body of creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged	Amount paid (£)	Amount unpaid (£)
Leonard Curtis	Marketing of the company & negotiation of the sale to the Purchaser	37,049.00	37,049.00	-
CAM	Valuation of plant & machinery	7,500.00	-	7,500.00
CRM	Valuation of book debt ledger	7,500.00	-	7,500.00
SWL	Valuation of the Property	5,000.00	5,000.00	-
Farleys	Appointment documentation and sale agreement	7,500.00	7,500.00	-
<b>TOTAL</b>		<b>64,549.00</b>	<b>49,549.00</b>	<b>15,000.00</b>

The costs that have been paid are detailed in the receipts and payments account attached at Appendix B. The outstanding costs will be paid shortly.

#### Joint Administrators' Remuneration

- 7.2 On 24 July 2018, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £150,005.00, as set out in a Fees Estimate.
- 7.3 The time charged by the Joint Administrators for the period of this report amounts to £117,712.50. This represents 329.5 hours at an average rate of £357.25 per hour. A summary of time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.4 Attached, at Appendix D, is a summary of time costs incurred to date compared with time costs as set out in the Joint Administrators original fees estimate.
- 7.5 You will note that time costs incurred to date do not exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated. The areas where significant variance has occurred relate to Statutory & Review, and Legal Services.
- 7.6 Greater time than initially envisioned has been recorded to the category of Statutory & Review. Frequent case reviews have been required during the matter, some of which have been done by senior members of staff who command higher charge out rates given their experience level.
- 7.7 Time has been recorded against the category of Legal Services totalling £1,265 which was not originally envisioned. The use of Leonard Curtis' in-house legal team is considered to be substantially more cost effective than seeking external legal advice. Time has been recorded by the legal team with regards to preparing a Deed of Surrender regarding one of the Company's trading premises.
- 7.8 The Administration is not yet complete and it is therefore anticipated that further time costs will be incurred in dealing with this matter. The Joint Administrators do not anticipate that the Fees Estimate will be exceeded. However should information come to light during the course of the Administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Fees Estimate was provided,

## TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

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It may be necessary for the Joint Administrators to revert to the general body of creditors for further approval. The information provided above is therefore for information purposes only.

- 7.9 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:  
<https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 7.10 If you would prefer this to be sent to you in hard copy please contact Rachel Cooke of this office on 0161 831 9999.
- 7.11 The remuneration drawn by the Joint Administrators to date totals £105,726.00 plus VAT.

### 8 JOINT ADMINISTRATORS' EXPENSES

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

Expenses are separated into the following categories:

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 24 July 2018, the general body of creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 8.4 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 8.5 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 8.6 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 8.7 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.

## TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

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- 8.8 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

### 9 ESTIMATED OUTCOME FOR CREDITORS

- 9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix G.

#### 9.2 Secured Creditors

##### Close

Close holds security by way of a debenture incorporating fixed and floating charges which was created on 13 April 2018 and registered at Companies House on 16 April 2018. In addition, Close holds a fixed charge over the Property which was created on 10 April 2018 and registered at Companies House on 16 April 2018. Close provided an invoice finance and property loan facility.

The Company's debtor ledger as at 15 June 2018 stood at c£2.193m with funds in use under Close's facility of approximately £1.407m.

The Purchaser acquired the Company's debtor ledger as part of its acquisition of the Company's business and assets for the sum of £1,407,224.55. These funds were distributed to Close on 15 June 2018. Close has been repaid in full.

#### 9.3 Preferential Claims

The only categories of claims which have preferential status are those of employees in respect of unpaid wages and accrued but unpaid holiday pay and certain pension contributions. The Company had 43 employees. As part of the pre-packaged sale of the business, all of the Company's employees were transferred to the Purchaser under the relevant legislation. No preferential claims in respect of wages and holiday pay are anticipated to arise during the Administration.

