

WU07

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



Companies House

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

1 Company details

Company number 0 6 7 1 2 6 3 5

Company name in full L & C SUPPORT LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Mark

Surname Phillips

3 Liquidator's address

Building name/number Unit 1, First Floor

Street Brook Business Centre

Post town Cowley Mill Road

County/Region Uxbridge

Postcode U B 8 2 F X

Country

4 Liquidator's name ①

Full forename(s) Julie

Surname Swan

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Unit 1, First Floor

Street Brook Business Centre

Post town Cowley Mill Road

County/Region Uxbridge

Postcode U B 8 2 F X

Country

② Other liquidator


Use this section to tell us about
another liquidator.

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6	Period of progress report															
From date	^d	2	^d	6	^m	1	^m	1	^y	2	^y	0	^y	2	^y	0
To date	^d	2	^d	5	^m	1	^m	1	^y	2	^y	0	^y	2	^y	1

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

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

**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 **Alison Groves**

Company name **SKSi**

Address **Unit 1, First Floor, Brook Business Centre,
Cowley Mill Road**

Post town **Uxbridge**

County/Region

Postcode **U B 8 2 F X**

Country

DX

Telephone **0204 548 1000**

**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

L & C SUPPORT LIMITED
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 26/11/2020 To 25/11/2021 £	From 26/11/2013 To 25/11/2021 £
ASSET REALISATIONS		
Bank Interest Gross	0.68	19.18
Bank Interest Net of Tax	NIL	34.24
	0.68	53.42
COST OF REALISATIONS		
Agents/Valuers Fees (1)	NIL	150.00
Bank Charges	88.00	704.00
DTI Cheque Fees	NIL	4.55
Office Holders Fees	NIL	5,100.00
Sec of State Fees	0.08	2.81
Specific Bond	NIL	50.00
Statutory Advertising	NIL	77.50
Tax on Interest	0.14	11.10
	(88.22)	(6,099.96)
	(87.54)	(6,046.54)
REPRESENTED BY ISA NIB		(6,046.54)
		(6,046.54)



**L & C SUPPORT LIMITED
In Compulsory Liquidation
In The High Court of Justice Number 618 Of 2012**

**Liquidators' Progress Report to Creditors and Members
Pursuant to Section 104a
of the Insolvency Act 1986**

And

**Rules 18.3 And 18.4
of the Insolvency Rules 2016**

For the Period from 26 November 2020 to 25 November 2021

Issued on: 25 January 2022

Delivered on: 27 January 2022

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4. Assets
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 - Preferential Creditors
 - Unsecured Creditors
 - Crown Creditors
6. Dividends
7. Investigation into affairs of the Company
8. Joint Liquidators' Remuneration
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10. Summary

APPENDICES

- A. Statutory Information;
- B. Receipts and Payments Account;
- C. Schedule of Joint Liquidators' Time Costs
- D. A description of the routine work undertaken in the Liquidation;
- E. Further Information.

1. INTRODUCTION

- 1.1 Julie Swan and I were appointed Joint Liquidators of the Company on 26 November, 2013 by the Secretary of State following a Winding Up Order made on 26 November 2013.
- 1.2 We now report pursuant to Section 104A of the Insolvency Act 1986, following the eighth anniversary of our appointment as Joint Liquidators. This report should be read in conjunction with our previous progress reports.

2. JOINT LIQUIDATORS' ACTIONS SINCE LAST REPORT

- 2.1 We reported on the last occasion that we were awaiting a conference with our solicitors Hillyer McKeown to consider whether there are any claims available to the Liquidators to pursue and if there will be benefit to the creditors in doing so.
- 2.2 Matters have been delayed by the Covid pandemic and the departure from Hillyer McKeown of the solicitor dealing with the case. We have now discussed matters with them. They have suggested that they write again to a number of third parties and that dependent upon the response, we consider further action or we make arrangements to close our files.
- 2.3 There is certain work that we are required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since last progress report is contained in Appendix D.

3. RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 Our Receipts & Payments Account for the period from 26 November 2020 to 25 November 2021, together with a cumulative account from the date of our appointment is attached at Appendix B.
- 3.2 The balance of funds is held in an interest-bearing account at the Insolvency Services Account.

