

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



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A09

10/04/2021

#193

COMPANIES HOUSE

1 Company details

Company number	0	4	5	4	5	9	3	2
Company name in full	Lead Precision Machine Tools Limited							

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

2 Liquidator's name

Full forename(s)	Stephen
Surname	Berry

3 Liquidator's address

Building name/number	20 Chapel Street
Street	
Post town	Liverpool
County/Region	
Postcode	L 3 9 A G
Country	

4 Liquidator's name

Full forename(s)	Colin
Surname	Wilson

● **Other liquidator**
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number	1 Radian Court
Street	Knowlhill
Post town	Milton Keynes
County/Region	
Postcode	M K 5 8 P J
Country	

● **Other liquidator**
Use this section to tell us about
another liquidator.



LIQ03

Notice of progress report in voluntary winding up

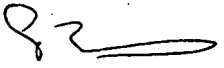
6 Period of progress report

From date	0	9	0	3	2	0	2	0	
To date	0	8	0	3	2	0	2	1	

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature	
	X 	X
Signature date	d 0 d 8 m 0 m 4 y 2 y 0 y 2 y 1	



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.

Stephen Michael John Berry

Opus Restructuring LLP

20 Chapel Street

Liverpool

Postcode

L

3

9

A

G

DX

0151 285 2510



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

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

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



Further information

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

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



Continuation page

Name and address of insolvency practitioner

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

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

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

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

④ You can use this continuation page with the following forms:

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

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country



LEAD PRECISION MACHINE TOOLS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")

ANNUAL PROGRESS REPORT

09 MARCH 2020 TO 08 MARCH 2021

Opus Restructuring LLP
20 Chapel Street
Liverpool
L3 9AG

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by the creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Steven Michael John Berry and Colin David Wilson were appointed Joint Liquidators of Lead Precision Machine Tools Limited on 9 March 2020. The affairs, business and property of the Company are managed by the Joint Liquidators. The Joint Liquidators act without personal liability.



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- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
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- Conclusion

Appendices

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- Appendix II – Receipts and Payments account for 09 March 2020 to 08 March 2021 ("The Review Period")
- Appendix III – Fee Schedule/Estimate and detailed list of work undertaken in the period
- Appendix IV - Time cost information for the Review Period
- Appendix V – Time cost summary for the Review Period
- Appendix VI – Expenses summary for the Review Period
- Appendix VII – Notice of Decision Procedure
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- Appendix XI – Notice of Creditors Opting Out
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EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Stock	N/A	11,300.00	Nil	11,300.00
Cash at Bank	N/A	2,430.58	Nil	2,430.58
Furniture & Equipment	N/A	942.00	Nil	942.00
Cash on Hand	N/A	157.57	Nil	157.57
Total	N/A	14,830.15	-14,830.15	14,830.15

Expenses

Expense	Amount per fees and expenses estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Liquidators' fees	5,000.00	5,000.00	Nil	5,000.00
Joint Liquidators Expenses	2,438.79	2,438.79	Nil	2,438.79
Solicitors' fees	1,000.00	1,000.00	Nil	1,000.00
Agents' fees	2,507.20	2,507.20	Nil	2,507.00
Rents Payable	2,500.00	2,500.00	Nil	2,500.00
Computer IT Services	2,021.23	2,021.23	Nil	2,021.23
Specific Bond	160.00	160.00	Nil	160.00
License Fees	230.00	230.00	Nil	230.00
Bank Charges	15.45	15.45	Nil	15.45

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	NIL	NIL
Secondary Preferential creditors	N/A	N/A
Unsecured creditors	NIL	NIL

Summary of key issues outstanding

- Fee approval is to be obtained from creditors via a decision procedure by correspondence in order to pay any outstanding Category 2 expenses that have been incurred, and to draw the balance of funds held towards the Joint Liquidators remuneration once all expenses have been paid.
- De-register the Company for VAT, reclaim any outstanding VAT receivable from HM Revenue & Customs ("HMRC") and move case to closure as soon as is practically possible.

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 3-6 months.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

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

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

During the Review Period, the following key documents have been issued:

- Initial Appointment Notifications
- This Progress Report

Other administration tasks

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

- Periodic file reviews including the updating of checklists.
- Filing of documents at Companies House.
- Maintenance of the estate cash book and bank account.

ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director provided the books and records and a completed questionnaire. The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Cash at Bank

The Company Bankers sent a credit balance of £2,430.58 to the Liquidation estate following the closure of the account.