As discussed in the Joint Administrators' Proposals, it has been established that there are unpaid pension liabilities. There is a total pension liability of £167,523.33, of which the sum of £25,502.42 will rank as a preferential claim within the Administration.

It is anticipated that this preferential claim will be repaid in full.

#### 9.4 Prescribed Part

As the secured creditor has been repaid in full under its fixed charge, there is no requirement to set aside a prescribed part in this case.

#### 9.5 Unsecured Non-Preferential Claims

Based upon the information currently available, it is anticipated that there will be sufficient funds available to allow a dividend to be paid to unsecured creditors. This may be paid in the administration with the consent of the court or by a subsequently appointed Liquidator, should liquidation be the appropriate exit route from the administration process. Creditors are asked to forward full details of their claims using the proof of debt form attached at Appendix H.

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

**10 MATTERS STILL TO BE DEALT WITH**

10.1 Matters still to be dealt with before conclusion of the Administration include the following:

- The realisation of the remaining assets, as detailed in sections 4 and 5;
- A distribution to the preferential creditors;
- The unpaid remuneration and expenses will need to be defrayed; and
- Consideration regarding whether an application should be made to court to request permission to make an unsecured dividend in the administration, or whether the Company should be placed into liquidation.

**11 EXTENSIONS TO THE ADMINISTRATION**

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

11.2 In certain circumstances it may be necessary to extend the administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months as follows:

- With the consent of each secured creditor of the Company; and
- By a decision of the unsecured creditors in a decision procedure.

11.3 The appropriate body of creditors will be contacted in due course should an extension be required.

11.4 The Joint Administrators will be discharged from liability immediately upon their appointment as Administrators ceasing to have effect.

**12 NEXT REPORT**

12.1 The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

**13 DATA PROTECTION**

13.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. 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. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix I, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

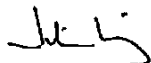
If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

**TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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Yours faithfully  
for and on behalf of

**TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED)**



**JULIEN IRVING  
JOINT ADMINISTRATOR**

Julien Irving 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 13092 and 8620, respectively

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

**SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS**

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

TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

APPENDIX B

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM  
15 JUNE 2018 TO 14 DECEMBER 2018

	Estimated to Realise £	Received/ Paid by Joint Administrators £
<b>RECEIPTS</b>		
<b>Assets Specifically Pledged</b>		
Book Debts	1,407,224.55	1,407,224.55
Leasehold Property	115,000.00	115,000.00
Goodwill	35,000.00	35,000.00
	<u>1,557,224.55</u>	<u>1,557,224.55</u>
<b>RECEIPTS</b>		
<b>Assets Not Specifically Pledged</b>		
Office & IT Equipment	11,000.00	11,000.00
Unencumbered Motor Vehicles	10,000.00	10,000.00
Equity in Leased Motor Vehicles	4,000.00	4,000.00
Work in Progress and Customer Contracts	5,000.00	5,000.00
Equity in Book Debts	100,000.00	47,000.00
Licence fee - Trinity Parade	-	6,831.00
Cash at Bank	200.00	-
Sundry Refunds	-	400.32
Interest	-	57.61
	<u>130,200.00</u>	<u>84,288.93</u>
<b>TOTAL RECEIPTS</b>		<u>1,641,513.48</u>
<b>PAYMENTS</b>		
Joint Administrators' pre appointment fees		(37,049.00)
Pre appointment agents fees		(5,000.00)
Pre appointment legal fees		(7,500.00)
Joint Administrators' remuneration		(105,726.00)
Legal fees		(5,850.68)
Accountancy Fees		(5,500.00)
Agents' Fees and Expenses		(100.08)
Category 1 disbursements		(637.02)
Category 2 disbursements		(117.38)
Rent - Trinity Parade		(4,333.27)
Bank Interest and Charges		(15.00)
<b>TOTAL PAYMENTS</b>		<u>(171,828.43)</u>
<b>RECEIPTS LESS PAYMENTS</b>		<u>1,469,685.05</u>
<b>DISTRIBUTIONS BY CLASS OF CREDITOR</b>		
Secured Creditor - Close		(1,407,224.55)
		<u>(1,407,224.55)</u>
<b>BALANCE IN HAND</b>		<u>62,460.50</u>

