

# 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 4 4 3 2 7 4

Company name in full Autumn Oak Limited

**→ Filling in this form**

Please complete in typescript or in  
bold black capitals.

**2**

### Liquidator's name

Full forename(s) Neil

Surname Bennett

**3**

### Liquidator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

**4**

### Liquidator's name ①

Full forename(s) Alex

Surname Cadwallader

**① Other liquidator**

Use this section to tell us about  
another liquidator.

**5**

### Liquidator's address ②

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode N W 1 6 B B

Country

**② Other liquidator**

Use this section to tell us about  
another liquidator.

LIQ03

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**6**

## Period of progress report

From date	d	2	0	m	0	3	y	2	0	2	1
To date	d	1	9	m	0	3	y	2	0	2	2

**7**

## Progress report

☒ The progress report is attached**8**

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	2	4	m	0	4	y	2	0	2	2
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**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 **Samuel Wood**

Company name **Leonard Curtis**

Address **5th Floor**

**Grove House**

**248a Marylebone Road**

Post town **London**

County/Region

Postcode **N W 1 6 B B**

Country

DX

Telephone **020 7535 7000**

**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

**Autumn Oak Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 07443274

Former Registered Office: 4th Floor, 4 Tabernacle Street, London EC2A 4LU

Trading Address: Crows Nest Farm, Breakspear Road South, Harefield, Middlesex UB9 6LT

**Joint Liquidators' Second 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 March 2021 to 19 March 2022**

**29 April 2022**

Neil Bennett and Alex Cadwallader - Joint Liquidators  
Leonard Curtis  
5th Floor, Grove House, 248a Marylebone Road  
London NW1 6BB  
Tel: 020 7535 7000 Fax: 020 7723 6059  
[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)  
Ref: L/18/SVV/AUT06/1010

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**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Neil Bennett and Alex Cadwallader were appointed Joint Liquidators of Autumn Oak Limited ("the Company") on 20 March 2020.
- 1.2 Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association and Alex Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 20 March 2021 to 19 March 2022, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the previous progress report dated 11 May 2021.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 9 April 2020.

**Assets Realised**

**2.2 Debtors**

- 2.2.1 As previously reported, Husband Collection Services ("HCS") were instructed to assist in the collection of outstanding debtors. During the period of this report, further realisations totalling £13,700 were received.
- 2.2.2 HCS have advised that no further debtors remain to be collected and total realisations are £21,507.

**2.3 Director's Loan Account**

- 2.3.1 The Joint Liquidators have continued to liaise with Watsons Independent Negotiations ("WIN") regarding the outstanding director's loan account and potential settlement of the position.
- 2.3.2 The director put forward an offer of £10,000 in full and final settlement of the outstanding loan account. After being provided with further financial information from the director, WIN advised that should the offer not be accepted then the only option available was to seek the bankruptcy of the director. However, based upon the director's financials should the director be made bankrupt owing to the significant liabilities in his estate, it was anticipated that there would be no distribution to the Company.
- 2.3.3 Accordingly, on the advice of WIN the offer was accepted and the funds were received in full. This was a full and final settlement of the position.

**Assets Still to be Realised**

- 2.3 No assets remain to be realised.

### **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 March 2021 to 19 March 2022, is attached at Appendix A.

3.2 All figures are stated net of VAT.

### **4 OUTCOME FOR CREDITORS**

#### **Secured Creditors**

4.1 There were no secured creditors.

#### **Preferential Creditors**

4.2 As at the date of liquidation, no preferential claims were anticipated.

4.3 No claims have been received.

#### **Prescribed Part**

4.4 As there is no secured creditor holding a qualifying floating charge, there is no requirement to set aside a prescribed part of net property.

#### **Ordinary Unsecured Creditors**

4.5 As at the date of liquidation, there were 11 ordinary unsecured creditors, with estimated claims totalling £516,986.

4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to the ordinary unsecured creditors.

4.7 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

### **5 INVESTIGATIONS**

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 A fee of £10,000 in respect of the preparation of the statement of affairs was approved by creditors on 20 March 2020. £8,000 has been drawn to date. The final £2,000 will be paid from the receipt of a VAT refund.

6.2 On 28 May 2021, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the Fees Estimate dated 11 May 2021 (for an amount totalling £46,822.50). The Joint Liquidators' time costs from 20 March 2021 to 19 March 2022 are £9,994, which represents 26.7 hours at an average hourly rate of £374.31. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 20 March 2021 to 19 March 2022, together with a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed. Total time costs from the commencement of the liquidation amount to £41,488.50.

6.3 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the original Fees Estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the Fees Estimate.

6.4 Fees totalling £9,500 have been drawn, all of which has been drawn during the year ending 19 March 2022.

### Expenses

6.5 A comparison of the Joint Liquidators' expenses from 20 March 2021 to 19 March 2022 and the Joint Liquidators' statement of likely expenses is attached at Appendix D. 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 expenses' 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 Appendices D and E.

