

in accordance with  
section 628 of the  
Companies Act 2006 (England &  
Wales) Rules 2016 and  
section 106(3) of the  
Companies Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



A05 \*A8ØUKFIJ\* 09/03/2019 #250  
COMPANIES HOUSE

### Company details

Company number 0 7 2 5 0 9 1 3  
Company name in full HOC Building Services Limited

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

### Liquidator's name

forename(s) James David  
name Robinson

### Liquidator's address

Building name/number Tong Hall  
Street Tong  
Town West Yorkshire  
County/Region  
Postcode B D 4 0 R R  
Country

### Liquidator's name ①

forename(s) Paul Howard  
name Finn

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

### Liquidator's address ②

Building name/number Tong Hall  
Street Tong  
Town West Yorkshire  
County/Region  
Postcode B D 4 0 R R  
Country

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

# LIQ14

Notice of final account prior to dissolution in CVL

## Liquidator's release

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

:

## Final account

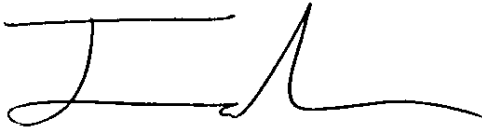
☒ I attach a copy of the final account.

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>0

<sup>d</sup>8

<sup>m</sup>0

<sup>m</sup>3

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>9

**HOC Building Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/11/2018 To 08/01/2019 £	From 11/11/2014 To 08/01/2019 £
<b>ASSET REALISATIONS</b>		
1,405.00 Book Debts	NIL	2,682.23
1,267.00 CIS Tax Refund	NIL	NIL
14,985.00 Cash at Bank	NIL	14,578.84
432.00 Retentions	NIL	1,988.02
94.00 Directors' Loan Accounts	NIL	NIL
Bank Interest Gross	0.01	3.61
	<u>0.01</u>	<u>19,252.70</u>
<b>COST OF REALISATIONS</b>		
Preparation of S. of A.	NIL	3,500.00
Office Holders Fees	NIL	13,250.00
Office Holders Expenses	15.05	679.69
Accountancy Services	NIL	1,500.00
Registered Office Provision	NIL	180.00
VAT Irrecoverable	3.01	143.01
	<u>(18.06)</u>	<u>(19,252.70)</u>
<b>PREFERENTIAL CREDITORS</b>		
(1,600.00) Employee Arrears/Hol Pay	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>UNSECURED CREDITORS</b>		
(16,455.00) Trade & Expense Creditors	NIL	NIL
(5,896.00) Employees	NIL	NIL
(1,830.00) Director's Loan Account	NIL	NIL
(5,735.00) HMRC-CT	NIL	NIL
(1,050.00) HMRC-VAT	NIL	NIL
(400.00) HMRC-PAYE	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>DISTRIBUTIONS</b>		
(3.00) Ordinary Shareholders	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>(14,786.00)</b>	<b><u>(18.05)</u></b>	<b><u>0.00</u></b>
<b>REPRESENTED BY</b>		
		<u><u>NIL</u></u>

# **Liquidators' Final Account to Creditors and Members**

**HOC Building Services Limited - In Liquidation**

**08 January 2019**

# **HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

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- 6** Conclusion

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- A** Cumulative Receipts and Payments Account from 11 November 2018 [last annual report] to date and from 11 November 2012 [appointment] to date
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- C** Cumulative Time Analysis for the period from 11 November 2014 to date
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## **HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

### **1 Introduction**

- 1.1 Paul Howard Finn and James David Robinson of Finn Associates, Tong Hall, Tong, West Yorkshire, BD4 0RR, were appointed Joint Liquidators of HOC Building Services Limited (the **Company**) on 11 November 2014.
- 1.2 The affairs of the Company are now fully wound-up and this is their final account of the liquidation, which covers the period since 11 November 2018 [last annual report] to date [the period].
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice [Appendix F].
- 1.4 The principal trading address of the Company was 9a Bradley Drive, Belper, E56 1JP.
- 1.5 The registered office of the Company has been changed to Tong Hall, Tong, West Yorkshire, BD4 0RR and its registered number is 07250913.

