

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 7 0 0 6 4 8 3

Company name in full The Roller Rink Company Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Mark

Surname Colman

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 20 Roundhouse Court

South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A

Country

### 4 Liquidator's name ①

Full forename(s) Megan

Surname Singleton

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street 20 Roundhouse Court

South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	d	2	d	0	m	0	m	8	y	2	y	0	y	2	y	0
To date	d	1	d	9	m	0	m	8	y	2	y	0	y	2	y	1
<b>7</b>	<b>Progress report</b>															
	<input checked="" type="checkbox"/> The progress report is attached															
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	d	1	d	3	m	1	m	0	y	2	y	0	y	2	y	1

# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Azimunnisa Raj**

Company name **Leonard Curtis**

Address **20 Roundhouse Court**

**South Rings Business Park**

**Bamber Bridge**

Post town **Preston**

County/Region

Postcode **P R 5 6 D A**

Country

DX

Telephone **01772 646180**



### 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

**The Roller Rink Company Limited  
(In Creditors' Voluntary Liquidation)**

**Company Number: 07006483**

**Former Registered Office: 233 Wigan Road, Ashton-In-Makerfield, Wigan, WN4 9SL**

**Trading Address: Unit 2, Eckersley Mill, Swan Meadow Rd, Wigan, WN3 5BD**

**Joint Liquidators' Third 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 August 2020 to 19 August 2021**

**13 October 2021**

**Mark Colman and Megan Singleton - Joint Liquidators  
Leonard Curtis  
20 Roundhouse Court, South Rings Business Park, Bamber Bridge  
Preston PR5 6DA  
Tel: 01772 646180 Fax: 01772 646181  
azimunnisa.raj@leonardcurtis.co.uk  
Ref: P/28/ARA/T958M/1010**

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 Mark Colman and John Titley were appointed as Joint Administrators of The Roller Rink Company Limited ("the Company") on 8 November 2017. Upon conclusion of the Administration, pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 (as amended) ("the Act"), Mark Colman and John Titley were subsequently appointed as Joint Liquidators of the Company on 20 August 2018. Mr Titley retired from practice and transferred 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 therefore, an application was made to Court for an Order to remove Mr Titley as Insolvency Practitioner on each of his cases and replace him with Megan Singleton of Leonard Curtis. The order was granted by the Court on 31 May 2019. Accordingly, Mr Titley ceased to act as Joint Liquidator of his cases on 31 May 2019 and Megan Singleton was appointed in his place.
- 1.2 Mark Colman and Megan Singleton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 This report provides an update on the conduct of the Liquidation for the period from 20 August 2020 to 19 August 2021 ("the Period"), as required by Section 104A(1) of 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 and should be read in conjunction with the previous progress report dated 12 October 2020.
- 1.4 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Leonard Curtis, 20 Roundhouse Court, South Rings Business Park, Bamber Bridge, Preston, PR5 6DA, on 27 November 2017.

**Assets Realised**

**2.2 Transfer from Administration**

As reported previously, the balance of £11,999.06 was transferred over from the Administration to the Liquidation.

**2.3 Interest**

Interest totalling £39.50 has been received during the Liquidation. No further interest has been received during the Period.

**2.4 Business Rates Refund**

As previously reported, the directors of the Company advised of a possible refund owed to the Company in respect of an overpayment of business rates. The directors advised that there were disputes with the local council with regards to the level of rates the Company had to pay for one of the Company's trading premises. The appeal had previously reached an application to court. Due to their extensive previous involvement, the directors of the Company were pursuing this matter. A refund in the sum of £3,033.75 has been received.

No further realisations are anticipated in this regard.

