

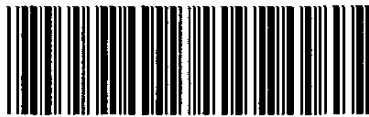
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THU WEDNESDAY



A12 \*A7JONBRK\* #91  
28/11/2018  
COMPANIES HOUSE

A10 \*A7I9MY75\* #165  
08/11/2018  
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 2 0 2 6 8 7

Company name in full Asian Haute Couture Limited

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

### 2 Liquidator's name

Full forename(s) Tauseef

Surname Rashid

### 3 Liquidator's address

Building name/number Kingsland Business Recovery

Street 14 Derby Road

Post town Stapleford

County/Region Nottingham

Postcode N G 9 7 A A

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

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	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

**7 Progress report**

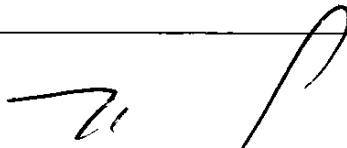
☒ The progress report is attached

**8 Sign and date**

Liquidator's signature

Signature

X



X

Signature date	<sup>d</sup> 0	<sup>d</sup> 6	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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**Asian Haute Couture Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 10/10/2017 To 09/10/2018 £	From 10/10/2017 To 09/10/2018 £
	<b>ASSET REALISATIONS</b>		
	Book Debts	8,000.00	8,000.00
700.00	Cash at Bank	NIL	NIL
	Bank Interest Gross	0.72	0.72
		<u>8,000.72</u>	<u>8,000.72</u>
	<b>COST OF REALISATIONS</b>		
	Preparation of S. of A.	7,000.00	7,000.00
	Office Holders Fees	695.08	695.08
	Office Holders Expenses	305.64	305.64
		<u>(8,000.72)</u>	<u>(8,000.72)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(800.00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(183,356.00)	Trade & Expense Creditors	NIL	NIL
(6,832.00)	Employees	NIL	NIL
(70,676.00)	Connected	NIL	NIL
(29,210.00)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(200.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(290,374.00)</b>		<b>0.00</b>	<b>0.00</b>
	<b>REPRESENTED BY</b>		

**NIL**

  
Tauseef Rashid  
Liquidator

Our Ref: TR0828  
Contact: Hayley Williams



t: 0800 955 3595 f: 0845 862 2686

e: [info@kingslandbr.co.uk](mailto:info@kingslandbr.co.uk)

a: 14 Derby Road, Stapleford,  
Nottingham, NG9 7AA

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

**TO ALL KNOWN CREDITORS  
TO ALL MEMBERS**

05 November 2018

Dear Sirs

**Asian Haute Couture Limited - In creditors' voluntary liquidation**

<b>Registered Address:</b>	<b>Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA</b>
<b>Trading Address:</b>	<b>Unit 5a, Langley Business Park, Langley Road, Salford, M6 6JP</b>
<b>Registered number:</b>	<b>07202687</b>
<b>Liquidator:</b>	<b>Tauseef Ahmed Rashid</b>
<b>Liquidator's Address:</b>	<b>Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA</b>
<b>Date of Appointment:</b>	<b>10 October 2017</b>

This is my first annual report of this Liquidation. This report should be read in conjunction with previous reports and only covers movements in the year to 09 October 2018.

Also enclosed is a copy of the Privacy Notice, for your records.

Yours faithfully  
For and on behalf of  
Asian Haute Couture Limited

  
**Tauseef Ahmed Rashid**  
**Liquidator**

**ANNUAL PROGRESS REPORT  
FOR THE PERIOD FROM 10 OCTOBER 2017 TO 09 OCTOBER 2018**

**ASIAN HAUTE COUTURE LIMITED  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**Content**

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

**Appendices**

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 10 October 2017 to 09 October 2018
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time costs summary for period & comparison with estimate
- Appendix VI - Expenses summary for period & comparison with estimate

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated realise Statement Affairs	to per of	Realisations to date	Anticipated future realisations	Total anticipated realisations
Book Debts	NIL		£8,000.00	NIL	£8,000.00
Cash at Bank	£700.00		NIL	NIL	NIL

### Expenses

Expense	Amount fees expenses estimates	per and	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's fees	£9,315.00		£3,771.00	£5,544.00	£9,315.00
All other expenses	£238.76		£305.64	NIL	£305.64

### Dividend prospects

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

### Summary of key issues outstanding

The Liquidator is continuing to investigate the affairs of the Company, as part of his statutory investigations.

### Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of any dividend to creditors, the closure of the Liquidation.

## ADMINISTRATION AND PLANNING

### Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

### Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

### **Other administration tasks**

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

- Case reviews
- Tax returns
- VAT returns
- Employee claims
- Statutory Companies House filing
- Statutory Advertising
- Correspondence with creditors

### **ENQUIRES AND INVESTIGATIONS**

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director and senior employees by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided some of the books and records and a signed statement of affairs, but failed to return the completed questionnaire.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service. This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Liquidator considered merited further investigation, including the Company's use of 'Paypal' and 'Amazon' accounts. The Liquidator has been unable to draw any conclusions on these queries, as we have not been provided with the Company's complete books and records,

Although this work has not generated any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

### **Pre-Appointment transactions with connected parties**

The Company's sale of stock has been reported to creditors in earlier progress reports, including disclosure in accordance with SIP 13.

Based on the information available to the Liquidator, the stock appear to have been sold at adequate value and as such there would be no benefit to creditors in the Liquidator challenging the transaction.

### **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

### **Book Debts**

As previously reported, the Director agreed a sale of the Company's stock in the sum of £8,196.

As above, based on the information available to the Liquidator, the stock appears to have been sold at adequate value and as such there would be no benefit to creditors in the Liquidator challenging the transaction.

The sum of £8,000 has been received and £196 remains outstanding. The purchaser has failed to respond the Liquidator's final requests for payment and the amount in question is not sufficient to justify incurring legal fees for recovery.

#### **Cash at Bank**

The sum of £700 reflected on the statement of affairs related to funds held in the Company's 'Amazon' and 'Paypal' trading accounts however, without complete records, the Liquidator has been unable to pursue recovery of these assets.

### **CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

#### **Secured creditors**

The Company has not granted any charges over its assets.

#### **Preferential creditors**

#### **Employee claims**

The statement of affairs reflected preferential claims with a value of £800.00 however the Liquidator has not received any preferential claims.

#### **Unsecured creditors**

On the statement of affairs, unsecured claims were reflected with a value of £290,074. To date, claims totalling £217,209 have been received.

Claims have not been formally agreed as the prospects of a dividend remain uncertain.

#### **Dividend prospects**

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

### **FEES AND EXPENSES**

#### **Pre-Appointment Costs**

On 6 December 2017 the creditors authorised the fee of £7,000 plus VAT for assisting the Directors in carrying out relevant work in placing the Company into Liquidation and with preparing the Statement of Affairs ("Statement of Affairs Fee").

The Statement of Affairs Fee was paid to Kingsland Business Recovery from first realisations after appointment, and is reflected on the enclosed receipts and payments account.

#### **Liquidator's fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on



cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Liquidator's fees was approved by creditors on 6 December 2017 in accordance with the following resolution:

"That the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters to a maximum as set out in the fee estimate. Such time is to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

The time costs for the period 10 October 2017 to 09 October 2018 total £3,771.00, representing 20.25 hours at an average hourly rate of £186.22. The sum of £695.08 has been drawn against this time incurred. A comparison between the original estimate and time costs to date is given at Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate has been exceeded on the basis that the 'pre-appointment' advertisement was not included in the original estimate but is eligible for recovery by Kingsland Business Recovery, from the case funds.

### **Disbursements**

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

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.kingslandbr.co.uk/creditors](http://www.kingslandbr.co.uk/creditors). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Other professional costs**

#### **Bonding**

The Liquidator is required to take out a specific bond which will reimburse the estate in the event of fraudulent activity by the office-holder. This matter has been bonded for the amount of £10,000, at a cost of £90.00. This cost was paid by Kingsland Business Recovery who have been reimbursed from funds held in the case, as reflected on the attached receipts and payments account.

#### **Advertising**

The Liquidator is required to advertise notices of decisions made, or to be made, over the course of the Liquidation. The services were provided by The Stationary Office at a cost of £71.88 per advertisement. These costs were paid by Kingsland Business Recovery who have been reimbursed from funds held in the case, as reflected on the attached receipts and payments account.

### **CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

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

the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

#### **EC REGULATIONS**

The Company's centre of main interest was in Unit 5a, Langley Business Park, Langley Road, Salford, M6 6JP and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

#### **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

The Liquidator's investigations into the Company's affairs are ongoing.

If you require any further information, please contact this office.