6.6 On 28 May 2021, creditors resolved that the Joint Liquidators be authorised to discharge category 2 expenses.

6.7 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.

6.8 Attached at Appendix E 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.

6.9 Since our last report, the following professional advisors ("PA") and / or subcontractors ("S") have been instructed:

Name of Professional Advisor	PA / S	Service Provided	Basis of Fees
Clumber Consultancy Limited	PA	Pension Scheme Advice	Set Fee



### **Creditors' Rights**

- 6.10 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.
- 6.11 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.
- 6.12 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**

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

- Submit VAT reclaim forms;
- The unpaid remuneration and expenses will need to be paid; and
- Preparing and dispatching the Final Account to close the liquidation.

### **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 Samuel Wood of this office on 020 7535 7000.

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

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

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

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

### Data Protection

- 8.5 When submitting details of your claim in the liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators' privacy notice, which is attached to this report at Appendix G, 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



**NEIL BENNETT**  
**JOINT LIQUIDATOR**

Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and Alex Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9501

## APPENDIX A

## SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 20 MARCH 2021 TO 19 MARCH 2022

	Estimated to realise £	Previous periods £	This period £	Cumulative £
<b>RECEIPTS</b>				
Debtors	19,306	7,807.20	13,700.00	21,507.20
Director's Loan Account	Uncertain	-	10,000.00	10,000.00
	<u>19,306</u>	<u>7,807.20</u>	<u>23,700.00</u>	<u>31,507.20</u>
<b>PAYMENTS</b>				
Joint Liquidators' Remuneration		-	9,500.00	9,500.00
Debt Collection Expenses		2,451.80	6,491.93	8,943.73
Pre-Appointment Costs		3,500.00	4,500.00	8,000.00
		<u>5,951.80</u>	<u>20,491.93</u>	<u>26,443.73</u>
<b>BALANCE AT BANK</b>		<u>1,855.40</u>	<u>3,208.07</u>	<u>5,063.47</u>
<b>Represented By:</b>				
Current Account		665.04	(609.05)	55.99
VAT Control Account		1,190.36	3,817.12	5,007.48
		<u>1,855.40</u>	<u>3,208.07</u>	<u>5,063.47</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 20 MARCH 2021 TO 19 MARCH 2022

	Director		Senior Manager		Manager 2		Administrator 4		Total Units	Cost £	Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £			
Statutory & Review	-	-	2	93.00	40	1,460.00	6	105.00	48	1,658.00	345.42
Receipts & Payments	-	-	9	418.50	19	693.50	-	-	28	1,112.00	397.14
Insurance	-	-	1	46.50	6	219.00	-	-	7	265.50	379.29
Assets	5	275.00	2	93.00	78	2,847.00	-	-	85	3,215.00	378.24
Liabilities	-	-	-	-	15	547.50	-	-	15	547.50	365.00
General Administration	-	-	-	-	15	547.50	-	-	15	547.50	365.00
Post Appointment Creditor Reporting	-	-	13	604.50	42	1,533.00	-	-	55	2,137.50	388.64
Investigations	-	-	-	-	14	511.00	-	-	14	511.00	365.00
<b>Total</b>	<b>5</b>	<b>275.00</b>	<b>27</b>	<b>1,255.50</b>	<b>229</b>	<b>8,358.50</b>	<b>6</b>	<b>105.00</b>	<b>267</b>	<b>9,994.00</b>	
<b>Average Hourly Rate (£)</b>		<b>550.00</b>		<b>465.00</b>		<b>365.00</b>		<b>175.00</b>		<b>374.31</b>	
All Units are 6 minutes											

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE  
PERIOD 20 MARCH 2021 TO 19 MARCH 2022**

**Statutory and Review**

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work did not directly result in any monetary value for creditors, it ensured that the case was managed efficiently and resourced appropriately, which was of benefit to all creditors. The work carried out under this category comprised the following:

- Case-management reviews. These are carried out periodically throughout the life of the case.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.

**Receipts and Payments**

This category of work did not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts was essential to ensure that bank interest was maximised where possible, estate expenses were properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Management of case bank account to ensure compliance with relevant risk management procedures.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

**Insurance, Bonding and Pensions**

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.
- Instructing and follow up discussions with Clumber Consultancy Limited regarding the Company's pension scheme.

**Assets**

The work set out in this category may bring a financial benefit for creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be set aside for the benefit of unsecured creditors) or may, depending on realisations, costs and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and / or unsecured creditors.

- Instruction and ongoing discussions with HCS.
- Review of additional documentation, preparation of witness statement, discussions with director regarding outstanding debtor.
- Ongoing discussions with WIN regarding potential settlement of director's loan account.

## APPENDIX B (cont)

### Liabilities

This category of time includes both statutory and non-statutory matters and will not necessarily bring any financial benefit to creditors generally. The more employees and creditors a company has, the more time and cost is involved in dealing with those claims.

#### *Statutory*

- Processing of claims from the Company's creditors – All claims received from the Company's creditors were logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed.