APPENDIX C

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD  
FROM 15 JUNE 2018 TO 14 DECEMBER 2018

	Total Units	Cost £	Average Hourly Rate £
Statutory & Review	318	11,878.00	373.52
Receipts & Payments	241	7,595.00	315.15
Insurance	151	5,238.50	346.92
Assets	375	15,571.50	415.24
Liabilities	794	30,505.00	384.19
Landlords	370	14,011.50	378.69
Debenture Holder	59	2,536.00	429.83
General Administration	237	7,939.00	334.98
Appointment	231	6,585.50	285.09
Planning & Strategy	19	855.00	450.00
Post Appointment Creds Mtngs	299	8,133.50	272.02
Investigations	139	4,984.00	358.56
Case Specific	21	615.00	292.86
LEGAL SERV - Preparation	29	1,085.00	374.14
LEGAL SERV - Drafting docs	10	150.00	150.00
LEGAL SERV - Email Out	2	30.00	150.00
<b>Total</b>	<b>3,295</b>	<b>117,712.50</b>	<b>357.25</b>

All Units are 6 minutes



## DESCRIPTION OF TIME SPENT BY CATEGORY

### Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it ensures that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work carried out under this category has comprised the following:

- Case management reviews are carried out periodically throughout the life of the case. This helps to ensure that the case is progressing as planned, whilst all statutory obligations continue to be met. The case administrator has undertaken regular reviews of the case, noting points to be actioned, and then following these up;
- The LC Compliance Department have spent time during the Administration reviewing the Joint Administrators' case files. This has involved reviewing all correspondence, statutory documentation, creditor claims, asset realisations and procedures undertaken by the Joint Administrators before and upon their appointment. A report encompassing details of the review has been produced which contained recommendations to the Joint Administrators to ensure that all matters are being progressed and that adherence to statutory requirements continue to be met. Time has then been incurred by the case administrator conducting work recommended by the Compliance department;
- The preparation of a case progression plan;
- The preparation of an estimated outcome statement;
- Dealing with matters pertaining to the fee approval; and
- Assisting the Directors and Allens Chartered Accountants ("Allens") with the preparation of the Statement of Affairs.

### 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. This has included:

- The opening of the case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Timely completion of all post appointment tax and VAT returns;
- Updating the estimated outcome statement;
- Managing estate expenses; and
- Invoicing the Joint Administrators' fees.

### Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see 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.

- A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. A bond has therefore been calculated and requested in accordance with the Insolvency Practitioners' Regulations 2005. 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;
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes:
  - Liaising with the Company directors to establish the existence of Company pension schemes;
  - Instructing and assisting agents with regards to investigating the Company's pension schemes;
  - Making the statutory notifications under s22 and s120 of the pensions legislation;
  - Liaising with pensions providers to understand the nature of the scheme;

## **TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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- Correspondence with the Pensions Regulator; and
- Submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme.

### **Assets**

- Completion of the sale of business and assets;
- Regular correspondence with the Purchaser to ensure payments were made in line with the agreement and pursuing any arrears in respect of the sale consideration;
- Correspondence with Close in relation to debts sold and entering into Deed of Priority;
- Considering the issue of Capital Gains Tax on Company assets;
- Correspondence with the Company's pre appointment bankers to determine the availability of any credit funds;
- Liaising with CAPA regarding a rates refund.

### **Liabilities**

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

#### *Statutory*

- Processing of claims from the Company's creditors, which is particularly important given that a distribution to unsecured creditors is likely. There are over 70 creditors of the Company, and to date over £1.1million of creditor claims have been received;
- Considering VAT and PAYE Company liabilities;
- Dealing with the preferential claim received;
- The preparation of the SIP16 report to creditors;
- The review of the SIP16 report by senior members of the team;
- The preparation of the Joint Administrators' Proposals; and
- The review of the Joint Administrators' Proposals by senior members of the team.

