

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 5 3 1 3 8 2 2

Company name in full Draycott Marlin Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Colin

Surname Wilson

3 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

4 Liquidator's name

Full forename(s) Joanne

Surname Rolls

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number Evergreen House North

Street Grafton Place

Post town London

County/Region

Postcode N W 1 2 D X

Country

Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up


6 Period of progress report

From date	2	1	1	1	2	0	1	9	
To date	2	0	1	1	2	0	2	0	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

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

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.

Colin David Wilson

Opus Restructuring LLP

1 Radian Court

Knowlhill

Milton Keynes

Postcode

M	K	5		8	P	J
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DX

020 3326 6454



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

 You can use this continuation page with the following forms:

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

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

ANNUAL PROGRESS REPORT

DRAYCOTT MARLIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- General Data Protection Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 21 November 2019 to 20 November 2020
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 21 November 2019 to 20 November 2020
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate
- Appendix VII – Privacy Notice

EXECUTIVE SUMMARY

This report summarises the actions carried out by the Joint Liquidators in the period from 21 November 2019 to 20 November 2020 ("the Review Period") and should be read in conjunction with the previous correspondence to creditors. 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 (£)
Book Debts (Fixed Charge)	49,130.91	Nil	Nil	Nil
Books Debts (Surplus)	Nil	5,338.40	Nil	5,338.40
Bank Interest Gross	Nil	0.83	0.20	1.03
Directors Loans	Nil	1.00	Uncertain	Uncertain
Contribution from Director	Nil	300.00	Nil	300.00
Total	49,130.91	5,640.23	Uncertain	Uncertain

Expenses

Expense	Amount per fees and expenses estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Liquidators' Fees	11,000.00	Nil	Uncertain	Uncertain
Statement of Affairs Fee	5,000.00	4,439.94	Uncertain	Uncertain
Office Holders Expenses	1,032.80	694.94	100.00	794.94
Statutory Advertising	253.80	338.40	Nil	338.40
Total	17,286.60	5,473.28	Uncertain	Uncertain

Dividend prospects

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

Summary of key issues outstanding

- Henderson and Jones Limited have bought the claim against the director, under the terms of sale the overdrawn loan account has been assigned to them. They are continuing to pursue this claim.

Closure

Due to the nature of the outstanding matter above, it is difficult to estimate the timing of any potential dividend to creditors or the closure of the liquidation.

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.

Reporting

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:

- This progress report for the period ended 20 November 2020

Other administration tasks

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

- Case reviews.
- Discussions regarding the progression of the case.
- Completing periodic tax returns.
- Liaising with legal advisors regarding claim against the director.
- Monitoring and maintaining an adequate statutory bond.

ENQUIRIES AND INVESTIGATIONS

As detailed in previous review periods the Joint Liquidators have discovered payments to the director which, in addition to the disclosures in the Company's accounts, total £117,749. The director had failed to provide an explanation for the payments and furnish the Joint Liquidators with documentation to determine the exact nature of the transactions. The Joint Liquidators concluded that they were likely to relate to director drawings resulting, in the absence of evidence to the contrary, in the accrual of a substantial overdrawn loan account.

During the previous Review Period, the Joint Liquidators completed a sale of the claim against the Director to Henderson and Jones Limited, an unconnected litigation investment firm. Under the terms of the sale, the overdrawn loan account was assigned to them. They continue to pursue a recovery in this regard, and will bear any ongoing costs in order to achieve a recovery. The consideration payable was £1 up-front and a deferred payment of 40% of the net recovery that they achieve.

During the Review Period, the Joint Liquidators have continued to liaise with Henderson and Jones Limited regarding the recovery of the overdrawn loan account. Further comments cannot be provided in this regard as this may prejudice any potential action that might be taken by them.

REALISATION OF ASSETS

Detailed in previous review periods is key information about asset realisation and strategy adopted by the Joint Liquidators.

Bank Interest

During the Review Period, the sum of 14p has been realised in this respect.

Director's Loan

During the Review Period, the sum of £1 has been received from Henderson and Jones Limited, for the realisation of the claim against the director.

Payments

There have been no payments in the Review Period.

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 an 'Agreement' registered in favour of London Scottish Invoice Finance Limited which was created on 14 April 2005 and delivered on 16 April 2005. The Register at Companies House shows that this entities name has been changed to Hitachi Capital Invoice Finance Limited.

A fixed and floating charge debenture registered in favour of Hitachi Capital Invoice Finance Limited was created on 31 March 2010 and delivered on 1 April 2010. Following the recovery of the debtor ledger by Hitachi, their debt was paid in full and the surplus as stated above was paid to the Joint Liquidators.

Preferential creditors

There are no preferential creditors in this matter.

Unsecured creditors

For the purposes of the Statement of Affairs it was estimated that HM Revenue and Customs were owed £65,000. A claim of £70,422.84 has subsequently been received. A substantial amount of the claim relates to unpaid VAT.

For the purposes of the Statement of Affairs it was estimated that the trade and expense creditors were owed £26,000. To date two claims have been received in this respect, totalling £24,978.13.