Stock & Equipment

Upon appointment the Joint Liquidators appointed agents, PDS Valuers, to value the assets of the Company. The company's stock consisted of spare parts and components for maintenance and servicing, specific to Leadwell CNC machines. The company imported all the stock from Taiwan, direct from the manufacturer. The Joint Liquidators' agents recommended the assets be sold ex-situ and were marketed for sale on the open market. An independent third party purchased a majority of the stock assets on 16 April 2020 for £10,000 plus VAT.

The remainder of the residual stock and equipment was sold at auctions, which were delayed due to the global pandemic and lockdowns. These were eventually all sold by November 2020 to various third-party purchasers, realising a further £2,242 plus VAT into the Liquidation estate.

Cash in Hand

The agents, PDS Valuers, collected £157.57 of petty cash from the trading site upon inspection, which was subsequently paid across to the Joint Liquidators.

Book debts – Factored

The company factored its book debts, and as a result they were held as security by Barclays Partner Finance. The bank has confirmed that insufficient money was received from the book debts to allow their debt to be paid in full, incurring a shortfall. On 3 September 2020, a proof of debt totalling £3,505 was received.

Payments

Statutory Advertising

A payment of £189 + VAT has been made to 'Courts Advertising Limited' in respect of statutory advertisement requirements in connection with the Liquidation.

Licence Fees

A payment of £185.00 has been made in respect of the software fee for the estate, provided by Visionblue. A payment of £45 plus VAT has been made in respect of the software fee for the document management facility used for the liquidation provided by DocuSoft.

CREDITORS

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

Secured creditors

The Company granted floating charge to "Barclays Partner Finance Limited" which was created on the 8 January 2006 and registered at Companies House. There is a shortfall owed totalling £3,505 under the terms of their charge and have submitted a proof of debt into the Liquidation estate.

Preferential creditors - Employee claims

8 x long serving employees were made redundant and the relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

The Redundancy Payments Office has submitted a final claim of £180,548.40, of which £11,646.79 is claimed preferentially.

Unsecured creditors

HMRC was shown to be owed £26,191. However, no claims from HMRC have been received in respect of its unsecured liability.

The trade and expense creditors as per the statement of affairs totalled £290,760, however only 6 creditors have submitted claims so far, totalling £11,650. Please be advised that proofs of debt may still be received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

It is not anticipated that a distribution will be made to any class of creditor in this matter

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

Based on present information, the Joint Liquidators estimate that there will be insufficient realisations to discharge in full all costs and preferential claims. Therefore, there will be no net property from which to deduct a prescribed part.

ETHICS

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

General ethical considerations

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually

have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below:

- **Deans Computers Plc** - Instructed as IT Specialists by Leonard Curtis prior to appointment with regards completing imaging the data and extracting relevant documents and files from the Company PC and Sage. Upon appointment the Joint Liquidators agreed to continue their employment to avoid increasing costs appointing another Company.
- **Emprow Limited** – Instructed as ERA employment Specialists by Leonard Curtis prior to appointment with regards to completing employee claims. Upon appointment the Joint Liquidators agreed to continue their employment to avoid increasing costs appointing another Company.
- **PDS Valuers** - Instructed as agents to undertake a valuation of the Company's assets which consisted of Stock & Equipment.
- **Hillyer McKeown Solicitors** – instructed as solicitor to provide legal advice with regards to lease, rents and costs/expenses of the Liquidation.
- **Clumber Consultancy** - Instructed as agents to deal with all matters with regard to the winding up of the Company pension scheme including any claim for unpaid pension contributions.
- **Courts Advertising** - Instructed as agents to advertise

FEES AND EXPENSES

Pre-Appointment Costs

Martin Maloney and Anthony Milne of Leonard Curtis were appointed by the Members, however when creditors appointed Stephen Berry and Colin Wilson of Opus Restructuring at the creditors meeting, it is acknowledged that creditors voted to reject the pre appointment fee resolution.

However, the Joint Liquidators obtained legal advice the Rules do not prohibit the appointed liquidators from making payment of the costs and expenses in relation to the (1) preparation of the statement of affairs fee and (2) the procedure for the appointment of liquidator; and consent from creditors is not required where such payments are not to the appointed liquidator or are to associates of the liquidator. The Rules also provide that the amount payable to any person authorised to assist in the preparation of the statement of affairs is payable in the statutory priority as prescribed under the Rules.