4. ASSETS

4.1 Bank Interest

During the reporting period, bank interest of £0.68 has been received on the funds held in the liquidation account.

5. LIABILITIES

5.1 Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Insolvency legislation requires that if the Company has created a floating charge

after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors.

The "prescribed part" that the Liquidator has to set aside for unsecured creditors is:

50% of the first £10,000 of the net property; and
20% of the remaining net property

up to a maximum of £600,000.

5.2 Preferential Creditors

There are no preferential creditors.

5.3 Unsecured Creditors

The Statement of Affairs does not include any non-preferential unsecured creditors. To date, we have received claims totalling £16,399.89 from 5 creditors.

5.4 Crown Creditors

The Statement of Affairs estimated that £75,724.65 is owed to HM Revenue & Customs ("HMRC") in respect of the following:

	Amount outstanding (£)
VAT	75,724.65

To date, HMRC have not submitted a claim in the Liquidation.

6. DIVIDENDS

6.1 Secured creditors

There are no secured creditors as per section 5 above.

6.2 Preferential creditors

There are no preferential creditors as per section 5 above.

6.3 Unsecured creditors

It is uncertain whether a dividend will be paid to unsecured creditors as the position is wholly dependent upon asset realisations. Further information will be provided in subsequent reports.

7. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

- 7.1 We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

- 7.2 We have continued to work with our solicitors Hillyer McKeown and they have advised that they write to a number of third parties identified as having received monies from the Company in consideration for which the Company does not appear to have received any benefit.
- 7.3 We will monitor any responses and will then consider further action or we make arrangements to close our files.

8. JOINT LIQUIDATORS' REMUNERATION

- 8.1 Our remuneration was approved, by creditors, on a time costs basis by way of a correspondence voting process on 13 February 2013.
- 8.2 During the period from 26 November 2020 to 25 November 2021, time incurred by the Joint Liquidators and our staff totalled £4,728.00, representing 16.90 of hours work at an average charge out rate of £279.76 per hour across all grades of staff.0
- 8.3 During the cumulative period of the liquidation from 26 November 2013 to 25 November 2021, time incurred by the Joint Liquidators and our staff totalled £42,865.50, representing 197.00 of hours work at an average charge out rate of £217.59 per hour across all grades of staff.
- 8.4 To date, £5,100.00 has been drawn on account of these costs, none of which was drawn during the reporting period.
- 8.5 A detailed schedule of the time spent by the grades of staff allocated to the Liquidation and investigation of this matter, together with the appropriate charge out rate and resulting cost, is detailed at Appendix C, in accordance with Statement of Insolvency Practice No 9. ("Sip 9")
- 8.6 A description of the general routine work undertaken in the Liquidation is also attached at Appendix D.
- 8.7 SKSi Practice Fee Recovery Policy can be found at <https://www.sksi.co.uk/practice-fee-recovery-policy>.

9. JOINT LIQUIDATORS' EXPENSES

- 9.1 As summarised in the table below, we have incurred total expenses of £362.87 since our appointment as Joint Liquidators, none of which was incurred in the period reported upon..

Type of Expense	Amount incurred (£)	Amount Paid (£)	Amount Outstanding (£)
Advertisement	77.50	77.5	-
Statutory Bond	58.00	50.00	8.00
Search	1.00	Nil	1.00
Recorded delivery charge	2.37	Nil	2.37
Tracing enquiries	150.00	Nil	150.00
Travel expenses	74.00	Nil	74.00

TOTAL	362.87	127.50	235.37
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9.2 We have drawn £127.50 to 25 November 2021, none of which was drawn in the period reported upon.

9.3 We have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Hillyer McKeown	Solicitors	Time costs, CFA

9.4 To date, no sum has been paid in respect of these costs.

9.5 The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them. We will review the fees charged at the conclusion of the case and will satisfy ourselves that they are reasonable in the circumstances of this case.

