

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A21 *A7X86NØZ* 15/01/2019 #219
COMPANIES HOUSE

please
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shouse

1 Company details

Company number 0 4 0 9 6 0 2 9

Company name in full DPG Realisations 2017 Limited
(formerly Delph Property Group Limited)

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) A J

Surname Duncan

3 Liquidator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

4 Liquidator's name ①

Full forename(s) N A

Surname Bennett

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	d 1 7	m 1 1	y 2 0 1 7
To date	d 1 6	m 1 1	y 2 0 1 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 1 4	m 0 1	y 2 0 1 9
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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.

Contact name **Dane O'Hara**

Company name **Leonard Curtis**

Address **5th Floor**

Grove House

248a Marylebone Road

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**DPG Realisations 2017 Limited
(In Members' Voluntary Liquidation)**

Company Number: 04096029

Former Registered Office: 35 Ballards Lane, London N3 1XW

Trading Address: 3rd Floor, 44-45 Great Marlborough Street, London W1F 7JL

**Joint Liquidators' First Progress Report
Prepared Pursuant to Section 92A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period
17 November 2017 to 16 November 2018**

14 January 2019

**Leonard Curtis
5th Floor, Grove House, 248a Marylebone Road
London NW1 6BB
Tel: 020 7535 7000 Fax: 020 7723 6059
recovery@leonardcurtis.co.uk
Ref: L/31/DH/DEL10/1010**

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TO ALL MEMBERS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 A J Duncan and N A Bennett were appointed Joint Liquidators of DPG Realisations 2017 Limited ("the Company") by the members on 17 November 2017.
- 1.2 A J Duncan is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 17 November 2017 to 16 November 2018, as required by Section 92A(1) of the Insolvency Act 1986 (as amended) and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for members and other information that the Joint Liquidators are required to disclose.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 1 December 2017.

2.2 Assets Realised

Details of the asset realisations within the period of this report have been provided below. It should be noted that the Declaration of Solvency ("DoS") was made up to 30 September 2017, which is some time prior to the eventual date of liquidation. Consequently, a significant number of transactions were made by the Company between the date of the DoS and the liquidation. For this reason, there are substantial deviations between the DoS values and the realisations in the liquidation which are explained below.

2.3 Investment in Subsidiaries

The Company holds shares in Delph Properties Birmingham 2 Limited ("DPB2") and First Property Rentals Limited ("FPR"). These entities are in the process of being wound up.

To date, £200,000 has been received as a capital distribution from DPB2.

It is anticipated that further funds will be received from both companies in the form of dividends / capital distributions, although the exact quantum remains uncertain at present.

2.4 Balance at Bank

The DoS showed a balance at bank of £767,419. At the date of liquidation the Company had a cash at bank balance of £8,100,000, which was recovered in full.

The significant difference arose as a result of various intercompany loan repayments and a dividend received from DPB2 shortly prior to the liquidation.

2.5 Interest in Freehold Property

The Company had 50% interest in a freehold property known as Inkworks. This interest was shown on the DoS with a book value of £27,000.

The Company's interest in the Inkworks property was valued at £50,000 and distributed to one of the Company's shareholders, Paul Crocker, in specie.

2.6 Numerous Intercompany Receivables Paid Prior to Liquidation

The following intercompany receivable balances were shown on the DoS but were repaid prior to the commencement of the liquidation:

	£
Delph Investments Limited	59,746
Pearl Property Limited	<u>522,915</u>
	<u>582,661</u>

2.7 Intercompany Receivable – First Property Rentals

The DoS showed an outstanding intercompany loan balance of £124,742 due from FPR. At the date of liquidation, an intercompany balance of £9,191 remained outstanding.

This balance has been received in full on 18 October 2018.

2.8 Intercompany Receivable – Delph Properties Birmingham 2 Limited

The DoS showed an intercompany receivable balance of £4,997,426 due from DPB2.

At the date of liquidation an intercompany balance of £26,074 remained outstanding from DPB2, following part settlement of the liability in the weeks preceding the liquidation.

This residual balance was received in full on 30 August 2018.

2.9 Other Debtors

The DoS showed other debtors of £11,800. These debts were recovered by the Company prior to the liquidation.

2.10 Intercompany Receivable – Orleans House ("OH")

At the date of liquidation, an intercompany balance of £4,000 was outstanding from OH. This balance was received in full on 18 October 2018.