### **2 Receipts and Payments**

- 2.1 At Appendix A, the Liquidators have provided an account of their Receipts and Payments for the period with a comparison to the director's statement of affairs values, together with a cumulative account since appointment, which provides details of the remuneration charged and expenses incurred and paid by the Liquidators.

### **3 Work undertaken by the Liquidators**

- 3.1 This section of the report provides creditors with an overview of the work undertaken in the liquidation since 11 November 2018, together with information on the overall outcome of the liquidation.
- 3.2 We would confirm that in this period of the liquidation, the only matters that have affected the costs to any particular extent were incurred in preparing the Liquidators' final account to Creditors and Members in advance of seeking their release.

#### ***Administration (including statutory compliance & reporting)***

- 3.3 As you may be aware, the Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation.
- 3.4 As noted previously, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

#### ***Realisation of Assets***

##### ***Book Debts***

- 3.5 Book debts totalling £2,682.23 were ultimately recovered.

##### ***CIS Recoveries***

- 3.6 As previously reported, the Company accountants confirmed that CIS Tax recoverable stood at £667.52; however, the global liability to HMRC [Corporation Tax, VAT & PAYE] totalled £10,494.69. Consequently any potential CIS recoveries were offset against this amount and therefore no further action will be taken in this regard.

## **HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

### ***Cash at bank***

- 3.7 £14,578.84 was remitted to the Liquidators upon closure of the company bank account.

### ***Retentions***

- 3.8 Retentions in the sum of £1,988.02 were remitted to the company in liquidation.
- 3.9 The Liquidators are not aware of any other realisable assets and therefore closure formalities will be instigated forthwith.

### ***Creditors (claims and distributions)***

- 3.10 Further information on the outcome for creditors in this case can be found at section 4 of this report. The Liquidators are not only required to deal with correspondence and claims from *unsecured creditors*, but also those of any *secured and preferential creditors of the Company*. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 3.11 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.12 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be, however the Liquidators are required by statute to undertake this work.

### ***Investigations***

- 3.13 You may recall from the first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.14 The Liquidators' report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 3.15 Since the last progress report we would advise that no further asset realisations have come to light that may be pursued by the Liquidators for the benefit of creditors.

## **4 Outcome for Creditors**

### ***Secured Creditors***

- 4.1 There are no secured creditors in this matter.

### ***Preferential Creditors***

- 4.2 Preferential creditor claims representing arrears of pay total £1,113.28 which has been subrogated to the Redundancy Payments Service.

## **HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

### ***Unsecured Creditors***

- 4.3 The Liquidators have received a claim of £17,153.00 from eight creditors. Seven other known creditors have yet to submit a claim.
- 4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.
- 4.5 We would confirm that the realisations are insufficient to declare a dividend to the unsecured creditors.

## **5 Liquidators' Remuneration & Expenses**

- 5.1 On 11 November 2014 creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the liquidation.
- 5.2 The Liquidators' time costs for the period are £688.00. This represents 3.20 hours charged at an average rate of £215.00. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the period in respect of these costs.
- 5.3 A narrative explanation of the work undertaken by the Liquidators during the period can be found at section 3 of this report and we would confirm that disbursements of £15.05 have been drawn during the period. No further fees will be drawn in the liquidation.
- 5.4 Also attached as Appendix C is a cumulative Time Analysis for the period from 11 November 2014 to date which provides details of the Liquidators' time costs since the commencement of the liquidation. These time costs total £14,710.00 which represents 60.30 hours at an average rate of £243.95 per hour. Since appointment total fees of £13,250.00 as well as disbursements totalling £679.69 have been drawn.
- 5.5 Attached as Appendix D is additional information in relation to the Liquidators' fees and the expenses and disbursements incurred in the liquidation.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from the firm's website at [www.finnassociates.com/links-and-downloads.php](http://www.finnassociates.com/links-and-downloads.php).

