

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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15/01/2021

#182

COMPANIES HOUSE

### 1 Company details

Company number 0 6 8 7 1 2 6 8

Company name in full A Pave Limited

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

### 2 Liquidator's name

Full forename(s) David

Surname Moore

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 6th Floor, Walker House

Exchange Flags

Post town Liverpool

County/Region

Postcode L 2 3 Y L

Country

### 4 Liquidator's name

Full forename(s) Lisa

Surname Ion

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

### 5 Liquidator's address

Building name/number Leonard Curtis

Street 6th Floor, Walker House

Exchange Flags

Post town Liverpool

County/Region

Postcode L 2 3 Y L

Country

② 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	d 2 d 0	m 1 m 1	y 2 y 0 y 1 y 9
To date	d 1 d 9	m 1 m 1	y 2 y 0 y 2 y 0

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X *Carlyne*

X

Signature date

d 1 d 2	m 0 m 1	y 2 y 0 y 2 y 1
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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.

Contact name **Alison McLauchlan**

Company name **Leonard Curtis**

Address **6th Floor, Walker House**

**Exchange Flags**

**Liverpool**

Post town

County/Region

Postcode **L 2 3 Y L**

Country

DX

Telephone **0151 556 2790**



**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**A Pave Limited**  
**(In Creditors' Voluntary Liquidation)**

Company Number: 06871268

Current Registered Office: 6<sup>th</sup> Floor, Walker House, Exchange Flags, Liverpool, L2 3YL

Former Registered Office: Second Floor, Honeycomb Building, Edmund Street, Liverpool, L3 9NG

Trading Address: Croft Street, Widnes, Cheshire, WA8 3UL

**Joint Liquidators' First Progress Report**  
**pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)**  
**and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report Period:**  
**20 November 2019 to 19 November 2020**

**11 January 2021**

Leonard Curtis  
6th Floor, Walker House, Exchange Flags,  
Liverpool, L2 3YL  
Tel: 0151 556 2790 Fax: 0151 556 2791  
recovery@leonardcurtis.co.uk

Ref: I/39/AM/AA23E/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 David Moore and Lisa Ion were appointed Joint Liquidators of A Pave Limited ("the Company") on 20 November 2019.
- 1.2 David Moore and Lisa Ion are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 20 November 2019 to 19 November 2020, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the 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 6th Floor, Walker House, Exchange Flags, Liverpool, L2 3YL on 29 November 2019.

On appointment all relevant notices were sent to all parties concerned. Companies House received the notice of appointment and the Statement of Affairs for filing. The Notice of Appointment was advertised in The London Gazette on 26 November 2019.

The Statement of Affairs showed that the office furniture, computers and a 'digger vehicle' had been sold to the Director on 1 October 2019 for £4,500 & VAT. This has been paid in full but we have a number of queries regarding other vehicles that the Company sold prior to the liquidators being appointed. Section 5 provides further details.

On appointment, the Joint Liquidators ascertained that up until June 2018 the Company had previously operated an occupational pension scheme with NEST. We have written to them asking them to confirm that the scheme has been closed down and that there are no outstanding contributions.

If it transpires that there are outstanding contributions, the Joint Liquidators' will look to issue the relevant RP15 and RP15a forms to the Insolvency Service, requesting that the outstanding contributions are paid into the scheme.

All online notification requirements in relation to pension matters have been carried out.

The Liquidators have a duty to submit a report on the conduct of the directors within 3 months of their appointment and a report was submitted to The Insolvency Service on 6 February 2020.

### **Assets Realised**

#### **Debtor – Sale of Chattel Assets**

The director has paid in full for the purchase of the chattel assets.

#### **Contribution to costs**

The director has provided a contribution of £600 to cover the costs of the liquidation.

#### **Bank Interest**

11 pence has been received in bank interest from funds held in an account with Allied Irish Bank GB.