Dividend prospects

The likelihood of a dividend to creditors is dependent on the recovery of the Director's Loan Account. As detailed above, the Joint Liquidators' have sold the claim against the director to Henderson and Jones Limited and are continuing to liaise with them in this regard.

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

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

FEES AND EXPENSES

Pre-Appointment Costs

A fixed fee of £5,000 plus disbursements plus VAT was agreed for the preparation of the Statement of Affairs. This has been partly paid from the assets recovered during the course of the liquidation and is shown in the enclosed receipts and payments account at Appendix 2. The amount of £560.06 plus VAT remains outstanding.

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 manager or director/partner.

The basis of the Joint Liquidators' fees was approved by creditors on 21 November 2016 in accordance with the following resolution:

"That the basis of the Joint Liquidator's fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters set out in the fees estimate totalling £11,000, such time to be charged at the prevailing standard hourly charge out rates used by Opus Restructuring LLP at the time when the work is performed. Such remuneration to be paid out of the assets of the Company and may be drawn on account as and when funds permit"

"That the Joint Liquidators be authorised to draw "Category 2" disbursements out of the assets as an expense of the liquidation, at the rates detailed in the report and estimated to total £276".

The time costs for the period 21 November 2019 to 20 November 2020 total £2,475, representing 12.10 hours at an average hourly rate of £204.55. No fees have been drawn on account against the time costs incurred. The time costs for the period are detailed at Appendix IV.

The total time costs during the period of appointment amount to £18,395 representing 110.60 hours at an average hourly rate of £166.32 and a comparison between the original estimate and time costs to date is given at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons below and set out in the comparison at Appendix V.

Investigations: Our initial fee estimate was based on the assumptions that the minimal investigation in accordance with SIP 2 would be required and that there would be no investigative matters requested by the creditors. In this instance, creditors have brought particular concerns to our attention surrounding the Director's loan account, which in conjunction with our initial investigations, has required additional investigations to be carried out, bringing the time costs above those initially anticipated.

Administration and Planning: Our initial fee estimate was based on the assumptions that minimal investigations would be required and therefore as a result, the liquidation would be concluded within 1 year. In light of the issues that have been detailed in this report and those for the prior periods, the duration of the liquidation has extended beyond that initially anticipated and additional costs have therefore been incurred in connection with the statutory reporting and best practice obligations set out in the detailed list of work undertaken at Appendix III.

Given the limited realisations achieved to date and the uncertain nature of any future realisations in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate at present. The Joint Liquidators will review the position as regards fees when the prospects of realising the remaining assets become clearer.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

There have been no category 1 or 2 disbursements paid in the Review Period.

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

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint

Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' 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)

The Company's centre of main interest was in the UK as their registered office address was 100a High Street, Hampton, Middlesex, TW12 2ST and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

GENERAL DATA PROTECTION REGULATIONS ("GDPR")

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached.

CONCLUSION

The administration of the case will be continuing to finalise the realisation of the overdrawn directors loan account, which has been assigned to Henderson and Jones Limited as detailed above.

If you require any further information, please contact Demi Nicholson on Demi.Nicholson@opusllp.com, or at 01908 087 227.

Signed



Colin David Wilson
Joint Liquidator

Date: 17 December 2020

Appendix I

Statutory Information

Company Name	Draycott Marlin Limited
Former Trading Name	None
Company Number	05313822
Registered Office	c/o Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Former Registered Office	100a High Street, Hampton, Middlesex, TW12 2ST
Office holders	Colin David Wilson and Joanne Kim Rolls
Office holders' address	Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Date of appointment	21 November 2016
Change in office holder:	None

Appendix II

Receipts and Payments account for the period 21 November 2019 to 20 November 2020

S. of A.	21/11/19 To 20/11/20	From 21/11/16 To 20/11/20
FIXED CHARGE REALISATIONS		
49,130.91 Book Debts	NIL	NIL
	NIL	NIL
FIXED CHARGE CREDITORS		
(38,340.95) Hitachi Capital Invoice Finance	NIL	NIL
	NIL	NIL
ASSET REALISATIONS		
Book Debts	NIL	5,338.40
Bank Interest Gross	0.14	0.83
Directors Loans	1.00	1.00
Contribution from Director	NIL	300.00
	1.14	5,640.23
COST OF REALISATIONS		
Statement of Affairs Fee	NIL	(4,439.94)
Office Holders Expenses	NIL	(694.94)
Statutory Advertising	NIL	(338.40)
	NIL	(5,473.28)
FLOATING CHARGE CREDITORS		
(38,340.95) Hitachi Capital Invoice Finance	NIL	NIL
	NIL	NIL
UNSECURED CREDITORS		
(65,000.00) HM Revenue & Customs	NIL	NIL
(26,000.00) Trade Creditor	NIL	NIL
	NIL	NIL
	1.14	166.95