10. SUMMARY

10.1 The Liquidation will remain open until a decision has been made whether there are claims to pursue, if there will be any benefit to the creditors in doing so and until any such claims have been brought and either settled or judgement obtained. We estimate that this will take approximately 12 months and once resolved the Liquidation will be finalised and our files will be closed.

10.2 Creditors should refer to the Appendix F for further information with regards to the report and general information.

10.3 If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Alison Groves by email at alison.groves@sksi.co.uk, or by phone on 0204 548 1000.



Mark Phillips
Joint Liquidator

APPENDIX A

STATUTORY INFORMATION

Company Name: L & C SUPPORT LIMITED

Previous Name:

Registered Number: 06712635

Date of Incorporation: 1 October 2008

Principal Trading Activity:

Registered Office: Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Former Registered Office:

Trading Address:

Directorships (previous 3 years):

Liam Peter Greenfield	1 October 2008	In office
Christopher Anthony Williams	1 October 2008	In office

Share Capital: 2 ordinary shares of £1 each composed of 2 'A' Ordinary Shares.

Liam Peter Greenfield	1	50%
Christopher Anthony Williams	1	50%

Charges:

N/A		

Joint Liquidators': Mark Phillips and Julie Swan

Joint Liquidators' Address: SKSi Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Date of Appointment: 26 November 2013

Actions of Joint Liquidators' Any act required or authorised under any enactment to be done by a Trustee may be done by either or both Trustees acting jointly or alone.

APPENDIX B

**RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE PERIOD FROM 26 NOVEMBER 2020 TO 25 NOVEMBER 2021
AND FOR THE CUMULATIVE PERIOD FOR THE PERIOD FROM 26 NOVEMBER
2013 TO 25 NOVEMBER 2021**

L & C SUPPORT LIMITED
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 26/11/2020 To 25/11/2021 £	From 26/11/2013 To 25/11/2021 £
RECEIPTS			
Cash at Bank		0.00	13,738.01
Bank Interest Gross		0.68	59.99
Bank Interest Net of Tax		0.00	34.24
Petitioners' Deposit		0.00	1,165.00
		<u>0.68</u>	<u>14,997.24</u>
PAYMENTS			
Bank Interest Gross		0.00	8.54
O.R. Disbursements		0.00	24.00
DTI Cheque Fees		0.00	7.93
Sec of State Fees		0.08	6,272.84
Petitioners Costs		0.00	1,995.00
Specific Bond		0.00	50.00
Office Holders Fees		0.00	5,100.00
Agents/Valuers Fees (1)		0.00	150.00
Tax on Interest		0.14	11.10
Statutory Advertising		0.00	77.50
Bank Charges		88.00	704.00
		<u>88.22</u>	<u>14,400.91</u>
Net Receipts/(Payments)		<u>(87.54)</u>	<u>596.33</u>
MADE UP AS FOLLOWS			
ISA NIB		(87.54)	596.33
		<u>(87.54)</u>	<u>596.33</u>

APPENDIX C

**SCHEDULE OF JOINT LIQUIDATORS' TIME COSTS
FOR THE PERIOD FROM 26 NOVEMBER 2020 TO 25 NOVEMBER 2021
AND FOR THE CUMULATIVE PERIOD FOR THE PERIOD FROM 26 NOVEMBER
2020 TO 25 NOVEMBER 2021**

AND

SCHEDULE OF HOURLY RATES

Time Entry - Detailed SIP9 Time & Cost Summary

L&CSU00 - L & C SUPPORT LIMITED
From: 26/11/2020 To: 25/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP1 (NEW) : Case Planning & Strategy	0.00	0.00	1.00	0.00	0.00	1.00	285.00	285.00
AP4 (NEW) : Statutory Duties	0.00	0.00	3.00	0.00	0.00	3.00	855.00	285.00
AP5 (NEW) : Cashiering	0.10	0.00	0.00	0.10	0.00	0.20	67.50	337.50
AP6 (NEW) : Tax Returns	0.00	0.00	0.40	0.00	0.00	0.40	60.00	150.00
Administration & planning	0.10	0.00	4.40	0.10	0.00	4.60	1,267.50	275.54
CR3 (NEW) : Unsecured Creditors	0.00	0.00	0.10	0.00	0.00	0.10	28.50	285.00
Creditors	0.00	0.00	0.10	0.00	0.00	0.10	28.50	285.00
I1 (NEW) : SIP 2 Review	3.50	0.00	0.00	0.00	0.00	3.50	1,662.50	475.00
Investigations	3.50	0.00	0.00	0.00	0.00	3.50	1,662.50	475.00
Total Hours	3.60	0.00	4.50	0.10	0.00	8.20	2,958.50	360.79
Total Fees Claimed							5,100.00	