Consequently, after the cost and expenses of the Liquidation were paid, the Joint Liquidators will pay the following payments as an expense of the Liquidation:

1. £1,000 plus VAT to DTE Business Advisors for their assistance with the preparation of the Statement of affairs, and
2. £1,139 plus VAT to Leonard Curtis towards their pre-appointment time costs.

The Joint Liquidators' fees

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

The time costs for the Review Period are £21,950, representing 122.10 hours at an average hourly rate of £179.77. The time costs for the Review Period are detailed at Appendix IV.

Having a regard to the costs that are likely to be incurred in bringing this liquidation to a close, the Joint Liquidators consider that although further time costs will be incurred in respect of work undertaken by them and their staff up to the conclusion of the Liquidation it is no anticipated that these costs will be able to be recovered due to insufficient realisations.

In accordance with the above the Joint Liquidators are seeking approval of their remuneration on a fixed cost basis in the sum of £5,000 plus VAT, as well as approval to pay Category 2 expenses. The fees and expenses as outlined in the attached fee schedule/estimate and expense summary at Appendix III and VI are unlikely to be exceeded.

No fees have been drawn on account at this present time as the basis of the Joint Liquidators' fees has not yet been fixed. The Joint Liquidators' proposals in relation to the setting of this basis is detailed further down in this report under "Decision Procedure by Correspondence".

Disbursements

The category 1 disbursements paid for in the Review Period 9 March 2020 to 8 March 2021 total £419.00 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

No category 2 disbursements for the Review period 9 March 2020 to 8 March 2021 have been paid.

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

Other professional costs

Solicitors

Hillyer McKeown were instructed as legal advisors in relation to advice on landlord and lease matters as well as clarifying the position on pre-appointment fees being paid as an expense of the Liquidation. Their costs have been agreed on a fixed cost basis of £1,000, plus VAT. The solicitors are yet to be paid in full.

Agents and valuers

PDS Valuer were instructed as agents and valuers in relation to selling Company assets and collecting/storing Company books and records over the pandemic. Their costs have been agreed on the basis of their standard sales commission rate 10% on sales, plus disbursements and VAT. The agents' fees for the Review Period amount to £2,507.20 and they have been paid in full. No further payments are expected to be made.

Wendy Higgins - Landlord

Due to the pandemic, it inhibited the agents from finalising the collection of assets from the trading address, Calamine House, Calamine Street, Macclesfield, Cheshire, SK11 7HU. This resulted in a period where the Joint Liquidators needed to retain to use of the premises, at a discounted price.



This resulted in the payment of rents being made in the amount of £2,500 plus VAT, after which the lease was disclaimed.

Computer IT Services

Deans Computers plc were retained as IT Specialists, who were originally instructed by Leonard Curtis prior to appointment with regards completing imaging the data and extracting relevant documents and files from the Company PC and Sage. Upon appointment the Joint Liquidators agreed to continue their employment to avoid increasing costs appointing another Company. Their fees amount to £2,021 Plus VAT and they have been paid in full.

Decision Procedure by Correspondence

As mentioned previously in the report the basis of the Joint Liquidators Fees has not yet been fixed.

Please find attached the following documents in respect of the decision procedure by correspondence:

- Notice of Decision by Correspondence
- Notice Inviting Committee
- Vote by Correspondence Form
- Proof of Debt
- Notice to Creditors of Opting Out
- Notice of General Use of Website

I am seeking to pass the following decisions by correspondence:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the Joint Liquidators' fees be fixed by reference to a fixed fee in the sum of £5,000 plus VAT.
3. That the Joint Liquidators be authorised to draw "Category 2" disbursements to be fixed as set out in the expense's summary.

CREDITORS' RIGHTS

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

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

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

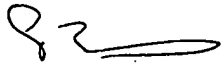
COMI proceedings, establishment proceedings or proceedings to which the EU Regulation as it has effect in the law of the United Kingdom does not apply.

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Fee approval is to be obtained from creditors via a decision procedure by correspondence in order to pay any outstanding category 2 disbursements that have been incurred and to draw the balance of funds held towards the Joint Liquidators remuneration as per the receipts and payments account attached once all category 1 and 2 disbursements incurred have been paid.
- De-register the Company for VAT, reclaim any outstanding VAT receivable from HM Revenue & Customs, pay the final costs of the Liquidation and move the case to closure as soon as practically possible.

