

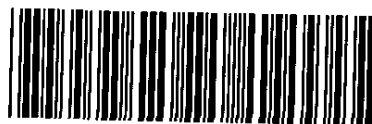
WU07

Notice of progress report in a winding-up by the court



Companies House

THURSDAY



A10 *A7GUEQS1* 18/10/2018 #203
COMPANIES HOUSE

ase

use

1 Company details

Company number 0 4 3 1 1 7 0 1

Company name in full Acquiro Limited

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

2 Liquidator's name

Full forename(s) John

Surname Titley

3 Liquidator's address

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M 4 5 7 T A

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ①

Building name/number

Street

Post town

County/Region

Postcode

Country

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

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	^d 3	^d 0	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7
To date	^d 2	^d 9	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 1	^d 7	^m 1	^m 0	^y 2	^y 0	^y 1	^y 8
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

WU07

Notice of progress report in a winding-up by the court

**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	Sam Bourke
Company name	Leonard Curtis
Address	Leonard Curtis House Elms Square, Bury New Road Whitefield
Post town	Greater Manchester
County/Region	
Postcode	M 4 5 7 T A
Country	
DX	
Telephone	0161 413 0930

**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

**Acquiro Limited
(In Compulsory Liquidation)**

Company Number: 04311701

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD) Number
2425 of 2017

Former Registered Office: 1 Central Avenue, Welling, Kent, DA16 3AX

Trading Address: Unknown

**Liquidator's First Progress Report
Pursuant to Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

17 October 2018

John Titley - Liquidator
Leonard Curtis
Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
creditors@leonardcurtis.co.uk
Ref: K/19/SAB/A824P/1010

CONTENTS

- 1 *Introduction*
- 2 *Conduct of the Liquidation*
- 3 *Receipts and Payments Account*
- 4 *Outcome for Creditors*
- 5 *Investigations*
- 6 *Liquidator's Remuneration, Expenses and Disbursements and Creditors' Rights*
- 7 *Matters Still to be Dealt With*
- 8 *Other Matters*
- 9 *Data Protection*

APPENDICES

- A *Summary of Liquidator's Receipts and Payments from 30 August 2017 to 29 August 2018*
- B *Summary of Liquidator's Time Costs from 30 August 2017 to 29 August 2018*
- C *Detailed Narrative of Work Performed by the Liquidator and his Staff*
- D *Liquidator's Expenses from 30 August 2017 to 29 August 2018*
- E *Leonard Curtis Policy Regarding Fees, Expenses and Disbursements*
- F *Proof of Debt Form*
- G *Privacy Notice*

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 John Titley was appointed Liquidator of Acquiro Limited ("the Company") on 30 August 2017 following the making of a winding-up order on 26 June 2017.
- 1.2 John Titley 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 08617.
- 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 30 August 2017 to 29 August 2018, as required by Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Liquidator is required to disclose and should be read in conjunction with the previous progress report dated.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA on 6 October 2017.

Assets Realised

2.2 Property

The Company owns the freehold title to Sampson House, Central Avenue, Welling (**Sampson House**), which is subject to 6 unregistered leasehold titles.

Prior to the liquidation of the Company, an offer of £29,000 had been received from G&O Rents Limited for Sampson House. This proposed sale never progressed. Occasio Legal were instructed to provide legal support.

Occasio Legal advised that if a sale was to proceed, it is likely that service charge accounts would need to be prepared at a significant cost. There are various other issues regarding the titles to the property, which would need to be resolved before any sale and would add to the costs.

Sampson House is subject to leases, as stated above. Under these, there are obligations on the Company, as to the like of services. These could have been potentially onerous.

In the circumstances, as Sampson House has little or no value to the estate and is potentially unsaleable, and the leases means it is onerous, Occasio Legal recommended that we disclaim the various freehold titles pursuant to Section 178 of the Insolvency Act 1986.

The Freehold was disclaimed on 8 January 2018 and as such, no further action is to be taken.

Assets Still to be Realised

2.3 Antecedent Transactions

The following assets are still to be realised:

Bank statements were requested from Lloyds bank to determine whether there are any transactions that require scrutiny.

A number of payments were identified and further information was requested.

Lloyds bank provided further information but unfortunately, this did not clarify much.

We then wrote to Mr Hutley, the director of Acquiro on a number of occasions to provide a further explanation of the payments, but have never received a response.