### **Assets Still to be Realised**

Our enquiries have raised a number of queries in respect of payments from the bank account and the disposal of vehicles prior to the Liquidators appointment. Our enquiries in this respect are continuing but given the amounts involved it may not be cost effective to instruct solicitors to pursue. Section 5.2 provides further details. We do not anticipate any further realisations to be made.

## **3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' receipts and payments for the period from 20 November 2019 to 19 November 2020 is attached at Appendix A.

## **4 OUTCOME FOR CREDITORS**

### **Secured Creditors**

- 4.1 The Company has no charges registered at Companies House

### **Hire Purchase Agreement**

- 4.2 The Company had an agreement with Santander Consumer Finance for a Mitsubishi vehicle and they advised that they were owed £19,147. We understand that the vehicle was collected by them following appointment and we have written to them asking whether they intend to make a claim in the proceedings or if they are relying on the personal guarantee provided by the Director. Should any claim be received in the Liquidation, this will rank as unsecured.

### **Preferential Creditors**

- 4.3 As at the date of liquidation, there were 2 preferential creditors, with estimated claims totalling £1,316.
- 4.4 Any amounts due to employees in relation to arrears and holiday pay have been paid by The Insolvency Service Redundancy Payments Fund who will then submit a claim in the proceedings. The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation and as a result, there will be no dividend available to preferential creditors.

**Prescribed Part**

- 4.5 To the best of our knowledge and belief there are no unsatisfied floating charges created or registered on or after 15 September 2003 and consequently no requirement to set aside a prescribed part.

**Ordinary Unsecured Creditors**

- 4.6 As at the date of liquidation, there were 16 unsecured creditors, with estimated claims totalling £68,447 which included a claim by the director for £41,784.
- 4.7 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to 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 will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

**5 INVESTIGATIONS**

- 5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 5.2 Our initial investigations have raised a number of queries in relation to transfers made from the bank account in the sum of £7,240 and in relation to a transit van and 'digger' sold prior to appointment to ensure that they weren't sold at an 'undervalue'. As previously reported, the director is in poor health and is not in a position to assist fully so we have had to rely on a lot of the information being provided by the former accountant. We are still waiting for the most recent accounting information being provided to us so we can complete our investigations and we will report further when we have any further news.
- 5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

**6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS' RIGHTS**

**Remuneration**

- 6.1 A fee of £6,500 & VAT in respect of the preparation of the statement of affairs was approved by creditors on 20 November 2019. £4,900 & VAT has been drawn and from this amount the sum of £900 & VAT has been paid to R M Burke & Co for assistance provided to us when preparing the Statement of Affairs.
- 6.2 No resolution was proposed to creditors in respect of the Joint Liquidators' remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators' remuneration from the estate.



### Expenses and Disbursements

6.3 A summary of the Joint Liquidators' expenses from 20 November 2019 to 19 November 2020 is attached at Appendix B. 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.

6.4 No resolution was proposed to creditors with regard to the Joint Liquidators' category 2 disbursements.

6.5 Attached at Appendix C 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 August 2019.

6.6 During the liquidation, the following professional advisors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
R M Burke & Co	Providing information regarding the chattel assets and other matters	Agreed Fixed Fee

We instructed R M Burke & Co as they were the former accountants and had extensive knowledge of the financial position of the Company and had details and information regarding the chattel assets and other matters relating to the Company.

### Creditors' Rights

6.7 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.

6.8 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.

6.9 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

## 7 MATTERS STILL TO BE DEALT WITH

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

- Conclude our enquiries regarding the payments made from the bank account and the disposal of vehicles;
- Ensure that all outstanding pension contributions have been paid and any schemes have been wound down;
- Full review of the files;
- Completing the closing formalities and issuing a final report to the creditors;
- The unpaid remuneration and expenses will need to be paid.

## 8 OTHER MATTERS

8.1 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 from the following website via the link below:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

8.2 If you would prefer this to be sent to you in hard copy form, please contact Alison McLauchlan of this office on 0151 556 2790.