Time Entry - Detailed SIP9 Time & Cost Summary

L&CSU00 - L & C SUPPORT LIMITED
From: 26/11/2020 To: 25/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Junior Administrator	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP3 (NEW) : Case Monitoring	1.50	0.00	0.00	0.00	0.00	1.30	2.80	1,107.50	395.54
AP4 (NEW) : Statutory Duties	0.00	0.00	0.00	1.20	0.00	0.00	1.20	144.00	120.00
AP5 (NEW) : Cashiering	0.00	0.00	0.00	4.70	0.00	0.00	4.70	518.00	110.23
Administration & Planning	1.50	0.00	0.00	5.90	0.00	1.30	8.70	1,769.50	203.39
Total Hours	1.50	0.00	0.00	5.90	0.00	1.30	8.70	1,769.50	203.39
Total Fees Claimed								5,100.00	

Time Entry - Detailed SIP9 Time & Cost Summary

L&CSU00 - L & C SUPPORT LIMITED
To: 25/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Junior Administrator	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP3 (NEW) : Case Monitoring	1.50	0.00	0.00	0.00	0.00	1.30	2.80	1,107.50	395.54
AP4 (NEW) : Statutory Duties	0.00	0.00	0.00	1.20	0.00	0.00	1.20	144.00	120.00
AP5 (NEW) : Cashiering	0.00	0.00	0.00	4.70	0.00	0.00	4.70	518.00	110.23
Administration & Planning	1.50	0.00	0.00	5.90	0.00	1.30	8.70	1,769.50	203.39
Total Hours	1.50	0.00	0.00	5.90	0.00	1.30	8.70	1,769.50	203.39
Total Fees Claimed								5,100.00	

Time Entry - Detailed SIP9 Time & Cost Summary

L&CSU00 - L & C SUPPORT LIMITED
To: 25/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP1 (NEW) : Case Planning & Strategy	1.80	0.00	3.50	0.00	0.00	5.30	1,678.00	316.60
AP2 (NEW) : Maintenance of Records	0.00	0.00	1.00	1.80	0.00	2.80	398.00	142.14
AP3 (NEW) : Case Monitoring	1.40	0.20	2.50	0.20	0.00	4.30	1,265.50	294.30
AP4 (NEW) : Statutory Duties	0.70	0.00	20.60	4.10	0.00	25.40	5,475.00	215.55
AP5 (NEW) : Cashiering	1.00	0.50	2.30	1.10	0.00	4.90	1,147.00	234.08
AP6 (NEW) : Tax Returns	0.00	0.00	7.60	0.00	0.00	7.60	1,134.50	149.28
F : Administration & Planning	0.00	0.00	2.70	7.70	0.00	10.40	1,710.00	164.42
Z104 : Maintenance of records	0.00	0.30	0.20	0.10	0.00	0.60	127.50	212.50
Z107 : Case Monitoring	0.00	0.20	0.00	0.00	0.00	0.20	55.00	275.00
Administration & planning	4.90	1.20	40.40	15.00	0.00	61.50	12,990.50	211.23
M : Currently Unassigned 2	0.00	0.00	0.20	0.00	0.00	0.20	38.00	190.00
Case specific matters	0.00	0.00	0.20	0.00	0.00	0.20	38.00	190.00
G : Cashier Work / Tax Matters	0.00	0.20	0.40	2.40	0.00	3.00	442.50	147.50
Cashier/Tax Returns	0.00	0.20	0.40	2.40	0.00	3.00	442.50	147.50
C : creditors	0.00	0.00	0.60	0.20	0.00	0.80	127.00	158.75
CR3 (NEW) : Unsecured Creditors	0.00	0.00	0.70	0.00	0.00	0.70	159.50	227.86
Creditors	0.00	0.00	1.30	0.20	0.00	1.50	286.50	191.00
I : Investigations	5.80	2.40	51.10	12.70	0.00	72.00	17,761.00	246.68
I1 (NEW) : SIP 2 Review	3.50	0.00	18.90	0.50	0.00	22.90	4,560.00	199.13
I2 (NEW) : CDDA Report	0.00	0.00	2.50	0.00	0.00	2.50	500.00	200.00
Investigations	9.30	2.40	72.50	13.20	0.00	97.40	22,821.00	234.30
RA7 (NEW) : Antecedent Recoveries	0.00	0.00	5.00	0.00	0.00	5.00	1,425.00	285.00
B1 : Asset Realisations - Fixed Charge	0.00	0.00	0.20	0.00	0.00	0.20	38.00	190.00
B3 : Asset Realisations - Free Assets	0.00	0.30	0.30	0.00	0.00	0.60	147.00	245.00
Realisations of assets	0.00	0.30	5.50	0.00	0.00	5.80	1,610.00	277.59
J : Statutory Duties - Inc D Reports / Final Reports	0.00	1.00	0.00	17.90	0.00	18.90	2,907.50	153.84
Statutory Duties	0.00	1.00	0.00	17.90	0.00	18.90	2,907.50	153.84
Total Hours	14.20	5.10	120.30	48.70	0.00	188.30	41,096.00	218.25
Total Fees Claimed							5,100.00	