We are now in the process of liaising with Anthony Davidson of McTear Williams & Wood. They have agreed to aid the liquidator in relation to the payments made from Acquiro's bank account, and hopefully provide an explanation from Mr Hutley with relation to the payments.

Enquiries are currently ongoing.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Liquidator's receipts and payments for the period from 30 August 2017 to 29 August 2018 is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are no secured creditors in this matter.

Preferential Creditors

- 4.2 As at the date of Liquidation, no preferential claims were anticipated.

- 4.3 No claims have been received.

Prescribed Part

- 4.4 There is no requirement to set aside a prescribed part in this matter.

Ordinary Unsecured Creditors

- 4.5 As at the date of Liquidation, there were 12 ordinary unsecured creditors, with estimated claims totalling £181,470.95.

- 4.6 In accordance with Rule 14.37 of the Insolvency (England and Wales) Rules 2016, I confirm that there have been no realisations in this matter and the costs of the liquidation, including the liquidator's remuneration, remain unpaid. As a result there will be no distribution to any class of creditor in this matter.

- 4.7 The Liquidator has collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

- 5.1 Following his appointment, the Liquidator 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.
- 5.2 That assessment did not identify any possible further realisations. In addition, the Liquidator concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should send full details to this office.

6 LIQUIDATOR'S REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

- 6.1 The Liquidator's remuneration is yet to be agreed. The Liquidator's time costs from 30 August 2017 to 29 August 2018 are £8,790, which represents 43.1 hours at an average hourly rate of £203.94. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 30 August 2017 to 29 August 2018.
- 6.2 At Appendix C is a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.3 The Liquidator's remuneration is yet to be agreed and as such, no fees have been drawn.

Expenses

- 6.4 Attached at Appendix E are the Liquidator's expenses from 30 August 2017 to 29 August 2018. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the 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 Liquidator in carrying out his 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.
- 6.7 The Liquidator has not been authorised to draw category 2 disbursements.
- 6.9 Attached at Appendix E 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.
- 6.10 During the Liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Pelstar Computing	IT support	Fixed fee
Occasio Legal LLP	Legal support	Time cost

Creditors' Rights

- 6.11 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 request in writing that the Liquidator provide further information about their remuneration or expenses which have been itemised in this report.

- 6.12 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 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 Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in the progress report, are excessive.
- 6.13 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.

7 MATTERS STILL TO BE DEALT WITH

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

- The realisation of the remaining assets, as detailed in section 3;
- Defraying the estate expenses if assets are realised
- Closure procedure

8 OTHER MATTERS

8.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

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

8.2 If you would prefer this to be sent to you in hard copy form, please contact Sam Bourke of this office on 0161 413 0930.

8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

8.4 The Liquidator is bound by the Insolvency Code of Ethics, which can be found at:

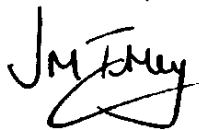
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

9 DATA PROTECTION

9.1 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 H, 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.

Acquiro Limited – In Compulsory Liquidation

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Titley', written in a cursive style.

**JOHN TITLEY
LIQUIDATOR**

John Titley 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 8617

APPENDIX A

SUMMARY OF LIQUIDATOR'S RECEIPTS AND PAYMENTS FROM 30 AUGUST 2017 TO 29 AUGUST 2018

	Estimated to realise £	This period £	Cumulative £
RECEIPTS			
Freehold Block of Flats	14,500.00	0.00	0.00
	<u>14,500.00</u>	<u>0.00</u>	<u>0.00</u>
PAYMENTS			
Official Receiver's Debit Balance		3,400.00	3,400.00
OR General Fee		6,000.00	6,000.00
Bank Charges		88.00	88.00
		<u>9,488.00</u>	<u>9,488.00</u>
DISTRIBUTIONS			
Amounts paid to debenture holders		0.00	0.00
Amounts paid to preferential creditors		0.00	0.00
Amounts paid to unsecured creditors under the prescribed part		0.00	0.00
Amounts paid to unsecured creditors		0.00	0.00
Statutory interest paid		0.00	0.00
Amounts paid to contributories		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
BALANCE IN HAND		<u>(9,488.00)</u>	<u>(9,488.00)</u>