If you require any further information, please contact Natalie Crick of my office on 0151 705 9115, or alternatively email Natalie.crick@opusllp.com



Stephen Michael John Berry
Joint Liquidator

Appendix I

Statutory Information

Company Name	Lead Precision Machine Tools Limited
Former Trading Name	Eurotec CNC Machine Tools Limited
Company Number	04545932
Registered Office	Opus Restructuring LLP 20 Chapel Street Liverpool L3 9AG
Former Registered Office	Calamine House Calamine Street Macclesfield Cheshire SK11 7HU
Office holders	Stephen Michael John Berry & Colin David Wilson
Office holders' address	Opus Restructuring LLP 20 Chapel Street Liverpool L3 9AG
Date of appointment	9 March 2020

Appendix II

Receipts and Payments account for the Review Period 09/03/2020 to 08/03/2021

S. of A.	09/03/20 To 08/03/21	From 09/03/20 To 08/03/21
ASSET REALISATIONS		
Stock	11,300.00	11,300.00
Cash at Bank	2,430.58	2,430.58
Furniture & Equipment	942.00	942.00
Cash on Hand	157.57	157.57
	<u>14,830.15</u>	<u>14,830.15</u>
COST OF REALISATIONS		
Agents/Valuers Fees (1)	(2,507.20)	(2,507.20)
Statutory Advertising	(189.00)	(189.00)
Rents Payable	(2,500.00)	(2,500.00)
Professional Fees	(1,350.00)	(1,350.00)
Licence Fees	(230.00)	(230.00)
Computer IT Services	(2,021.23)	(2,021.23)
	<u>(8,797.43)</u>	<u>(8,797.43)</u>
PREFERENTIAL CREDITORS		
Trade Creditor	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
UNSECURED CREDITORS		
Redundancy Payments Office	NIL	NIL
Trade Creditor	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	<u>6,032.72</u>	<u>6,032.72</u>
REPRESENTED BY		
Vat Receivable		710.03
Vat Control Account		(0.03)
SMJ Berry & CD Wilson Jnt Liq's of Lead		5,322.72
Precision Machine Tools Limited		
		<u>6,032.72</u>


Stephen Michael John Berry
Joint Liquidator



Appendix III

Fee Schedule/Estimate and detailed list of work undertaken for Lead Precision Machine Tools Limited in Creditors' Voluntary Liquidation for the review period 09/03/2020 to 08/03/2021

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total £
Statutory and General Administration		72.10	194.94	14,055.00
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets			
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme			
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report			
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions			
Investigations		20.70	181.40	3,755.00
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions			
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total £
Realisation of Assets		15.50	195.00	3,022.50
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords			
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger			
Stock	Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP			
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim			
Creditors and Distributions		20.50	195.73	4,012.50
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD			
Total		128.80	153.41	24,845.00

Information relating to Opus Restructuring LLP's Fees and Expenses

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

Time recording

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

	Rates from 9.1.2013 to 03.05.2020 £'s	Rates effective from 04.05.2020 £'s
Partner	250 - 325	250 - 425
Senior Manager / Director	275 - 300	275 - 350
Assistant Manager / Manager	200 - 250	250 - 275
Junior Administrator / Administrator / Senior Administrator	75 - 175	100 - 225
Cashier	125	150
Support Staff	75	100

Expense recovery

In line with the revised Statement of Insolvency Practice 9 effective from 1 April 2021, creditors will note that in our previous circulars, expenses were known as disbursements. Should any creditor require any clarification on this point or the impact it will have on their claim, please contact us for further information.

Expenses are categorised as either Category 1 or Category 2.

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

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

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

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

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

Postage	The current royal mail postage rates and post work rates
Specific Bond	£160.00 The actual cost to the estate which is calculated on asset value
Business mileage per mile	£0.45
Smartsearch per search – UK based. This is the exact cost to Opus, which is paid in advance and used as a credit.	£2.53 - £7.49
Smartsearch per search – rest of world. This is the exact cost to Opus, which is paid in advance and used as a credit.	£49.50 – £187.00
Physical file set-up cost (per file) this is the actual cost of the stationery used for the setting up of the file*	£6.00

