

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number	0	6	5	7	8	9	7	7
Company name in full	Atrium Legal Services Limited							

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

2 Liquidator's name

Full forename(s)	Martin
Surname	Maloney

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)	Andrew
Surname	Poxon

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

5 Liquidator's address ②

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	

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

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6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

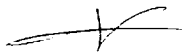
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d0

^d1

^m0

^m9

^y2

^y0

^y1

^y9

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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	Sophie McDonough
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

**Atrium Legal Services Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 06578977

Former Registered Office and Trading Address:

Suite 9 New Hall Hey Business Centre, New Hall Hay Road, Rossendale, Lancashire BB4 6HL

**Joint Liquidators' Final Account
pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**

30 June 2021

Leonard Curtis
Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
recovery@leonardcurtis.co.uk
Ref: K/26/JPA/A767Q/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Martin Maloney and John Titley were appointed Joint Liquidators of Atrium Legal Services Limited (“the Company”) on 31 August 2016.
- 1.2 John Titley retired from practice and agreed to transfer the management of his insolvency caseload to other appropriate insolvency practitioners within Leonard Curtis. In accordance with Rules 12.36 and 12.37 of the Insolvency (England and Wales) Rules 2016 (“the Rules”), therefore, an application was made to Court for an Order to remove John Titley as Insolvency Practitioner on each of his cases and replace him with Andrew Poxon of Leonard Curtis. The Order was granted by the Court on 31 May 2019. Accordingly, John Titley ceased to act as Joint Liquidator of this case on 31 May 2019 and Andrew Poxon was appointed in his place.
- 1.3 Martin Maloney and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.4 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) (“the Act”) and Rule 18.14 of the Rules, as the Company’s affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the Liquidation has been conducted and the Company’s property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 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 House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA on 14 September 2016.

Assets Realised

- 2.2 Please find below a summary of assets realised in this matter, including those realised since the last progress report.

Debtors

- 2.3 £7,149 has been received from Amtrust Europe Limited in relation to commission owed to the Company.

Bank Interest

- 2.4 Bank interest of £29 has been received during the Liquidation.

Director’s Contribution to Costs

- 2.5 In lieu of any realisable value from the assets of the Company, the director agreed to pay a contribution of £5,000 towards the costs of the Liquidation. £2,700 has been received and this matter is now closed.

Cash at Bank

- 2.6 Cash at bank of £124 has been received.

Unrealisable Assets

- 2.7 The following assets proved unrealisable:

Description	£
Chattel Assets	Uncertain
	<u>Uncertain</u>

- 2.8 The chattel assets comprised of computer equipment, fixtures and fittings and had an uncertain estimated to realise value, as per the statement of affairs. The Joint Liquidators instructed independent valuation agents Cerberus Asset Management (“Cerberus”) to provide a valuation and advise in regard to the Company’s physical assets. Cerberus advised the cost of uplift and sale would likely outweigh any realisations. As a result, the Joint Liquidators considered it uneconomical to pursue the realisation of these assets.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators’ final receipts and payments for the entire Liquidation, including details of all receipts and payments for the period from 31 August 2020 to 30 June 2021, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 Julian Charles Kaplan holds a debenture incorporating a fixed charge and a floating charge over the assets of the Company which was created on 27 November 2008 and registered on 6 December 2008. The statement of affairs indicated that £79,750 was owed to Mr Kaplan. A claim of £132,364 has been received.
- 4.2 There will be no dividend to the secured creditor.

Preferential Creditors

- 4.3 As at the date of Liquidation, no preferential claims were anticipated.
- 4.4 No claims have been received.

Prescribed Part

- 4.5 The net property after costs, in this case, was less than the prescribed minimum; therefore, the Joint Liquidators have not set aside a prescribed part in this instance.

Ordinary Unsecured Creditors

- 4.6 As at the date of Liquidation, there were 22 ordinary unsecured creditors, with estimated claims totalling £1,019,070. Claims totalling £1,145,100 have been received.
- 4.7 The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation. As a result, there has been no dividend to the ordinary unsecured creditors.
- 4.8 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there has been no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

- 5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS’ REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS’ RIGHTS

Remuneration

- 6.1 A fee of £5,000 in respect of the preparation of the statement of affairs was approved by creditors on 31 August 2016. £5,000 has been drawn. Of this amount, £1,000 has been paid to G A Harris & Co for their assistance with the preparation of the statement of affairs.
- 6.2 On 22 July 2020, creditors resolved by way of business by correspondence, that the Joint Liquidators’ remuneration be fixed as a set amount of £4,000 as set out in the fees estimate dated 3 July 2020. As set out in Appendix B, the Joint Liquidators’ time costs from 31 August 2020 to 30 June 2021 are £2,778, which represents 13.6 hours at an average hourly rate of £204. Total time costs from the commencement of the Liquidation amount to £35,883.
- 6.3 At Appendix C is a detailed description of work undertaken in the period, attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.4 Fees totalling £3,374 have been drawn.