#### *Non statutory*

- Dealing with enquiries from the Company's creditors – This included dealing with creditors' general queries by post, telephone and email.

### General Administration

This category of work did not result in a direct financial benefit for creditors; however it was necessary for these tasks to be completed in order to ensure the smooth and efficient progression of the liquidation:

- Maintaining the Joint Liquidators' records.
- Discussions between case staff.
- Dealing with general correspondence and communicating with director.

### Post-Appointment Creditor Reporting

This category of activity encompasses work undertaken for statutory reasons. This work will not directly result in any financial benefit for creditors.

- Drafting and dispatch of the Joint Liquidators' First Progress Report.

### Investigations

Some of the work liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations. It may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.

- Reviewing the Company's records and undertaking discussions with the Company's former accountants following matters identified in our initial investigations. No realisations for the liquidation estate have been identified.

## APPENDIX C

## SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 20 MARCH 2020 TO 19 MARCH 2022 INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 19 MARCH 2022			VARIANCE
	Total			Total			
	Units	Cost £	Average hourly rate £	Units	Cost £	Average hourly rate £	
	No			No			
Statutory and Review	205	8,272.00	403.51	180	6,626.00	368.11	(1,646.00)
Receipts and Payments	55	2,207.50	401.36	51	1,985.50	389.31	(222.00)
Insurance, Bonding and Pensions	51	1,921.50	376.76	48	1,700.00	354.17	(221.50)
Assets	470	18,365.00	390.74	445	16,535.00	371.57	(1,830.00)
Liabilities	62	2,325.00	375.00	51	1,773.50	347.75	(551.50)
General Administration	99	3,920.50	396.01	84	3,050.00	363.10	(870.50)
Appointment	67	2,757.50	411.57	67	2,617.50	390.67	(140.00)
Post Appointment Creditor Reporting	70	3,075.00	439.29	71	2,929.50	412.61	(145.50)
Investigations	109	3,978.50	365.00	123	4,271.50	347.28	293.00
	1,188	46,822.50	394.13	1,120	41,488.50	370.43	(5,334.00)

## APPENDIX D

SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 20 MARCH 2020 TO 19 MARCH 2022 INCORPORATING  
A COMPARISON OF THE OF JOINT LIQUIDATORS' STATEMENT OF LIKELY EXPENSES

## Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Services Ltd	Insurance bond	130.00	90.00	50.00	-	90.00
Document Hosting	Pelstar Computing Ltd	Hosting of documents for creditors *	35.00	21.00	7.00	-	21.00
Software Licence Fee	Pelstar Computing Ltd	Case management system licence fee *	87.00	87.00	-	-	87.00
Statutory Advertising	Courts Advertising Ltd	Advertising	183.60	183.60	-	-	183.60
Storage Costs	Total Data Management Ltd	Storage of books and records	800.00	296.55	18.75	-	296.55
		<b>Total standard expenses</b>	<b>1,235.60</b>	<b>678.15</b>	<b>75.75</b>	<b>-</b>	<b>678.15</b>

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

## Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Husband Collection Services Ltd	Debt Collection Expenses	6,000.00	8,943.73	6,491.93	8,943.73	-
Professional Fees	Watsons Independent Negotiations	Assistance with Settlement of Director's Loan Account	3,000.00	-	-	-	-
Professional Fees	Clumber Consultancy Ltd	Pension Scheme Advice	-	350.00	350.00	-	350.00
Case Disbursements	Leonard Curtis Ltd	Postal Charges	14.85	14.85	-	-	14.85
Case Disbursements	Leonard Curtis Ltd	Printing Charges	22.50	22.50	-	-	22.50
		<b>Total case specific expenses</b>	<b>9,037.35</b>	<b>9,331.08</b>	<b>6,841.93</b>	<b>8,943.73</b>	<b>387.35</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

In respect of assignments pre-dating 1 March 2022, 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 (LC). 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 on the next page for further details).

Leonard Curtis Legal Limited (LC Legal) are part of the LCBSG group; as such they are an "Associate" of LC. Where LC Legal are instructed to assist an office-holder in a particular matter from 1 March 2022 onwards, details of their proposed costs will be provided to creditors and specific approval for payments to associates will be sought.

Additionally, whilst not meeting 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 expenses 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.

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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.

### 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  Note that with effect from 1 April 2021 these costs are no longer recovered from the estate.																								
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	
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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	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								



Insolvency (England and Wales) Rules 2016  
**Rule 14.4**

## Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 20 MARCH 2020

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

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: AUT06/SVW/PROOF

**Name of Company in Liquidation:**

AUTUMN OAK LIMITED

**Company registration number:**

[Liquidation only]

07443274

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.

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

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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

Liquidator

Admitted for dividend for

Amount (£)

Date

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: AUT06/SVW/PROOF

## PRIVACY NOTICE FOR CREDITORS

### Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

### Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

### How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

### Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

### Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

### Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

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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**