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



Appendix IV

Time cost information for the Review Period 09/03/2020 to 08/03/2021

Creditors							
Employee Communications	0.00	0.00	0.20	0.00	0.20	35.00	17.50
Correspondence and telephone calls	0.00	0.00	4.30	0.00	4.30	745.00	17.50
Communication with creditors	1.80	0.00	0.00	0.00	1.80	540.00	300.00
Dealing with legal reps re creditors	0.00	0.00	2.00	0.00	2.00	350.00	175.00
Secured Creditors	0.30	0.00	0.00	0.00	0.30	105.00	350.00
Preferential creditors	0.00	0.00	2.70	0.00	2.70	472.50	175.00
Employee claims	0.00	0.00	1.90	0.00	1.90	285.00	150.00
Lien Creditors	0.00	0.00	3.50	0.00	3.50	612.50	175.00
Dealing with Trade & Expense Creditor Claims	0.00	0.00	0.80	0.00	0.80	132.50	165.63
	2.10	0.00	15.40	0.00	17.50	3,277.50	187.29

Case Specific Matters							
Pension Scheme	0.00	0.00	7.80	0.00	7.80	1,365.00	175.00
Property leases and general issues	0.00	0.00	4.90	0.00	4.90	802.50	163.78
Liasing with external Joint Appointee	0.50	0.00	0.00	0.00	0.50	175.00	350.00
	0.50	0.00	12.70	0.00	13.20	2,342.50	177.46

Pre Appointment							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Forensics							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total hours	8.30	0.00	105.20	8.60	122.10		
Time costs	2,782.50	0.00	18,132.50	1,035.00	21,950.00		
Average hourly rate	335.24	0.00	172.36	120.35	179.77		

Summary of Fees		
Time spent in administering the Assignment	Hours	122.10
Total value of time spent to 08 March 2021	£	21,950.00
Total Joint Liquidators' fees charged to 08 March 2021	£	0.00

Disbursements		
Description	Total Incurred £	Total Recovered £
CAT 1 Bonding	160.00	0.00
CAT1 Land Registry	9.00	0.00
CAT 2 Photocopying	46.98	0.00
CAT 1 Postage	15.45	0.00
CAT 1 Bank charges	0.58	0.00
Totals	232.01	0.00

Appendix V

Time costs summary for Review Period with estimate for Lead Precision Machine Tools Limited – in Creditors Voluntary Liquidation

	Fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	72.10	194.94	14,055.00	55.20	173.05	9,550.50	72.10	194.94	14,055.00
Realisation of assets	15.50	195.00	3,022.50	15.50	195.00	3,022.50	15.50	195.00	3,022.50
Creditors	20.50	195.73	4,012.50	17.50	187.29	3,277.50	20.50	195.73	4,012.50
Investigations	20.70	181.40	3,755.00	20.70	181.40	3,755.00	20.70	181.40	3,755.00
Case Specific Matters	13.20	177.46	2,342.50	13.20	177.46	2,342.50	13.20	177.46	2,342.50

Appendix VI

Expenses summary for period, cumulative & comparison with estimate for Lead Precision Machine Tools Limited Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidators' expenses for the period under review and the total to date.

Expenses	Expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Advertising	189.00	189.00	189.00	
Legal Fees	1,000.00	1,000.00	1,000.00	
Agents' and valuers' costs	2,507.20	2,507.20	2,507.20	
HM Land Registry	9.00	9.00	9.00	
ERA specialists	1,350.00	1,350.00	1,350.00	
License Fee	185.00	185.00	185.00	
Case Management Fee	45.00	45.00	45.00	
Bank Charges	5.00	0.58	0.58	
Fyfield Equipment	100.00	0.00	0.00	It is expected that once the lockdown has ended the Joint Liquidators will be able to collect and send records to storage
Category 2 Expenses				
Bonding	160.00	160.00	160.00	
Postage	100.00	15.45	15.45	
Photocopying	100.00	46.98	100.00	

Appendix VII – Notice of Decision Procedure

NOTICE OF DECISION PROCEDURE

Company Name: Lead Precision Machine Tools Limited (In Liquidation) ("the Company")

Company Number: 04545932

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Stephen Michael John Berry and Colin David Wilson of Opus Restructuring LLP at 20 Chapel Street, Liverpool, L3 9AG (telephone number 0151 285 2510).

It is proposed that the following decisions be made:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the Joint Liquidators' fees be fixed by reference to a fixed fee in the sum of £5,000 plus VAT.
3. That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Opus Restructuring LLP's Summary.

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

By post to: Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG

By email to: natalie.crick@opusllp.com

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

All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 on 27 April 2021.