**Assets Still to be Realised**

**2.5 Directors' Loan Account**

As previously reported, the last statutory accounts dated 30 September 2016 showed an overdrawn Directors' Loan Account ("DLA") totalling £34,967. The directors advised that of this amount, £15,000 was repaid within the following 9 months prior to the Joint Administrators' appointment. The Joint Liquidators wrote to the directors requesting supporting documentation to evidence the repayment. During the Period, the directors have highlighted payments within the Company's bank statements which demonstrate that a sum of £7,000 was repaid. The Joint Liquidators are currently liaising with the directors in respect to the remaining balance outstanding and are seeking legal advice in this regard. A further update will be provided to creditors in due course.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' receipts and payments for the entire period of the liquidation, including the period from 20 August 2020 to 19 August 2021, is attached at Appendix A.

**4 OUTCOME FOR CREDITORS**

**Secured Creditors**

- 4.1 There are no secured creditors in this case.

**Preferential Creditors**

- 4.2 As at the date of Administration, no preferential claims were anticipated.
- 4.3 Evolve IS Limited ("Evolve") were instructed by the Joint Liquidators to review the Company's pension scheme and establish whether any contributions remained outstanding from the Company. Following a review, it was determined that no pension contributions remained outstanding in this matter.
- 4.4 No claims have been received.

**Prescribed Part**

- 4.5 As the Company has no unsatisfied post-Enterprise Act charges, there was no requirement to set aside a prescribed part in this case.

**Ordinary Unsecured Creditors**

- 4.6 As at the date of Administration, there were 14 unsecured creditors, with estimated claims totalling £88,707.45.
- 4.7 The table below illustrates the position regarding the claims of the ordinary unsecured creditors:

	<b>As at Date of Administration £</b>	<b>Claims Received £</b>
Trade and Expense	18,529.86	22,342.70
HMRC (VAT)	40,891.00	32,649.78
HMRC (PAYE/NIC/CT)	21,340.99	18,920.18
Director's Loan	7,945.60	-
	<b>88,707.45</b>	<b>73,912.66</b>

- 4.8 There are sufficient funds to declare a first and-final dividend to ordinary unsecured creditors and a notice of intended dividend will be issued in due course, once all matters have been finalised, to creditors who have not proven their debts.
- 4.9 If you have not already done so, please submit details of your claim, by completing and returning the proof of debt form, attached at Appendix G, to this office. Please include documentation to support your claim.

## **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 No resolutions have been proposed to creditors in respect of the Joint Liquidators remuneration.
- 6.2 As at the date the case was transferred to liquidation, fees of £8,552.00 and £13,877 remained outstanding for payment relating to the Joint Administrators' pre-appointment fees and remuneration respectively. A proportion of the Joint Administrators' pre-appointment fees, amounting to £5,000 plus VAT, have been drawn in the Liquidation.

### **Expenses**

- 6.3 A comparison of the Joint Liquidators' expenses from 20 August 2020 to 19 August 2021 and the Joint Liquidators' statement of likely expenses 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.

With effect from 1 April 2021, the Joint Liquidators are also 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. Payments to associates are subject to the same level of approval as the office holder's fees and category 2 expenses. Further details are included at Appendix B and C.

- 6.4 No resolution was proposed to creditors with regards to the Joint Liquidators being authorised to draw 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 March 2021.
- 6.6 No professional advisors, including subcontractors, have been instructed during the Period.



### **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:
- The realisation of the remaining assets, as detailed in section 2.5;
  - The formal agreement of creditor claims;
  - A first and final distribution to the unsecured creditors; and
  - The unpaid remuneration and expenses will need to be defrayed.

## **8 OTHER MATTERS**

- 8.1 For your information, Liquidation: A Guide for Creditors on Insolvency Practitioner Fees, version 1 April 2021, 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/>

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Azimunnisa Raj of this office on 01772 646180.

- 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 Finally, 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 H, 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

A handwritten signature in black ink, appearing to be 'M. Colman', written in a cursive style.