Signed

  
Tauseef A Rashid  
Liquidator  
05 November 2018

## **APPENDIX I – STATUTORY INFORMATION**

Company Name	Asian Haute Couture Limited
Company Number	07202687
Former Trading Name	None
Trading Address	Unit 5a, Langley Business Park, Langley Road, Salford, M6 6JP
Registered Office	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Liquidator	Tauseef Ahmed Rashid
Liquidator's Address	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of appointment	10 October 2017

**APPENDIX II – RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 10 OCTOBER 2017 TO 09 OCTOBER 2018**

**Asian Haute Couture Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments  
To 09/10/2018**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
	Book Debts	8,000.00	
700.00	Cash at Bank	NIL	
	Bank Interest Gross	0.72	
			8,000.72
	<b>COST OF REALISATIONS</b>		
	Preparation of S. of A.	7,000.00	
	Office Holders Fees	695.08	
	Office Holders Expenses	305.64	
			(8,000.72)
	<b>PREFERENTIAL CREDITORS</b>		
(800.00)	Employee Arrears/Hol Pay	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(183,356.00)	Trade & Expense Creditors	NIL	
(6,832.00)	Employees	NIL	
(70,676.00)	Connected	NIL	
(29,210.00)	HM Revenue & Customs	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(200.00)	Ordinary Shareholders	NIL	
			NIL
<b>(290,374.00)</b>			<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

### APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN IN THE PERIOD

General Description	Undertaken in Review Period	To be undertaken over the course of the Liquidation
<b>Administration and Planning</b>		
<b>Statutory/advertising</b>	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
<b>Document maintenance/file review/checklist</b>	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
<b>Bank account administration</b>	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	
<b>Planning / Review</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Books and records / storage</b>	Dealing with records in storage Sending job files to storage	Dealing with records in storage
<b>Creditor reports</b>	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties	Preparing annual progress report, investigation, meeting and general reports to creditors
<b>Investigations</b>		
<b>SIP2/Review</b>	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions
<b>Statutory reporting on conduct of director(s)</b>	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations	
<b>Realisation of Assets</b>		
<b>Freehold/Leasehold Property</b>	Agreeing assignment, surrender or disclaiming property	
<b>Debtors</b>	Collecting supporting documentation Correspondence with debtors	
<b>Stock</b>	Reviewing stock values	
<b>Insurance</b>	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers	
<b>Creditors</b>		

General Description	Undertaken in Review Period	To be undertaken over the course of the Liquidation
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend

Appendix IV - Time costs summary for period & comparison with estimate		Original fees estimate			Actual time incurred in Review Period		
Work Category	Number Hours	Total fees (£)	Average Hourly Rate (£)	Number Hours	Total fees (£)	Average Rate (£)	Hourly
File Reviews & Strategy Notes	5.00	1,080.00	216.00	1.80	324.00	180.00	
Post Appointment Formalities	4.50	945.00	210.00	6.60	1,224.00	185.45	
<b>ADMINISTRATION PLANNING(TOTAL)</b>	<b>9.50</b>	<b>2,025.00</b>	<b>213.16</b>	<b>8.40</b>	<b>1,548.00</b>	<b>184.29</b>	
Periodic Meetings and Reports	10.00	2,160.00	216.00	0	0	0	
Employees	2.00	270.00	135.00	0.40	72.00	180.00	
Pension scheme	1.50	180.00	120.00	0.50	45.00	90.00	
Preferential Creditors	1.00	180.00	180.00	0	0	0	
Taxation (post appointment)	2.00	315.00	157.50	0.90	153.00	170.00	
Unsecured Creditors	6.00	1,035.00	172.50	0.15	27.00	180.00	
<b>CREDITORS (TOTAL)</b>	<b>22.50</b>	<b>4,140.00</b>	<b>184.00</b>	<b>1.95</b>	<b>297.00</b>	<b>152.31</b>	
Correspondence with Directors	4.00	855.00	213.75	1.20	171.00	142.50	
Investigative Work (including conduct reporting)	7.00	1,350.00	192.86	7.00	1,547.98	221.14	
<b>INVESTIGATIONS (TOTAL)</b>	<b>11.00</b>	<b>2,205.00</b>	<b>200.45</b>	<b>8.20</b>	<b>1,719.00</b>	<b>209.63</b>	
Securing and Insuring	0.00	0.00	#DIV/0!				
Property	1.00	90.00	90.00	0.70	63.00	90.00	
Book Debts	3.00	585.00	195.00	0.50	90.00	180.00	
Plant and Machinery	0.00	0.00	#DIV/0!				
Stock	1.00	180.00	180.00				
Antecedent Transactions	0.00	0.00	#DIV/0!				
Other Assets	1.00	90.00	90.00	0.50	54.00	108.00	
<b>REALISATIONS OF ASSETS (TOTAL)</b>	<b>6.00</b>	<b>945.00</b>	<b>157.50</b>	<b>1.70</b>	<b>207.00</b>	<b>121.76</b>	
<b>GRAND TOTAL</b>	<b>49.00</b>	<b>9,315.00</b>	<b>190.10</b>	<b>20.25</b>	<b>3,771.00</b>	<b>186.22</b>	

