

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



\*A89ZZ8NL\*  
A19 19/07/2019 #27  
COMPANIES HOUSE

### 1 Company details

Company number 0 8 4 4 6 6 3 8

Company name in full ETR Recycling Ltd

→ 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 14 Derby Road

Street Stapleford

Post town Nottingham

County/Region Nottinghamshire

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 ①

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# LIQ14

Notice of final account prior to dissolution in CVL

## 6 Liquidator's release

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

:

## 7 Final account

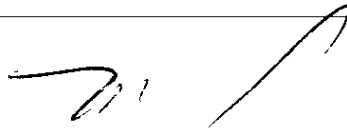
☐ I attach a copy of the final account.

## 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 1

d 8

m 0

m 7

y 2

y 0

y 1

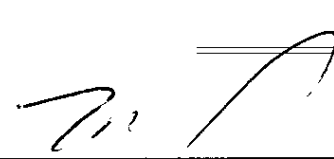
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**ETR Recycling Ltd**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**  
**From 8 June 2018 To 18 July 2019**

Statement of Affairs		£	£
	<b>ASSET REALISATIONS</b>		
2,535.91	Book Debt	2,535.91	
	Cash at Bank	571.53	
	Bank Interest Gross	0.50	
			3,107.94
	<b>COST OF REALISATIONS</b>		
	Preparation of S. of A.	2,083.33	
	Office Holders Fees	737.93	
	Office Holders Expenses	286.68	
			(3,107.94)
	<b>UNSECURED CREDITORS</b>		
(66,541.23)	Trade & Expense Creditors	NIL	
(35,272.00)	Directors' Loan Accounts	NIL	
(745.42)	HSBC Bank Plc	NIL	
(7,000.00)	HM Revenue & Customs - VAT	NIL	
(920.56)	HM Revenue & Customs - PAYE	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(4.00)	Ordinary Shareholders	NIL	
			NIL
<b>(107,947.30)</b>			<b>(0.00)</b>

REPRESENTED BY

NIL



Tauseef Rashid  
Liquidator

## NOTICE OF NO DIVIDEND

**Company Name:** ETR Recycling Ltd (In Liquidation) ("the Company")  
**Company Number:** 08446638

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

Signed: \_\_\_\_\_

**Tauseef A Rashid**  
**Liquidator**

Dated: \_\_\_\_\_

14/01/19

## NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

**Company Name:** ETR Recycling Ltd (in Liquidation) ("the Company")  
**Company Number:** 08446638

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

Tauseef A Rashid  
Kingsland Business Recovery  
14 Derby Road  
Stapleford  
Nottingham  
NG9 7AA

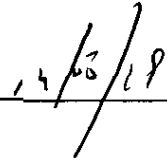
The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed:   
Tauseef A Rashid  
Liquidator

Dated:   
14/03/18

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF  
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

**Rule 18.9**

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
  - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
  - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

**Rule 18.34**

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
  - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
  - an unsecured creditor with either
    - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

## **FINAL ACCOUNT**

### **ETR RECYCLING LTD (IN CREDITORS' VOLUNTARY LIQUIDATION)**

#### **Content**

- Executive Summary
- Administration and Planning
- Enquiries 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 period 8 June 2018 to 14 May 2019
- Appendix III - Detailed list of work undertaken in period 8 June 2018 to 14 May 2019
- Appendix IV - Time cost information for period 8 June 2018 to 14 May 2019 and comparison with estimate
- Appendix V - Expenses summary for period cumulative and comparison with estimate

## EXECUTIVE SUMMARY

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

### Assets

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs (£)</b>	<b>Realisations in report period (£)</b>
Book Debt	2,535.91	2,535.91
Cash at Bank	-	571.53
Bank Interest Gross	-	0.50

### Expenses

<b>Expense</b>	<b>Amount per fees and expenses estimates (£)</b>	<b>Expenses Incurred (£)</b>	<b>Expenses Received (£)</b>
Liquidator's Fees	8,010.00	4,941.00	737.93
Statutory Advertising	190.68	190.68	190.68
Specific Bond	96.00	96.00	96.00
Bank Charges	5.00	-	-

### Dividend prospects

<b>Creditor class</b>	<b>Distribution / dividend paid</b>
Secured creditor	n/a
Preferential creditors	n/a
Unsecured creditors	Nil

### Closure

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.



## **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, as listed below. 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.

During the Review Period, the following key documents have been issued:

- The report presented to the creditors following the Liquidator's appointment; and
- This progress report.