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

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

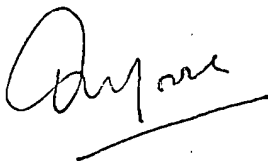
8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

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

### Data Protection

8.5 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 D, 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



**DAVID MOORE**  
**JOINT LIQUIDATOR**

David Moore and Lisa Ion are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 7510 and 21912, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS  
FROM 20 NOVEMBER 2019 TO 19 NOVEMBER 2020

	Estimated to realise £	As at 19 November 2020 £
<b>RECEIPTS</b>		
Debtor re Sale of Assets	5,400	5,400.00
Director's Contribution to Costs	-	600.00
Bank Interest	-	0.11
	<u>£5,400</u>	<u>£6,000.11</u>
<b>PAYMENTS</b>		
Statement of Affairs Fee		4,900.00
Accountancy Fees		50.00
<b>Total costs and charges incurred</b>		<u>£4,950.00</u>
<b>Balance</b>		£1,050.11
<b>Represented By;</b>		
Current Account – Allied Irish Bank GB		60.11
VAT Control Account		990.00
		<u>£1,050.11</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 20 NOVEMBER 2019 TO 19 NOVEMBER 2020

Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	Nil	10.00
Bond Fee	AUA Insolvency Risk Services	Insurance bond	25.00	Nil	25.00
Document Hosting	Pelstar	Hosting of documents for creditors	7.00	Nil	7.00
Software Licence Fee	Pelstar	Case management system licence fee	87.00	Nil	87.00
Statutory Advertising	Courts Advertising	Advertising	171.90	Nil	171.90
		<b>Total standard expenses</b>	<b>£300.90</b>	<b>Nil</b>	<b>£300.90</b>

Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
Statement of Affairs Fee	R M Burke & Co Accountants	For assistance provided to us	900.00	900.00	Nil
Accountancy	R M Burke & Co Accountant	Accountancy Information	50.00	50.00	Nil
		<b>Total case specific expenses</b>	<b>£950.00</b>	<b>£950.00</b>	<b>Nil</b>

## 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 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	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	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.

### Subcontractors

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

### Professional Advisors

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

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

### Expenses

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

- 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	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

## A Pave Limited – In Creditors' Voluntary Liquidation

Bond / Bordereau fee	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	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<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>£10 p.a. or £25 for life of case</td><td></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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BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Postage	Cost of posting documents in connection with 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	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																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£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																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See <b>disbursements</b> section below	See <b>disbursements</b> section below

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, external room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Storage of office files (6 years)	£30 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**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.

**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, 5<sup>th</sup> 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](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: LEONARD CURTIS**



**LEONARD CURTIS BUSINESS SOLUTIONS GROUP**

**CORONAVIRUS BUSINESS CONTINUITY PLAN**

As the whole business community reacts to the enormous challenge of responding to the Coronavirus (COVID-19) situation, we would like to let you know our plans for dealing with our casework for the foreseeable future.

We have taken considerable measures to ensure that we keep our clients and people safe. We are confident that the steps we have introduced will avoid any material disruption to our business and the service we provide.

The majority of our staff are now working from home. Whilst we have put in place arrangements to ensure that post to our offices continues to be collected and distributed where possible, we do anticipate some disruption and delay in this respect. We would therefore request that you send any correspondence / information by email to your regular contact wherever possible. If you are unsure of who this person is, please ring the appropriate office number (office numbers are available on our website below).

[www.leonardcurtis.co.uk](http://www.leonardcurtis.co.uk)

Emails can also be sent to the following address:

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)

We would like to discourage requests for physical meetings on individual cases for obvious reasons but we are happy to arrange virtual meetings and telephone conference calls where necessary.

Rest assured that we remain committed to delivering a high level of service to you, even in this challenging environment.

Leonard Curtis