2.11 Intercompany Receivable – Table Talk ("TT")

At the date of liquidation, an intercompany balance of £335,318 was outstanding from TT which had previously been written off as unrecoverable in the Company's account. However, it came to light that an element of the debt may prove to be recoverable and as such, this debt was distributed in specie to Mr Paul Crocker, a shareholder of the Company, on 4 July 2018. For the purpose of the distribution, the Company's accountants valued the debt at £64,000.

2.12 Loan Interest – TT

The intercompany debt of £335,318 was subject to interest charges. At the date of liquidation, interest of £16,515 was payable to the Company and was received in full on 2 July 2018.

2.13 Deposit Interest

Gross deposit interest of £1.64 has been received.

2.14 Assets Still to be Realised

The following assets are still to be realised:

Description	£
Dividend from FPR	Uncertain
Final return of capital from DPB2	Uncertain
Investments (shares)	Uncertain
VAT repayment	4,405
	<u>4,405</u>

3 RECEIPTS AND PAYMENTS ACCOUNT

3.1 A summary of the Joint Liquidators' receipts and payments for the period from 17 November 2017 to 16 November 2018 is attached at Appendix A.

3.2 All figures are stated net of VAT.

4 PAYMENTS TO CREDITORS

4.1 As detailed in the DoS, liabilities were estimated to total £377,234.

4.2 A notice for creditors to submit claims was advertised on 17 November 2017.

4.3 Creditor claims totalling £11,975 were paid in full. It is our understanding that the balance of the liabilities were paid prior to our appointment.

5 DISTRIBUTIONS TO MEMBERS

The Company's share capital consists of 200 ordinary shares of £1 each and distributions to the members have been made as follows:

Date	Dividend	Type	£	£ / Share
17.11.17	First Interim	In Specie	8,150,000.00	40,750
04.07.18	Second Interim	Cash and In Specie*	98,461.54	492
25.10.18	Third interim	Cash	143,896.46	719
			<u>8,392,358.00</u>	<u>41,961</u>

*Please note that £64,000 was distributed in specie to Mr Paul Crocker while the other shareholders were paid in cash.

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

Pre-Appointment Fees

- 6.1 On 17 November 2017, the members resolved that the pre-appointment costs be payable as a set amount of £3,000 plus VAT. This amount has been drawn in full.

Remuneration

- 6.2 On 17 November 2017, the members resolved that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation. The Joint Liquidators' time costs from 17 November 2017 to 16 November 2018 are £13,909, which represents 42.9 hours at an average hourly rate of £324.22. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 17 November 2017 to 16 November 2018. Fees totalling £7,000 have been recovered from estate funds.

Expenses and Disbursements

- 6.3 A summary of the Joint Liquidators' expenses from 17 November 2017 to 16 November 2018 is attached at Appendix B. To assist members' understanding of this information, it has been separated into the following two categories:
- **Standard Expenses:** this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - **Case Specific Expenses:** this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.4 Authority to take category 2 disbursements was approved by members on 17 November 2017.
- 6.5 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.6 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Berg Kaprow Lewis LLP	Preparing the Company's tax computations, reconciling intercompany loan positions and general tax advice.	Time Costs

Members' Rights

- 6.7 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, members with either at least five per cent of the total voting rights of all the members having the right to vote at general meetings of the Company, or with the permission of the Court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.8 Under Rule 18.34 of the Rules, members with at least 10 per cent of the total voting rights of all the members having the right to vote at general meetings of the Company, or with the permission of the Court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the

incurring of the expenses in question, make an application to Court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.

- 6.9 Unless the Court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.
- 6.10 Further guidance may be found in "A Guide to Liquidators' Fees" which may be downloaded from www.r3.org.uk/what-we-do/publications/professional/fees. If you would prefer this to be sent to you in hard copy form, please contact Dane O'Hara of this office on 020 7535 7000.

7 MATTERS STILL TO BE DEALT WITH

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

- The realisation of the remaining assets, as detailed in section 2.12.
- Tax clearance from HM Revenue & Customs.
- A final distribution to the members.
- The unpaid remuneration and expenses will need to be paid.

8 OTHER MATTERS

Data Protection

- 8.1 When submitting details of your claim in the liquidation, you may disclose personal data to us. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. We act as Data Controller in respect of personal data we obtain in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached at Appendix E, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.
- 8.2 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Yours faithfully



A J DUNCAN
Joint Liquidator

A J Duncan is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9319 and N A Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083.