## **6 Conclusion**

- 6.1 This final account will conclude the Liquidators' administration of this case. The Notice accompanying this account [Appendix E] explains creditors' rights on receipt of this information and also when the Liquidators will vacate office and obtain their release from office.

**Paul H Finn and James David Robinson**  
**Joint Liquidator**



**HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

**Appendix A**

**Cumulative Receipts and Payments Account from 11 November 2018 [last annual report] to date and from 11 November 2014 [appointment] to date**

**HOC Building Services Limited**  
**(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 11/11/2014 To 10/11/2018 (£)</b>	<b>From 11/11/2018 To 08/01/2019 (£)</b>	<b>Total (£)</b>
Book Debts	1,405.00	2,682.23	0.00	2,682.23
CIS Tax Refund	1,267.00	0.00	0.00	0.00
Cash at Bank	14,985.00	14,578.84	0.00	14,578.84
Retentions	432.00	1,988.02	0.00	1,988.02
Directors' Loan Accounts	94.00	0.00	0.00	0.00
Bank Interest Gross		3.60	0.01	3.61
		<b>19,252.69</b>	<b>0.01</b>	<b>19,252.70</b>
<b>PAYMENTS</b>				
Preparation of S. of A.		3,500.00	0.00	3,500.00
Office Holders Fees		13,250.00	0.00	13,250.00
Office Holders Expenses		664.64	15.05	679.69
Accountancy Services		1,500.00	0.00	1,500.00
Registered Office Provision		180.00	0.00	180.00
VAT Irrecoverable		140.00	3.01	143.01
Employee Arrears/Hol Pay	(1,600.00)	0.00	0.00	0.00
Trade & Expense Creditors	(16,455.00)	0.00	0.00	0.00
Employees	(5,896.00)	0.00	0.00	0.00
Director's Loan Account	(1,830.00)	0.00	0.00	0.00
HMRC-CT	(5,735.00)	0.00	0.00	0.00
HMRC-VAT	(1,050.00)	0.00	0.00	0.00
HMRC-PAYE	(400.00)	0.00	0.00	0.00
Ordinary Shareholders	(3.00)	0.00	0.00	0.00
		<b>19,234.64</b>	<b>18.06</b>	<b>19,252.70</b>
<b>Net Receipts/(Payments)</b>		<b>18.05</b>	<b>(18.05)</b>	<b>0.00</b>
<b>MADE UP AS FOLLOWS</b>				
Bank 1 Current		18.05	(18.05)	0.00
		<b>18.05</b>	<b>(18.05)</b>	<b>0.00</b>

**HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

**Appendix B**

**Time Analysis for the period 11 November 2018 to date**

**Finn Associates****TIME & CHARGEOUT SUMMARIES**

HOC Building Services Limited

From 11 Nov 2018

**HOURS**

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	0.00	0.20	0.00	0.20	43.00	215.00
Creditors	0.00	0.00	3.00	0.00	3.00	645.00	215.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	0.00	0.00	688.00	0.00		688.00	
Total Hours	0.00	0.00	3.20	0.00	3.20		
Average Rate	0.00	0.00	215.00	0.00			

**HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

**Appendix C**

**Cumulative Time Analysis for the period from 11 November 2014 to date**

**Finn Associates****TIME & CHARGEOUT SUMMARIES**

HOC Building Services Limited

From 11 Nov 2014

**HOURS**

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	5.00	2.90	6.00	6.80	20.70	5,361.50	259.01
Realisation of Assets	0.00	4.60	4.90	0.00	9.50	2,668.50	280.89
Creditors	0.00	12.00	14.40	0.00	26.40	6,374.00	241.44
Cashier	0.00	0.00	2.40	0.00	2.40	228.00	95.00
Secretarial	0.00	0.00	0.00	1.30	1.30	78.00	60.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	1,425.00	5,108.50	6,636.50	1,540.00		14,710.00	
Total Hours	5.00	19.50	27.70	8.10	60.30		
Average Rate	285.00	261.97	239.58	190.12			

**HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

**Appendix D**

**Additional Information in Relation to the Liquidators' Fees, Expenses & Disbursements**

## **HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

### **1 Staff Allocation and the Use of Sub-Contractors**

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any sub-contractors in this case.