#### *Non-statutory*

- Dealing with enquiries from the Company's creditors;
- Meeting with Allens to discuss the Company's HMRC liabilities.

### **Landlords**

- Review of current leases in respect of two of the Company's trading premises;
- The preparation of the Licence to Occupy;
- Dealing with issues regarding the receipt and payment of rent;
- Dealing with the surrender of the leases;
- Liaising with landlords in respect of premises.

### **Debenture Holder**

- Correspondence by senior members of the team with the secured creditor, providing updates on the progress of the matter.

### **General Administration**

This category of work does not result in a direct financial benefit for creditors; however it is necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the administration:

- General planning matters;
- Setting up and maintaining the administrators' records to ensure they are kept in good order;

## **TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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- Filing;
- Liaising with various parties to establish the whereabouts of all company records;
- Making arrangements regarding the collection of company records;
- The preparation of general correspondence; and
- Dealing with general correspondence and communicating with creditors.

### **Appointment**

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

- Set up of the Joint Administrators' electronic files;
- Set up of the Joint Administrators' hard copy files;
- Statutory notifications to creditors and other interested parties following the Joint Administrators' appointment; and
- Review of the SIP16 letter by a senior member.

### **Planning & Strategy**

The Joint Administrators have spent time considering the overall case strategy and preparing a case plan.

### **Post Appointment Creditors' Decisions**

Agreeing and reporting on our proposals and fee basis is a statutory requirement. Work completed to date includes the following:

- Preparation of Joint Administrators' Proposals for achieving a statutory purpose of the Administration;
- Preparation of Fees Estimate and Statement of Expenses in accordance with the Rules;
- Review of the Proposals and the Fees Estimate by a senior member of the team;
- Convening a meeting by correspondence to agree Fees Estimate with appropriate body of creditors;
- Reviewing votes received and preparing schedule of the same; and
- Reporting on outcome of voting.

### **Investigations**

The team is required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of all directors involved in the Company during the three years leading up to the insolvency. The case administrator has therefore prepared and submitted a reports on all the directors to the Insolvency Service. In order to submit the report, the case administrator's investigations have included but are not limited to the consideration of the books and records of the company received to date, and reviewing the Company's bank statements.

### **Case Specific**

Time has been recorded with regards to case filing, and the review of the report to the Insolvency Service by the Joint Administrator.

### **Legal Services**

The use of Leonard Curtis' in-house legal team is considered to be substantially more cost effective than seeking external legal advice. Time has been recorded by the legal team with regards to drafting, reviewing, amending and executing a Deed of Surrender.

SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO DATE  
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEE ESTIMATE

	FEES ESTIMATE			INCURRED TO 14 DECEMBER 2018			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	
Statutory & Review	299	8,679.00	290.27	318	11,878.00	373.52	3,199.00
Receipts & Payments	360	10,897.50	302.71	241	7,595.00	315.15	(3,302.50)
Insurance	325	9,882.50	304.08	151	5,238.50	346.92	(4,644.00)
Assets	780	26,095.00	334.55	375	15,571.50	415.24	(10,523.50)
Liabilities	1,080	36,105.00	334.31	794	30,505.00	384.19	(5,600.00)
Landlords	420	14,480.00	344.76	370	14,011.50	378.69	(468.50)
Debenture Holder	85	2,825.00	332.35	59	2,536.00	429.83	(289.00)
General Administration	335	10,150.00	302.99	237	7,939.00	334.98	(2,211.00)
Appointment	325	9,725.00	299.23	231	6,585.50	285.09	(3,139.50)
Planning & Strategy	142	4,936.00	347.61	19	855.00	450.00	(4,081.00)
Post Appointment Creds Mtngs	345	10,905.00	316.09	299	8,133.50	272.02	(2,771.50)
Investigations	155	5,325.00	343.55	139	4,984.00	358.56	(341.00)
Case Specific	-	-	-	21	615.00	292.86	615.00
Legal Services - Preparation	-	-	-	29	1,085.00	374.14	1,085.00
Legal Services - Drafting docs	-	-	-	10	150.00	150.00	150.00
Legal Services - Email Out	-	-	-	2	30.00	150.00	30.00
	4,651	150,005.00	322.52	3,295	117,712.50	357.25	(32,292.50)