### **Other Administration Tasks**

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

- Case reviews;
- Advertising;
- Statutory Companies House filing;
- Correspondence with creditors;
- Correspondence with pension provider; and
- Statutory reporting to The Insolvency Service.

## **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 directors 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 the Company's books and records, a completed questionnaire, as well as a signed Statement of Affairs.

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 has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

## **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 III. 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.

### **Transactions with connected parties**

Since my appointment a sale to a connected party has occurred.

### **Transactions with Connected Parties**

In accordance with the guidance given in Statement of Insolvency Practice 13 ('SIP 13'), details must be provided to creditors of the Company's transactions with connected parties during the Review Period or two years prior to appointment, which has come to the Liquidator's attention.

I can confirm that I am not aware of any transactions prior to my appointment and there has been no such sale, to any connected party during the course of the liquidation.

### **Book Debts**

As previously reported, upon ceasing to trade the Company was owed the amount of £2,536, from a connected company debtor. Upon appointment the Liquidator pursued the amount, which was subsequently received in full.

### **Cash at Bank**

The Company held a bank account with HSBC Bank Plc, upon appointment the Liquidator requested that the bank close the Company's bank account and forward any credit balance. The amount of £571.53, was subsequently received.

## **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 Liquidator has not received any preferential claims.

### **Unsecured Creditors**

The unsecured creditors as per the Statement of Affairs totalled £110,479. To date, six unsecured claims totalling £87,670 have been received during the course of the liquidation.

### **Dividend Prospects**

There is no prospect of a dividend to any class of creditor. Notice of no dividend is enclosed with this progress report.

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**

#### **Paid by the directors of the Company**

A fixed fee of £4,000 plus VAT was agreed by the directors of the Company, prior to the Liquidator's appointment. A payment of £2,300, was received from the directors in respect of this fee.

#### **Fixed fee agreed with the directors and ratified by members and creditors.**

By resolution passed on 16 July 2018, the creditors authorised the fee of £2,500 including VAT for assisting the directors in carrying out relevant work in placing the Company into Liquidation and with preparing the Statement of Affairs.

The fee was paid from first realisations after appointment and is reflected in 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 16 July 2018, 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 8 June 2018 to 14 May 2019 total £4,941, representing 26.10 hours at an average hourly rate of £189.31. The sum of £737.93, has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix IV, together with a comparison with the original estimate.

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

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

### **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix V. Also included in Appendix V is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that 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' can be found at [https://www.r3.org.uk/media/documents/publications/professional/Guide to Liquidators Fees Oct 2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide%20to%20Liquidators%20Fees%20Oct%202015.pdf). A hard copy of both guides may be obtained on request

This firm's charge-out rate and disbursement policy is attached to this report.

### **Other Professional Costs**

#### **Specific Bond**

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 £96. This cost has been paid by Kingsland Business Recovery and has been reimbursed by the estate, which is reflected on the attached receipts and payments account.

#### **Statutory 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 EPE Reynell Advertising Limited and The Stationery Office Limited, at a cost of £67 and £61.84, respectively per advertisement. These costs have been paid by Kingsland Business Recovery and has been reimbursed by the estate, which is 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 (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

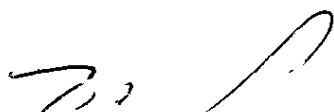
The Company's centre of main interest was in Compound 13, SM Tidy Industrial Estate, Ditchling Common, West Sussex, BN6 8SE and Unit 8, SM Tidy Industrial Estate, Ditchling Common, West Sussex, BN6 8SG and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

### **CONCLUSION**

There are no other matters outstanding and the affairs of the Company have been fully wound up.

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

Signed



**Tauseef A Rashid**  
**Liquidator**  
**14 May 2019**

## **APPENDIX I – STATUTORY INFORMATION**

Company Name	ETR Recycling Ltd
Company Number	08446638
Former Trading Name	ETR (Ditchling) Ltd
Trading Address	Compound 13 , SM Tidy Industrial Estate, Ditchling Common, West Sussex, BN6 8SE, and, Unit 8, SM Tidy Industrial Estate, Ditchling Common, West Sussex, BN6 8SG
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	8 June 2018