**MARK COLMAN**  
**JOINT LIQUIDATOR**

Mark Colman and Megan Singleton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9721 and 22090, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 20 AUGUST 2020 TO 19 AUGUST 2021  
AND CUMULATIVE FROM 20 AUGUST 2018 TO 19 AUGUST 2021

	Estimated to realise £	Previous periods £	This period £	Cumulative £
<b>RECEIPTS</b>				
Balance from Administration	11,999.06	11,999.06	-	11,999.06
Interest	-	39.50	-	39.50
Business Rates Refund	-	3,033.75	-	3,033.75
Directors' loan account	Uncertain	-	-	-
	<u>11,999.06</u>	<u>15,072.31</u>	<u>-</u>	<u>15,072.31</u>
<b>PAYMENTS</b>				
Pre-appointment Joint Administrators' Fees		(5,000.00)	-	(5,000.00)
Pre-appointment Agent's Fees – Cerberus Asset Management ("CAM")*		(2,500.00)	-	(2,500.00)
Corporation Tax **		(411.35)	-	(411.35)
Category 1 Disbursements		(350.67)	(88.14)	(438.81)
Agents' Fees and Expenses – Evolve IS Limited		(150.00)	-	(150.00)
		<u>(8,412.02)</u>	<u>(88.14)</u>	<u>(8,500.16)</u>
<b>BALANCE IN HAND</b>				<u>6,572.15</u>
<b>Represented By:</b>				
Balance at Bank – Interest bearing				6,508.40
VAT Receivable/(Payable)				63.75
				<u>6,572.15</u>

\*\* As detailed previously a balance of £2,500 plus VAT was due to CAM relating to work carried out in the Administration which remained outstanding for payment as at the date the case was transferred to liquidation. This amount was subsequently paid in the Liquidation as detailed above.

\*\* As detailed previously a balance of £411.35 was due to HM Revenue and Customs in respect to Corporation Tax in the Administration period but remained outstanding for payment as at the date the case was transferred to liquidation. This amount was subsequently paid in the Liquidation as detailed above.

## APPENDIX B

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 20 AUGUST 2018 TO 19 AUGUST 2021

## Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Service: AUA Bordereau	Insurance bond	58.00	-	58.00	-
Document Hosting	Pelstar: Creditorweb	Hosting of documents for creditors*	49.00	7.00	49.00	-
Software Licence Fee	Pelstar: Uploads	Case management system licence fee*	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	83.02	-	83.02	-
Storage Costs	Auctus Ltd	Storage of books and records	241.87	81.14	133.39	108.48
Legal Fees	Farleys Solicitors	Fees incurred for block transfer of Insolvency Practitioner	28.40	-	28.40	-
		<b>Total standard expenses</b>	<b>547.29</b>	<b>88.14</b>	<b>438.81</b>	<b>108.48</b>

\* Payment to Associate requiring specific creditor / committee approval from 1 April 2021

## Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents' Fees and Expenses	Evolve IS Ltd	Pension Advice	150.00	-	150.00	-
		<b>Total case specific expenses</b>	<b>150.00</b>	<b>-</b>	<b>150.00</b>	<b>-</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 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.

## The Roller Rink Company Limited – In Creditors’ Voluntary Liquidation

### 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	
Type	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
CVL	£7.00	£0.70																								
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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																									
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.

- |                  |              |
|------------------|--------------|
| 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.

## Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 8 NOVEMBER 2017

Please e-mail completed form to:

**recovery@leonardcurtis.co.uk** quoting ref: T958M/ARA/PROOF

Name of Company in Liquidation:

THE ROLLER RINK COMPANY LIMITED

Company registration number:

[Liquidation only]

07006483

1 Name of creditor  
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)  
(include any Value Added Tax)

4 If amount in 3 above includes (£)  
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.  
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.



## The Roller Rink Company Limited – In Creditors' Voluntary Liquidation

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor  
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Liquidator

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

3. **Please e-mail completed form to:**

**[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: T958M/ARA/PROOF**

**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.

## **The Roller Rink Company Limited – In Creditors' Voluntary Liquidation**

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### **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**