REPRESENTED BY

CD Wilson & JK Rolls Jnt Liqs of Draycott Marlin
Limited



166.95

166.95

Appendix III

Detailed list of work undertaken in the Review Period

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

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax 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	Bank account reconciliations
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Preparing annual progress report, investigation and general reports to creditors
Investigations	
SIP 2 Review	Correspondence to request information on the company's dealings, making further enquiries of third parties Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director	Liaising with Insolvency Service Assisting the Insolvency Service with its investigations
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors Liaising with solicitors regarding recovery actions
Realisation of Assets	
Director's Loan	Liaising with agents to pursue claims
Creditors and Distributions	
Creditor Communication	Review and prepare correspondence to creditors via email and post

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.
Support staff include cashier, secretarial and administration support.
The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates (£)
Insolvency Practitioner/Partners	250 - 425
Senior Manager / Associate Director / Director	275 - 350
Assistant Manager / Manager	250 - 275
Junior Administrator / Administrator / Senior Administrator	100 - 225
Cashier	150
Support staff	100

Draycott Marlin Limited (In Creditors Voluntary Liquidation)
Annual Progress Report

Appendix IV

Time cost information for the Review Period

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.10	5.40	2.00	3.30	10.80	2,150.00	199.07
Investigations	0.00	0.70	0.00	0.00	0.70	175.00	250.00
Realisation of Assets	0.00	0.60	0.00	0.00	0.60	150.00	250.00
Total hours	0.10	6.70	2.00	3.30	12.10		
Time costs	27.50	1,675.00	350.00	422.50		2,475.00	
Average hourly rate	275.00	250.00	175.00	128.03			204.55

Description	Total Incurred £	Total Recovered £
CAT 2 Photocopying	3.30	0.00
CAT 1 Postage	1.83	0.00
CAT 1 Bank charges	0.80	0.00
Totals	5.93	0.00

Time cost information for the duration of the appointment

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2.40	8.50	33.70	21.20	65.80	10,435.00	158.59
Investigations	3.20	6.10	24.30	2.80	36.40	6,345.00	174.31
Realisation of Assets	0.10	3.20	0.90	0.00	4.20	902.50	214.88
Creditors	0.00	1.60	2.60	0.00	4.20	712.50	169.64
Total hours	5.70	19.40	61.50	24.00	110.60		
Time costs	1,592.50	4,337.50	9,897.50	2,567.50		18,395.00	
Average hourly rate	279.39	223.58	160.93	106.98			166.32

Description	Total Incurred £	Total Recovered £
CAT 1 INSOLV fee	185.00	185.00
CAT 1 Bonding	40.00	40.00
CAT 1 Travel	81.40	65.20
CAT 1 Docusoft fee	45.00	45.00
CAT 2 Photocopying	72.90	33.20
CAT 1 Postage	55.59	22.54
CAT 1 Bank charges	4.03	0.00
CAT 2 Smartsearch fee	4.00	4.00
CAT 2 Meeting Room	300.00	300.00
Totals	787.92	694.94

Appendix V

Time costs summary for period, cumulative & comparison with estimate

	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)	40.00	166.00	6,650.00	10.80	199.07	2,150.00	65.80	158.59	10,435.00
Realisation of assets	9.50	158.00	1,500.00	0.60	250.00	150.00	4.20	174.31	6,345.00
Creditors (claims and distribution)	4.00	144.00	575.00	Nil	Nil	Nil	4.20	169.64	712.50
Investigations	15.00	152.00	2,275.00	0.70	250.00	175.00	36.40	174.31	6,345.00
Total	68.50	161.00	11,000.00	12.10	204.55	2,475.00	110.60	166.32	18,395.00

Appendix VI

Expenses summary for period, cumulative & comparison with estimate

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

Expenses	Original 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	253.80	Nil	338.40	Additional advertisement cost incurred in relation to the virtual meeting of creditors to seek funding for the investigation matters identified.
Bank Chargers	5.00	0.80	4.03	
Bonding	40.00	Nil	40.00	
Document Storage	50.00	Nil	Nil	
DocuSoft Fee	45.00	Nil	45.00	
HM Land Registry	3.00	Nil	Nil	
Insurance	100.00	Nil	Nil	
Visionblue Fee	185.00	Nil	185.00	
Postage	75.00	1.83	55.59	Additional postage charges have been incurred on account of the unanticipated complexities of the case and its duration.
Travel	Nil	Nil	81.40	No travel was accounted for in the original expenses estimate in error.
Category 2 Expenses				
Files and indices	12.00	Nil	Nil	
Photocopying	60.00	3.30	72.90	Additional photocopying charges have been incurred on account of the unanticipated complexities of the case and its duration.
Internal meeting room	200.00	Nil	300.00	The cost of meeting rooms in London have exceeded the amount originally anticipated.
Smartsearch	4.00	Nil	4.00	

Appendix VII

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: 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ, 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 holders are the data controllers. The Insolvency practitioners can be contacted at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ, 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,</p>

	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.
Who we share our data with	<p>Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</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	We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.
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</p>

	<p>Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ, 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, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.</p> <p>This privacy statement was last updated on 4 February 2020.</p>
Complaints	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.