### **2 Professional Advisors**

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

<b>Name of Professional Advisor</b>	<b>Basis of Fee Arrangement</b>
<b>Stopford Associates (Accounting Services)</b>	<b>Set fee arrangement</b>

- 2.2 The Liquidators' choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them.

### **3 Liquidators' Expenses & Disbursements**

- 3.1 A summary of the expenses paid by the Liquidators during the period, as well as those expenses paid since appointment, can be found in the Receipts and Payments account at Appendix A.
- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Category 2 disbursements of £15.05 (photocopying and print) were drawn in the period.

### **4 Charge-Out Rates**

- 4.1 Finn Associates' charge-out rates effective from 01 January 2018 (which remain unchanged for year commencing January 2019) are detailed overleaf. Please note this firm records its time in minimum units of 6 minutes.



**Creditors' Guide to the Fees, Expenses and Disbursements charged by Finn Associates**  
**Rates applicable from 01 January 2018**

**Insolvency Practitioner's Licensing Body**

Paul Howard Finn (no. 5367) and James David Robinson (no. 1827) are licensed by The Institute of Chartered Accountants in England and Wales, Chartered Accountants' Hall Moorgate Place, PO box 433, London, EC2R 6EA

**Insolvency Practitioners' Fees**

Where it has been agreed by resolution of the creditors or the creditor's committee that the office holder's remuneration will be calculated by reference to the time properly given by the insolvency practitioner and his staff in attending to matters arising in the administration, then such remuneration will be calculated in units of 6 minutes at the following hourly rates:

Grade	Hourly Rate Standard £	Hourly Rate Complex £
Principals/Consultants	320 – 460	595
Managers	235 – 325	415
Administrators	200 – 295	325
Assistants / Support Staff	60 – 95	

Charge out rates are exclusive of valued added tax and subject to an annual review. Creditors will be advised of any alteration thereto

For remuneration purposes the insolvency practitioner's staff includes other directors and consultants within Finn Associates together with Finn Associates employees

**Expenses and Disbursements**

*Category 1 – Disbursements charged at actual cost*

The payment of Category 1 disbursements will be a charge against the estate to recover the costs of the actual disbursement, including insolvency bonds, oath fees, company searches, redirection of mail, accommodation and subsistence, hire of meeting rooms or any other miscellaneous item paid out in respect of the administration of the estate. A separate amount will be charged by way of an expense to recover the cost of Category 2 disbursements provided by the insolvency practitioner's firm

*Category 2 – Disbursements involving a service provided by the Insolvency Practitioner's firm.*

Category 2 disbursements will include storage of company's books and records at the insolvency practitioner's own storage facility. The books and records will be stored in archive boxes and a storage fee will be charged at the rate of £3 75 per box per month for the first 20 boxes and £2.50 per month for all additional boxes. The charge covers the cost of provision of the box, transport to and from the storage facility, storage charges and removal and destruction of the stored books and records. Where boxes are held at the firm's offices (for example to facilitate forensic/general investigation) a fixed charge of £2 50 per box per month will be charged in respect of each box irrespective of number

The charge for the use of in-house meeting rooms will be a flat rate of £100 per meeting. This includes where requested, the use of computer and media facilities and refreshments.

Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate per mile at the appropriate rate currently published by the "AA" for the type of vehicle and engine size used

All circulars will be sent out by first class post, with the actual cost of postage charged as a Category 1 disbursement. Stationery and photocopying will be charged out at a flat rate per sheet depending upon the size of the circular run, viz

No. of Sheets	Pence per Sheet
1 - 25	35
26 – 50	21
51 plus	14

Facsimile costs are charged at £1 50 per sheet outgoing and 75p per sheet incoming. No charge is made in respect of telephone, mobile or email costs

Identity checks are carried out on (amongst others) all instructing directors. These form part of our obligations under the Money Laundering Regulations and are charged at £5 per identity check. Company searches are charged at £25 per company.