Time Entry - Detailed SIP9 Time & Cost Summary

L&CSU00 - L & C SUPPORT LIMITED
To: 25/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
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APPENDIX D

A DESCRIPTION OF ROUTINE WORK UNDERTAKEN IN THE LIQUIDATION

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - maintaining appropriate strategies for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing an annual progress report to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Maintaining up to date creditor information on the case management system.

3. Investigations

- Instructing and liaising with solicitors to assist in the investigation of potential claims available to the Liquidators and the evidence required to pursue those claims.

APPENDIX E

FURTHER INFORMATION

Creditors Rights

1. Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/getting-involved/#creditorapproval>
2. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.icaew.com/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
3. There are different versions of these Guidance Notes, and in this case please refer to the Creditors Guide to Liquidators Fees Effective from 6 April 2017.
4. In addition, SKSi Practice Fee Recovery Policy can be found at <https://www.sksi.co.uk/practice-fee-recovery-policy>.

Complaints Procedure

1. At SKSi we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing to our complaints officer Carrie James of SKSi, Unit 1 First floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.
2. Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service,
3. IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA; or you may email ip.complaints@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at between 1p and 10.5p per minute from a land line, for mobiles, between 12p and 41p per minute if you're calling from the UK.

Data Protection

4. Following the UK's exit from the EU, the UK is now subject to UK GDPR which sits alongside the Data Protection Act 2018 ("GDPR"), and I would like to draw your attention to the following:
5. In providing our services, we act as an independent data controller in relation to client personal data, i.e. we are an organisation who decides the purpose for which any personal data is to be processed and the way in which it is to be

processed. The term 'personal data' means any information relating to a living individual, natural person (data subject).

6. SKSi is committed to compliance with GDPR, together with any applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data.
7. We rely upon our legitimate interest in processing your data in ways which you would reasonably expect, where processing is necessary in our insolvency appointments and where our interests do not affect your interests, rights or freedoms. We are committed to safeguarding the privacy and security of any personal data which we process for this reason.
8. For further information on how we deal with personal data please see our privacy policy which can be found here: <https://sksi.co.uk/privacy-policy>
9. Should creditors have any queries regarding the use of their personal data please contact us on 0204 548 1000 or via email at alison.groves@sksi.co.uk.

General Information

10. To comply with the Provision of Services Regulations, some general information about SKSi, including about our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, can be found at <https://www.sksi.co.uk/terms-and-conditions>