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

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

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

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



Names of Insolvency Practitioners:

Stephen Michael John Berry &
Colin David Wilson

Nature of Appointment:

Joint Liquidators

Date of Appointment:

9 March 2020

Address of Insolvency Practitioners:

20 Chapel Street, Liverpool, L3 9AG

IP Numbers

9605,9478

Contact Name

Natalie Crick

Email Address

natalie.crick@opusllp.com

Telephone Number

0151 285 2510

Signed



Stephen Michael John Berry
Joint Liquidator

Dated: 8 April 2021

Appendix VIII – Notice of Invitation to Form a Committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: LEAD PRECISION MACHINE TOOLS LIMITED ("THE COMPANY")

COMPANY NUMBER: 04545932

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Stephen Michael John Berry and Colin David Wilson Joint Liquidators' of the Company, 20 Chapel Street, Liverpool, L3 9AG (telephone number 0151 285 2510).

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

By post to: 20 Chapel Street, Liverpool, L3 9AG

By email to: natalie.crick@opusllp.com

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

All nominations must be delivered by: 4pm on 26 April 2021

Nominations can only be accepted if Stephen Michael John Berry and Colin David Wilson Joint Liquidators and the Conveners of the meeting is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

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

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor), _____,

at (address of Creditor): _____,

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

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

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

Are you are the sole member/shareholder of the Creditor (where

Appendix IX – Vote by Correspondence

VOTE BY CORRESPONDENCE

Lead Precision Machine Tools Limited (In Liquidation)

Name of Creditor: _____

Address: _____

1.1 Decisions:

1.	That a liquidation committee be established if sufficient nominations are received.	*For / Against
2	That the Joint Liquidators' fees be fixed by reference to a fixed fee in the sum of £5,000 plus VAT.	*For / Against
3	That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Opus Restructuring LLP's Summary.	*For / Against

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

Signed: _____

Dated: _____

Name in capitals: _____

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

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

☐ Yes / ☐ No

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 27 April 2021, by:
Post: Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG
email: please scan in a signed copy of this form and attach it as a pdf to natalie.crick@opusllp.com



Appendix X - Proof of Debt Form

Proof of Debt – General Form

Lead Precision Machine Tools Limited – In Creditors Voluntary Liquidation

Date of resolution for voluntary winding-up 09 March 2020

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



Appendix XI – Notice to Creditors of Opting Out

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Joint Liquidators are required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or to participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Joint Liquidators (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Joint Liquidators (details below).

Contact details

The Joint Liquidators' contact details are as follows:

Names of Liquidator(s):	Stephen Michael John Berry, Colin David Wilson
Address of Liquidator(s):	20 Chapel Street, Liverpool, L3 9AG
Email Address	natalie.crick@opusllp.com
Telephone Number	0151 285 2510



Appendix XII – Notice of General use of Website

NOTICE OF GENERAL USE OF WEBSITE

Company Name: Lead Precision Machine Tools Limited in Liquidation ("the Company")
Company Number: 04545932

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by Stephen Michael John Berry and Colin David Wilson the Joint Liquidators of the Company, of 20 Chapel Street, Liverpool, L3 9AG (telephone number 0151 285 2510).

Accessing documents

The Joint Liquidators have chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: www.opusllp.com
Username: Opus
Password: f2afed0d

Documents will be uploaded to this website without further notice to members and creditors and the Joint Liquidators will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, contact Natalie Crick by one of the following methods:

Telephone: 0151 285 2510
Email: natalie.crick@opusllp.com
By post: 20 Chapel Street, Liverpool, L3 9AG

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Documents that are likely to be uploaded to the website

In Liquidation, the following reports and notices are generally issued:

Document	Approximate timescale (from commencement of Liquidation)
Notice of Appointment	28 days
Annual Progress Report	14 months
Final Account	Unknown

Appendix XIII – Privacy Notice

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

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

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP are: 20 Chapel Street, Liverpool, L3 9AG, 01908 087220; info@opusllp.com.</p> <p>Where an insolvency practitioner of Opus Restructuring LLP is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG, 01908 087220, info@opusllp.com.</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Opus Restructuring LLP has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>
Who we share our data with	<p>Personal data held by us may be transferred to:</p> <p>Other member firms and/or Other offices Details of our member firm/other office locations are available here www.opusllp.com. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us - We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</p> <p>Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
How long we retain your personal information	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising</p>

	from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG, 01908 087220, info@opusllp.com. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at info@opusllp.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
Changes to our privacy statement	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG.</p> <p>This privacy statement was last updated on [date].</p>
Complaints	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, 20 Chapel Street, Liverpool, L3 9AG.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.