APPENDIX A

Joint Liquidators' Receipts and Payments
from 17 November 2017 to 16 November 2018

Receipts	Declaration of Solvency £	£
Investments in Subsidiaries	300	-
Stock - 50% Interest in Property Known as Inkworks	27,000	50,000.00
Intercompany Receivable: First Property Rentals Limited	124,742	9,191.00
Intercompany Receivable: Delph Investments Limited	59,746	-
Intercompany Receivable: Delph Properties Birmingham 2 Limited	4,997,426	26,074.00
Intercompany Receivable: Pearl Property Limited	522,915	-
Other Debtors	11,800	-
Balance at Bank	767,419	8,100,000.00
	<hr/>	<hr/>
	6,511,348	8,185,265.00
	<hr/>	
Return of Capital from Delph Properties Birmingham 2 Ltd		200,000.00
Intercompany Debt - Orleans House		4,000.00
Intercompany Receivable - Table Talk		64,000.00
Loan Interest - Table Talk		16,515.00
Deposit Interest		1.64
		<hr/>
		8,469,781.64
Payments		
Other Professional Fees	9,460.00	
Statutory Advertising	249.07	
Bordereau Fee	600.00	
IT Licence Fee	87.00	
Sundry Disbursements	10.00	
Irrecoverable VAT	5,074.21	
Joint Liquidators' Pre-appointment Fixed Fee	3,000.00	
Joint Liquidators' Remuneration - On account	7,000.00	25,480.28
	<hr/>	<hr/>
		8,444,301.36
Paid to Creditors		
100p in the £ paid to Unsecured Creditors		11,975.00
Paid to Shareholders		
Return of Capital of £41,961.79 per £1 share		8,392,358.00
		<hr/>
Balance in Hand		39,968.36
		<hr/>

APPENDIX B

Summary of Joint Liquidators' Time Costs from 17 November 2017 to 16 November 2018

	Director		Senior Manager		Manager 2		Administrator 4		Total		Average Hourly Rate
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	12	540.00	9	369.00	22	704.00	9	135.00	52	1,748.00	336.15
Receipts & Payments	18	810.00	2	82.00	40	1,280.00	24	360.00	84	2,532.00	301.43
Assets	55	2,475.00	-	-	114	3,648.00	14	210.00	183	6,333.00	346.07
Liabilities	8	360.00	-	-	6	192.00	2	30.00	16	582.00	363.75
General Administration	6	270.00	10	410.00	39	1,248.00	22	330.00	77	2,258.00	293.25
Appointment	1	45.00	2	82.00	7	224.00	7	105.00	17	456.00	268.24
<hr/>											
Total	100	4,500.00	23	943.00	228	7,296.00	78	1,170.00	429	13,909.00	
<hr/>											
Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>320.00</u>		<u>150.00</u>		<u>324.22</u>	

All Units are 6 minutes

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 17 NOVEMBER 2017 TO 16 NOVEMBER 2018

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	-	Electronic client verification	-	-	-	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	600.00	600.00	600.00	-
Company Searches	Companies House	Extraction of company information from Companies House	10.00	10.00	10.00	-
Document Hosting	-	Hosting of documents for creditors	-	-	-	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	249.07	249.07	249.07	-
Storage Costs	-	Storage of books and records	-	-	-	-
		Total standard expenses	946.07	946.07	946.07	-

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Berg Kaprow Lewis LLP	Preparing the Company's tax computations, reconciling intercompany loan positions and general tax advice.	9,460.00	9,460.00	9,460.00	-
Legal Fees	-	Costs of appointed solicitors	-	-	-	-
Staff Mileage	-	Category 2 disbursement requiring specific creditor / committee approval	-	-	-	-
Printing and Photocopying	-	Category 2 disbursement requiring specific creditor / committee approval	-	-	-	-
		Total case specific expenses	9,460.00	9,460.00	9,460.00	-

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

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

Staff Allocation and Charge Out Rates

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

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

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

DPG Realisations 2017 Limited – In Members' Voluntary Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£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	<table> <tr> <th>Type</th><th>100 creds</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	100 creds	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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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 3																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

• **DPG Realisations 2017 Limited – In Members' Voluntary Liquidation**

• **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.

Data Controller: LEONARD CURTIS