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**TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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**APPENDIX E**

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES  
FROM 15 JUNE 2018 TO 14 DECEMBER 2018  
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'  
STATEMENT OF LIKELY EXPENSES**

**Standard Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to 14 December 2018 £	Amount Paid £	Amount Unpaid £
Client Identification Checks	Business Tax Centre	Electronic client verification	25.00	25.00	25.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	400.00	400.00	400.00	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	84.00	42.00	42.00	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	249.06	83.02	83.02	-
Storage Costs	-	Storage of books and records	250.00	-	-	-
		<b>Total standard expenses</b>	<b>1,095.06</b>	<b>637.02</b>	<b>637.02</b>	<b>-</b>

**TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION****Case Specific Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to 14 December 2018 £	Amount Paid £	Amount Unpaid £
Accountancy Fees	Allens	Work in respect of the Company's Statement of Affairs	2,500.00	2,500.00	2,500.00	-
Accountancy Fees	Allens	Concluding the Company's pre-appointment VAT and PAYE returns	1,500.00	1,500.00	1,500.00	-
Accountancy Fees	Allens	Providing tax advice in respect of the sale of the business and assets of the Company, and in particular advising on a capital gain liability or terminal loss relief claim which may arise	1,500.00	1,500.00	1,500.00	-
Legal Fees	Farleys	Costs of appointed Solicitors	2,500.00	5,850.68	5,850.68	-
Agent's Fees	CAPA	Investigating refund from the local authority in respect of non-domestic rates refund	25% of any refund	110.08	110.08	-
Agent's Fees	CAM	Costs of appointed agents to assist in the collection of the Company's records	1,000.00	-	-	-
Agent's Fees	Insol Group Limited ("Insol")	Pension Scheme Advice	1,500.00	-	-	-
Staff Mileage	Leonard Curtis staff	Category 2 disbursement requiring specific creditor / committee approval	200.00	117.38	117.38	
Bank Charges	AIB	Bank Charges	-	15.00	15.00	-
		<b>Total case specific expenses</b>	<b>10,700.00</b>	<b>11,593.14</b>	<b>11,593.14</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

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 £
Director	450
Senior Manager	410
Manager 1	365
Manager 2	320
Administrator 1	260
Administrator 2	230
Administrator 3	210
Administrator 4	150
Support	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:

## TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION

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	<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	£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.



**TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

**APPENDIX G**

**ESTIMATED OUTCOME STATEMENT**

	<b>Secured</b>	<b>Financed</b>	<b>Preferential</b>	<b>Unsecured</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Amount estimated to be available to class of creditor	1,557	N/A	49	23
Amount due to creditor per Appendix B	(1,407)	N/A	(26)	(887)
Estimated dividend rate (as a %)	100%	N/A	100%	3%

**Proof of Debt – General Form**

**Relevant date: 15 June 2018**

**Name of Company in Administration:**

Temps Realisations (2018) Limited (Formerly  
Temps Limited)

**Company registered number:**

03710806

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

2. Correspondence address of creditor (including  
email address)

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

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

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

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

APPENDIX H (cont)

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

--

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

--

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

--

10. Date of signing:

--

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

--

12. Name in BLOCK LETTERS

--

13. Position with, or relation to, creditor

--

Notes:

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

## 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.

## **TEMPS REALISATIONS (2018) LIMITED (FORMERLY TEMPS LIMITED) – IN ADMINISTRATION**

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### **Your right to complain**

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

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

### **Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: [privacy@leonardcurtis.co.uk](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**