Expenses and Disbursements

- 6.5 A comparison of the Joint Liquidators’ expenses from 31 August 2016 to 30 June 2021 and the Joint Liquidators’ statement of likely expenses is attached at Appendix D. 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 Joint Liquidators in carrying out their duties in dealing with issues arising in this particular Liquidation. Included within this category are costs that are directly referable to the Liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as ‘category 2 disbursements’ and they may not be drawn without creditor approval.
- 6.6 On 22 July 2020, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.7 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.8 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. Please be aware that the firm’s charge out rates have been amended with effect from 1 March 2021.

- 6.9 During the Liquidation, the following professional advisors (“PA”) and / or subcontractors (“S”) have been instructed:

Name of Professional Advisor	PA / S	Service Provided	Basis of Fees
G A Harris & Co	S	Assistance with the preparation of the statement of affairs	Fixed Fee £1,000
Cerberus	PA	Asset valuation and advice	Fixed Fee £1,034

- 6.10 G A Harris & Co were instructed to assist with the preparation of the statement of affairs due to their knowledge of the Company’s financial information and their accountancy expertise. The use of G A Harris & Co ensured that all of the Company’s matters were considered and recorded as required on the statement of affairs, enabling maximum realisations to be achieved for the benefit of the insolvent estate. As such, it is believed the fixed fee of £1,000 is a fair and reasonable reflection of the work undertaken.

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 five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.12 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent 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 Joint Liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.13 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 OTHER MATTERS

Release from Office

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company’s creditors objected to the Joint Liquidators’ release. Such an objection to the Joint Liquidators’ release must be received within eight weeks from the date of receipt of the notice attached at Appendix F. Please note, all objections should be made in writing and sent to James Parsonage at Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 For your information, a guide to liquidators’ fees, (Version 4 – April 2017) 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/technical-library/england-wales/technical-guidance/fees/>

7.4 If you would prefer this to be sent to you in hard copy form, please contact James Parsonage of this office on 0161 413 0930.

7.5 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>

7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

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

Data Protection

7.7 When submitting details of your claim in the Liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this Liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators’ privacy notice, which is attached to this report at Appendix G, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



MARTIN MALONEY
JOINT LIQUIDATOR

Martin Maloney and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9628 and 8620, respectively

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM
31 AUGUST 2016 TO 30 JUNE 2021**

	Estimated to Realise	As at 30 August 2020	Movements in the Period	As at 30 June 2021
	£	£	£	£
RECEIPTS				
Chattel Assets	Uncertain	-	-	-
	<u>Uncertain</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash at Bank		124.32	-	124.32
Bank Interest		29.08	-	29.08
Debtor		7,149.75	-	7,149.75
Director's Contribution to Costs		2,700.00	-	2,700.00
		10,003.15	-	10,003.15
PAYMENTS				
Statement of Affairs Fee		5,000.00	-	5,000.00
Joint Liquidators' Remuneration		-	3,374.88	3,374.88
Agents' Fees and Expenses		1,034.25	-	1,034.25
Employment Consultancy		-	100.00	100.00
Statutory Advertising		241.65	-	241.65
Software Licence Fee		87.00	-	87.00
Bond Fee		25.00	2.00	27.00
AML Checks		15.00	-	15.00
Document Hosting		14.00	28.00	42.00
Staff Mileage		-	50.04	50.04
Block Transfer Fee		-	28.40	28.40
Corporation Tax		2.93	-	2.93
TOTAL COSTS AND CHARGES PAID		6,419.83	3,583.32	10,003.15
BALANCE		3,583.32	(3,583.32)	-

Recoverable VAT totalling £716.02 has been assigned to Leonard Curtis and will be used to discharge the Joint Liquidators' outstanding fees and disbursements in the sum of £716.02.

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM
31 AUGUST 2020 TO 30 JUNE 2021

	Director		Manager 2		Administrator 1		Administrator 2		Administrator 4		Total		Average
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Hourly
		£		£		£		£		£		£	Rate
Statutory and Review	-	-	-	-	-	-	-	-	43	712.50	43	712.50	165.70
Receipts and Payments	1	52.50	3	103.50		-	-	-	31	515.50	35	671.50	191.86
Insurance	3	157.50	-	-	4	112.00		-	1	17.50	8	287.00	358.75
Liabilities	-	-	-	-	6	168.00	3	75.00	25	412.50	34	655.50	192.79
General Administration	-	-	-	-	-	-	7	175.00	2	35.00	9	210.00	233.33
Post Appointment Creds Mtngs	-	-	7	241.50		-	-	-	-	-	7	241.50	345.00
Total	4	210.00	10	345.00	10	280.00	10	250.00	102	1,693.00	136	2,778.00	
Average Hourly Rate (£)	<u>525.00</u>		<u>345.00</u>		<u>280.00</u>		<u>250.00</u>		<u>165.98</u>		<u>204.26</u>		
All Units are 6 minutes													

**DETAILED NARRATIVE OF WORK PERFORMED
BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE PERIOD**

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 carried out under this category comprised the following:

- Case-management reviews. As the case progressed, further six monthly reviews were undertaken to ensure that the case was 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.
- 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 case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- 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 Joint Liquidators’ 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.
- 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.