*Registered Office Charge*

Where a company's registered office is changed to the office-holder's address, a payment of £180 per annum will be made to Manorhead Limited (the landlord) in respect of charges incurred in the provision of said registered office. Manorhead Limited is a company 50% owned by Paul Finn of Finn Associates

All 'Category 2' charges are subject to periodic review, notice of which will be provided to creditors as part of the normal reporting procedure.

**Professional Indemnity**

Finn Associates hold Professional Indemnity cover with CNA Insurance Company Limited. The limit of each claim is £2 m and the cover holds worldwide jurisdiction excluding USA and Canada.

**Complaints Procedure**

In the first instance any complaints should be addressed in writing to the senior partner Paul Finn at Tong Hall, Tong Lane, Tong, West Yorkshire, BD4 0RR.

In the event that any complaint is not rectified to your satisfaction then further representations may be made to the respective Insolvency Practitioners' licensing body via the Insolvency Service Complaints Gateway as given below

- By calling the Insolvency Service Enquiry Line on 0845 602 9848 (Monday to Friday - 8am to 5pm)
- By completing an online complaints form at [www.gov.uk/complain-about-insolvency-practitioner](http://www.gov.uk/complain-about-insolvency-practitioner) (Guidance for those who wish to complain can also be found on this site)
- Alternatively, by sending the completed complaints form by post to: IP Complaints, Insolvency Service, 3<sup>rd</sup> Floor, 1 City Walk, Leeds, LS11 9DA

Further information on the Gateway can be found at [www.gov.uk/insolvency-service](http://www.gov.uk/insolvency-service)

In any event we would recommend that you initially contact this office for any further information which is required regarding any aspect of this case

**HOC BUILDING SERVICES LIMITED - IN LIQUIDATION**

**Appendix E**

**Notice of Final Account under R6.28 of the Insolvency (England and Wales) Rules 2016**

**HOC BUILDING SERVICES LIMITED (THE COMPANY) - IN LIQUIDATION**

**COMPANY NUMBER - 07250913**

**THE INSOLVENCY ACT 1986**

**Notice of Final Account under R6.28 of the Insolvency (England and Wales) Rules 2016**

NOTICE IS HEREBY GIVEN to the Company's creditors that:

- 1 The Company's affairs are fully wound up.
- 2 Within 21 days of the receipt of this final account, a secured creditor or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court) may request in writing that the Liquidators provide further information about their remuneration or expenses included within the final account.
- 3 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this final account, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in the final account, are excessive.
- 4 A creditor may object to the release of the Liquidators by giving notice in writing to the Liquidators by the end of the period of 8 weeks from the delivery of this notice. However, if any request for information or any application to court is made, the period will run until that request or application is finally determined.
- 5 The Liquidators will vacate office under s171 of the Insolvency Act 1986 on delivering the final account to the Registrar of Companies at the end of the above period. The notice delivered will state whether any creditor has objected to the Liquidators' release.
- 6 The Liquidators will be released under s173 of the Insolvency Act 1986 at the same time as vacating office unless any of the creditors have objected to this, in which case the Liquidators will apply to the Secretary of State for their release in the alternative.

Date: 08 January 2019



**James D Robinson, Joint Liquidator**

James David Robinson, the Joint Liquidator whose address is Finn Associates, Tong Hall, Tong, West Yorkshire, BD4 0RR may be contacted at this address or by telephone on 0113 2879097 or via email at [solutions@finnassociates.com](mailto:solutions@finnassociates.com).

# **Privacy Notice**

## **Use of personal information**

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Finn Associates will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

## **The data we may process**

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

## **Sharing information**

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

## **How long will we hold it?**

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

## **What are your rights?**

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Jamie Finn [jamie.finn@finnassociates.com] so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.

LIQ14

Notice of final account prior to dissolution in CVL

**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

Jamie A W Finn

Company name

Finn Associates

Address

Tong Hall

Tong

Post town

West Yorkshire

County/Region

Postcode

B

D

4

0

R

R

Country

DX

Telephone

0113 287 9097

**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)