**APPENDIX II – RECEIPTS AND PAYMENTS ACCOUNT FOR  
PERIOD 8 JUNE 2018 TO 14 MAY 2019**

Statement of Affairs £		From 08/06/2018 To 14/05/2019 £	From 08/06/2018 To 14/05/2019 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.50	0.50
2,535.91	Book Debt	2,535.91	2,535.91
	Cash at Bank	571.53	571.53
		<u>3,107.94</u>	<u>3,107.94</u>
	COST OF REALISATIONS		
	Office Holders Expenses	286.68	286.68
	Office Holders Fees	737.93	737.93
	Preparation of S. of A.	2,083.33	2,083.33
		<u>(3,107.94)</u>	<u>(3,107.94)</u>
	UNSECURED CREDITORS		
(35,272.00)	Directors' Loan Accounts	NIL	NIL
(920.56)	HM Revenue & Customs - PAYE	NIL	NIL
(7,000.00)	HM Revenue & Customs - VAT	NIL	NIL
(745.42)	HSBC Bank Plc	NIL	NIL
(66,541.23)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(4.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(107,947.30)</u>		<u>NIL</u>	<u>NIL</u>
	REPRESENTED BY		
			<u>NIL</u>

**APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN DURING  
PERIOD 8 JUNE 2018 TO 14 MAY 2019**

General Description	Undertaken in Review Period
Admission to the Insolvency	
Statutory advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Dividend maintenance/file review/checklist	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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Maintenance of the estate cash book
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case
Records and Bank	Dealing with records in storage Sending job files to storage
Company records	Preparing progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Insolvency Service	
Insolvency Service	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
Insolvency Service	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
Insolvency Service	
Insolvency Service	Correspondence with director and debtors Reviewing and assessing debtors
Insolvency Service	Liaise with bank re credit balance Bank account administration
Insolvency Service	
Company administration	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proof of debt	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 INFORMATION FOR PERIOD 8 JUNE 2018 TO 14 MAY 2019						
Classification	Original fees estimate			Actual time incurred in Review Period		
	Number of Hours	Total fees (£)	Average Hourly Rate (£)	Number of Hours	Total fees (£)	Average Hourly Rate (£)
File Reviews and Strategy Notes	7.50	1,350.00	180.00	2.70	333.00	123.33
Post Appointment Formalities	4.50	1,080.00	240.00	5.60	1,179.00	210.54
Admin & Planning (TOTAL)	12.00	2,430.00	202.50	8.30	1,512.00	182.17
Periodic Meetings and Reports	9.50	1,845.00	194.21	6.10	1,368.00	224.26
Taxation (post appointment)	1.00	180.00	180.00	1.20	198.00	165.00
Unsecured creditors	5.00	180.00	36.00	1.20	216.00	180.00
Creditors (TOTAL)	15.50	2,205.00	142.26	8.50	1,782.00	209.65
Correspondence with Directors	2.00	360.00	180.00	0.20	36.00	180.00
Investigative Work	8.00	1,530.00	191.25	8.10	1,431.00	176.67
Investigations (TOTAL)	10.00	1,890.00	189.00	8.30	1,467.00	176.75
Book Debts	4.00	855.00	213.75	0.20	36.00	180.00
Antecedent Transactions			#DIV/0!	0.30	54.00	180.00
Other Assets			#DIV/0!	0.50	90.00	180.00
Realisation of Assets (TOTAL)	4.00	855.00	213.75	1.00	180.00	180.00
GRAND TOTAL	41.50	7,380.00	177.83	26.10	4,941.00	189.31



## APPENDIX V – EXPENSES SUMMARY FOR PERIOD 8 JUNE 2018 TO 14 MAY 2019

Expenses	Original expenses estimate £	Actual expenses incurred over the whole period £	Amount Paid to Kingsland Business Recovery £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Advertising	190.68	190.96	190.96	n/a
Bonding	96.00	96.00	96.00	n/a
Bank Charges	5.00	-	-	n/a
<b>Total</b>	<b>291.68</b>	<b>286.68</b>	<b>286.68</b>	

### Current Charge-out Rates for the firm

#### Time charging policy

Support staff do charge their time to each case.

Support staff only includes administration support. No secretarial and cashier services are charged to any cases. Time spent by support staff 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.

The minimum unit of time recorded is 6 minutes.

	Charge out rates £
Insolvency Practitioner/Partners	315
Managers	210 - 250
Administrators	120 - 180
Secretarial/Administration support staff	90

### 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. It is this firm's policy not to charge category 2 expenses to the cases.

## 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><b>[if applicable]</b> 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></p> <p>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></p>

	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 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.

# 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	Jodie Raymond
Company name	Quantuma LLP
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)