Note: This account has been reconciled with that held by the Insolvency Service

APPENDIX B

SUMMARY OF LIQUIDATOR'S TIME COSTS FROM 30 AUGUST 2017 TO 29 AUGUST 2018

	Director		Senior Manager		Manager 2		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	-	-	21	861.00	31	992.00	24	552.00	30	450.00	106	2,855.00	269.34
Assets	21	945.00	-	-	-	-	-	-	54	810.00	75	1,755.00	234.00
Liabilities	-	-	-	-	-	-	-	-	68	1,020.00	68	1,020.00	150.00
General Administration	13	585.00	-	-	-	-	5	115.00	125	1,875.00	143	2,575.00	180.07
Appointment	-	-	-	-	-	-	-	-	5	75.00	5	75.00	150.00
Planning & Strategy	-	-	-	-	-	-	-	-	34	510.00	34	510.00	150.00

Total

34	1,530.00	21	861.00	31	992.00	29	667.00	316	4,740.00	431	8,790.00
----	----------	----	--------	----	--------	----	--------	-----	----------	-----	----------

Average Hourly Rate (£)

450.00	410.00	320.00	230.00	150.00	203.94
--------	--------	--------	--------	--------	--------

All Units are 6 minutes

DETAILED NARRATIVE OF WORK PERFORMED BY THE LIQUIDATOR AND HIS STAFF

Statutory and Review

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

- Case-management reviews. These will be carried out periodically throughout the life of the case. A month one review is undertaken to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- 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 the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years.
- Review of directors' sworn statement of affairs and filing of document at Companies House in accordance with statutory requirements.
- Completion of closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of The Insolvency Service Account
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

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 insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of insurance requirements over physical assets, to minimise costs to the estate.
- Calculation and request of Liquidator's bond in accordance with the Insolvency Practitioners' Regulations 2005. A bond is a legal requirement on all liquidations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

Acquiro Limited – In Compulsory Liquidation

- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

Assets

- Liaising with the Liquidator's solicitor with regards to the potential purchase of the freehold block of flats.
- Liaising with the Liquidator's solicitor with regards to disclaiming the freehold block of flats
- Liaising with Company's bankers re pre-appointment bank accounts.
- Reviewing the Company's bank statements.
- Liaising with the Trustee of Mr Hutley's bankruptcy to provide further information with regards to payments made from the Company's bank account.

Liabilities

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

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's 12 creditors will be logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

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

General Administration

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

Appointment

- Statutory notifications to creditors and other interested parties following the liquidators' appointment.
- Preparation of case plan.

Investigations

- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Companies Directors Disqualification Act 1986. Any investigations completed to enable the submission of returns under the Companies Directors Disqualification Act 1986 is a statutory requirement and is unlikely to result in any benefit for creditors.

SUMMARY OF LIQUIDATOR'S EXPENSES FROM 30 AUGUST 2017 TO 29 AUGUST 2018

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Services	Insurance bond	90.00	90.00	0.00	90.00
Document Hosting	Pelstar Computing	Hosting of documents for creditors	7.00	7.00	0.00	7.00
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	0.00	87.00
Statutory Advertising	Courts Advertising	Advertising	83.02	83.02	0.00	83.02
Official Receiver's Debit Balance	The Insolvency Service	Official Receiver's debit balance	3,400.00	3,400.00	0.00	3,400.00
Official Receiver's General Fee	The Insolvency Service	Official Receiver's general fee	6,000.00	6,000.00	0.00	6,000.00
Bank Charges	The Insolvency Service	Quarterly bank fees	88.00	88.00	0.00	88.00
		Total standard expenses	9,755.02	9,755.02	0.00	9,755.02

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Legal Fees	Occasio Legal LLP	Costs of appointed solicitors	1,700.00	1,700.00	0.00	1,700.00
Land Registry Searches	HM Land Registry	Property Searches	39.00	39.00	0.00	39.00
		Total case specific expenses	1,739.00	1,739.00	0.00	1,739.00

Petition costs have been requested but have not been received as at the date of the report.

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

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

Staff Allocation and Charge Out Rates

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

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

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

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

Subcontractors

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

Professional Advisors

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

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

Expenses

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

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

Acquiro Limited – In Compulsory 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	
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																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £185.00 3-6 months £275.00 6-12 months £445.00																								
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 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)	£70.40 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.

Proof of Debt – General Form

Relevant date: 26 June 2017

Name of Company in Liquidation:

Acquiro Limited

Company registered number:

04311701

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

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.

**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.

Acquiro Limited – In Compulsory 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