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 24 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.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with directors and shareholders.

Post-Appointment Creditors' Meetings

- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a meeting by correspondence to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

**COMPARISON OF JOINT LIQUIDATORS' EXPENSES
FROM 31 AUGUST 2016 TO 30 JUNE 2021 WITH STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in the period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	15.00	15.00	-	15.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	27.00	27.00	2.00	27.00	-
Document Hosting	Pelstar	Hosting of documents for creditors*	49.00	42.00	28.00	42.00	-
Software Licence Fee	Pelstar	Case management system licence fee*	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	241.65	241.65	-	241.65	-
		Total standard expenses	419.65	412.65	30.00	412.65	-

* Payment to Associate requiring specific creditor / committee approval if drawn after 1 April 2021

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in the period £	Amount Paid £	Amount Unpaid £
Statement of Affairs Fee	G A Harris & Co	Assistance with Statement of Affairs	-	1,000.00	-	1,000.00	-
Agent's Fees and Expenses	Cerberus	Asset Valuation	1,034.25	1,034.25	-	1,034.25	-
Block Transfer Fee	Farleys LLP	Liquidator transfer costs	28.40	28.40	28.40	28.40	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	50.04	50.04	50.04	50.04	-
Corporation Tax	HMRC	Tax on bank interest	-	2.93	-	2.93	-
		Total case specific expenses	1,112.69	2,115.62	78.44	2,115.62	-

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 the appropriate body of creditors 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 request and obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

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

	6 Jan 2014 onwards		1 Aug 2019 onwards		1 March 2021 onwards	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	688
Senior Manager	410	512	445	556	465	581
Manager 1	365	456	395	494	415	518
Manager 2	320	400	345	431	365	456
Administrator 1	260	325	280	350	295	369
Administrator 2	230	287	250	313	265	331
Administrator 3	210	262	230	288	245	306
Administrator 4	150	187	165	206	175	219
Support	0	0	0	0	0	0

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

Use of Associates

We are required to disclose to those responsible for approving our remuneration whether any payments we intend to make from an insolvency estate are to Associates of Leonard Curtis. The term “Associate” is defined in s435 of the Insolvency Act 1986 but we are also required to consider the substance or likely perception of any association between the appointed insolvency practitioner, their firm (LC) or an individual within the firm and the recipient of a payment. Payments to Associates are subject to the same level of approval as the office holder’s fees and category 2 expenses (see table below).

Whilst we are not aware of any third parties who meet the legal definition of “Associate” we are aware that there is a perceived association between LC and Pelstar Limited. Pelstar Limited provides insolvency case management software and document hosting facilities to LC. LC employs an individual who is married to a director of Pelstar Limited. Pelstar Limited’s costs are set out in the tables below.

Use of 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.

APPENDIX E (CONT'D)

Use of 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.

Categorisation of 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:

Type	Description	Amount																								
AML checks via Smartsearch	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search																								
Bond / Bordereau fee via AUA Insolvency Services	Insurance bond to protect the insolvent entity against any 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 via Companies House	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Hosting of documents via a secure portal for access by creditors/shareholders. Costs are charged per upload plus VAT and are generally dependent upon the number of creditors. The costs are commensurate with those charged by other providers of comparable services.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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Software Licence fee hosting via Pelstar Limited (see Use of Associates and Category 2 expenses)	Payable to software provider for use of case management system. The costs are commensurate with those charged by other providers of comparable services.	£87.00 plus VAT per case																								
Postage via Royal Mail or Postworks	Cost of posting documents which are directly attributable to a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post.																								
Post re-direction via Royal Mail	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00																								
Statutory advertising via advertising agents	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 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																								

- | 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 expenses | See Category 1 and 2 expenses notes below | See Category 1 and 2 expenses notes below |

a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.

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|------------------|--------------|
| Business mileage | 45p per mile |
|------------------|--------------|

Category 2 expenses and payments to Associates may only be drawn if they have been approved in the same manner as an office holder's remuneration.

**106(1) INSOLVENCY ACT 1986
R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016**

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

**ATRIUM LEGAL SERVICES LIMITED - IN CREDITORS’ VOLUNTARY LIQUIDATION (“THE COMPANY”)
COMPANY NUMBER: 06578977**

NOTICE IS HEREBY GIVEN THAT

It appears to Martin Maloney (IP Number 9628) and Andrew Poxon (IP Number 8620) of Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA (“the Joint Liquidators”) that the Company’s affairs are fully wound up.

Prescribed Period:	Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined.
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Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 (“the Rules”), within 21 days of receipt of the Joint Liquidators’ Final Account, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request, in writing, that the joint liquidators provide further information about their remuneration or expenses which have been itemised in their report.

Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent 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 joint liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the joint liquidators, as set out in the progress report, are excessive

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company’s creditors object to their release.

Signed: 

Dated: 30 June 2021

**MARTIN MALONEY
JOINT LIQUIDATOR**

Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA
0161 413 0930

**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.

APPENDIX G (CONT’D)

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, 5th Floor, Grove House, 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