## APPENDIX V – EXPENSES SUMMARY FOR PERIOD 10 OCTOBER 2017 TO 09 OCTOBER 2018

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Expenses paid in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Advertising	143.76	215.64	215.64	Kingsland Business Recovery able to draw 'pre-appointment' disbursement
Bonding	90.00	90.00	90.00	
Bank Charges	5.00	NIL	NIL	
<b>Total</b>	<b>238.76</b>	<b>305.64</b>	<b>305.64</b>	

Grade	Charge-out rate (£ per hour)	<b>Kingsland Business Recovery</b> 14 Derby Road Stapleford Nottingham NG9 7AA Tel: 0800 955 3595 Fax: 0845 862 2686 Email: <a href="mailto:info@kingslandbr.co.uk">info@kingslandbr.co.uk</a>
Licensed Insolvency Practitioner	315	
Managers	210 – 250	
Administrators	120 – 180	
Support Staff	90	
Time costs are calculated using 6 minute units.		
Time spent by support and secretarial staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead of the firm. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.		

### Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

### Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors/members. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Kingsland Business Recovery; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, specific bond insurance and company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered as follows:

Room Hire	£175
Mileage	40p to 75p per mile
Storage	£2.50 per box per month



## Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an insolvency practitioner of Kingsland Business Recovery is not appointed as office holder, the data controller is either the company/individual on whose instructions Kingsland Business Recovery is acting.</p> <p>The contact details of Kingsland Business Recovery are:  14 Derby Road Stapleford  Nottingham  NG9 7AA  0800 955 35 95.</p> <p>Where an insolvency practitioner of Kingsland Business Recovery is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The insolvency practitioner can be contacted, as detailed above.</p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• deliver services and meet legal responsibilities</li> <li>• verify identity where this is required</li> <li>• communication by post, email or telephone</li> <li>• understand needs and how they may be met</li> <li>• maintain records</li> <li>• process financial transactions</li> <li>• prevent and detect crime, fraud or corruption</li> <li>• may also need to use data to defend or take legal actions related to the above</li> </ul>
<b>Lawful basis for the processing</b>	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Kingsland Business Recovery has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
<b>What personal information we hold</b>	<p>The categories are: contact details, financial information and location.</p> <p>In rare cases, we may hold some special category data, e.g. trade union membership or information about individuals' health, which we will be necessary to administer the insolvency process in line with our legal obligation.</p>
<b>Who we share our data with</b>	<p>[if applicable] Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p><b>Third party organisations that provide applications/functionality, data processing or IT services to us</b>  We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p><b>Third party organisations that otherwise assist us in providing goods, services or information</b></p> <p><b>Auditors and other professional advisers</b></p> <p><b>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</b>  Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to</p>

	investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.
<b>How long we retain your personal information</b>	We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.
<b>Your rights</b>	<p>The GDPR provides the following rights for individuals:</p> <p><b>Right to inform</b> This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><b>Access to personal data</b> You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us [insert contact information]. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p><b>Amendment of personal data</b> To update personal data submitted to us, you may email us at [insert address] or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p><b>Rights that do not apply in these particular circumstances</b> Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
<b>Right to withdraw consent</b>	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
<b>Changes to our privacy statement</b>	We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Kingsland Business Recovery 14 Derby Road Stapleford Nottingham NG9 7AA 0800 955 35 95.
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us [insert contact information].</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the <a href="#">ICO website</a>.</p>
<b>Who provided the personal data</b>	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.

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

Company name

Kingsland Business Recovery

Address

14 Derby Road

Stapleford

Post town

Nottingham

County/Region

Nottinghamshire

Postcode

N G 9 7 A A

Country

DX

Telephone

0800 955 3595



**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)