

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A82CADQQ
A26 30/03/2019 #107
COMPANIES HOUSE

1 Company details

Company number 1 0 1 3 0 2 0 4

Company name in full Babar Khan Restaurant Limited

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

2 Liquidator's name

Full forename(s) Tauseef

Surname Rashid

3 Liquidator's address

Building name/number Kingsland Business Recovery

Street 14 Derby Road

Post town Stapleford

County/Region Nottingham

Postcode N G 9 7 A A

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 2	^d 3	^m 0	^m 3	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 2	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

[Handwritten signature]

X

Signature date

^d 2	^d 9	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
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LIQ03

Notice of progress report in voluntary winding up



Presenter information

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

Contact name	Hayley Meyrick
Company name	Kingsland Business Recovery
Address	14 Derby Road Stapleford
Post town	Nottingham
County/Region	Nottinghamshire
Postcode	N G 9 7 A A
Country	
DX	
Telephone	0800 955 3595



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email 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

Babar Khan Restaurant Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 23/03/2018 To 22/03/2019 £	From 23/03/2018 To 22/03/2019 £
	ASSET REALISATIONS		
NIL	Leasehold Property/Improvements	NIL	NIL
5,000.00	Fixtures, Fittings & Equipment	4,000.00	4,000.00
	Bank Interest Gross	0.64	0.64
		4,000.64	4,000.64
	COST OF REALISATIONS		
	Preparation of S. of A.	3,230.00	3,230.00
	Office Holders Expenses	96.00	96.00
		(3,326.00)	(3,326.00)
	PREFERENTIAL CREDITORS		
(800.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(25,380.00)	Trade & Expense Creditors	NIL	NIL
(22,789.00)	Landlord	NIL	NIL
(76,616.00)	Directors	NIL	NIL
(4,500.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(125,086.00)		674.64	674.64
	REPRESENTED BY		
	Vat Receivable		665 20
	Bank 2 Current		9.44
			674.64

Our Ref: TR0885
Contact: Hayley Williams



t: 0800 955 3595 f: 0845 862 2686

e: info@kingslandbr.co.uk

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

www.kingslandbr.co.uk

**TO ALL KNOWN CREDITORS
TO ALL MEMBERS**

29 March 2019

Dear Sirs

Babar Khan Restaurant Limited - In creditors' voluntary liquidation

Registered Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Trading Address:	4 Dean Clough Mills, Bowling Mill Courtyard, Halifax, HX3 5AX
Registered number:	10130204
Liquidator:	Tauseef Ahmed Rashid
Liquidator's Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of Appointment:	23 March 2018

This is my first annual report of this Liquidation. This report should be read in conjunction with previous reports and only covers movements in the year to 22 March 2019.

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

Yours faithfully
For and on behalf of
Babar Khan Restaurant Limited


Tauseef Ahmed Rashid
Liquidator





kingslandbr.co.uk

ANNUAL PROGRESS REPORT
FOR THE PERIOD FROM 23 MARCH 2018 TO 22 MARCH 2019
BABAR KHAN RESTAURANT LIMITED
(IN CREDITORS' VOLUNTARY LIQUIDATION)

Content

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

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 23 March 2018 to 22 March 2019
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 23 March 2018 to 22 March 2019
- Appendix V - Expenses summary for period & comparison with estimate

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below

Assets

Asset	Estimated realise Statement Affairs	to per of	Realisations to date	Anticipated future realisations	Total anticipated realisations
Fixtures, Fittings & Equipment	£5,000.00		£4,000.00	£1,000.00	£5,000.00

Expenses

Expense	Amount Incurred	Amount Paid	Anticipated further expense to closure	Total anticipated expense
Liquidator's fees	£3,147.00	Nil	£2,000.00	£5,147.00
All other expenses	£286.68	£96.00	Nil	£286.68

Dividend prospects

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

Summary of key issues outstanding

Realisation of assets remains ongoing.

Closure

Based on current information, it is anticipated that the Liquidation will be concluded within the next 12 months.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

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

Reporting

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

Other administration tasks

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

- Case reviews
- Tax returns
- VAT returns
- Statutory Companies House filing
- Statutory Advertising

ENQUIRES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director by means of a questionnaire; 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 did not provide the books and records or a completed questionnaire, however; the Liquidator did receive a Statement of Affairs from the Director.

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.

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

REALISATION OF ASSETS

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

Fixtures, Fittings and Equipment

As detailed in the initial report to creditors, the Company sold its physical assets to an unconnected Company BK Restaurant (Yorkshire) Limited, for the sum of £5,000.

The Liquidator sought advice from agents who, after attending the property to view the goods in question, confirmed that £5,000 was acceptable as the market value of the assets

The Liquidator has collected the sale proceeds from BK Restaurant (Yorkshire) Limited however a further £1,000 remains outstanding

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

No preferential claims were anticipated, and none have been received.

Unsecured creditors

On the statement of affairs, unsecured claims were reflected with a value of £129,288. To date, claims totalling £24,679 have been received.

Claims have not been formally agreed as there is no prospect of a dividend to creditors.

Dividend prospects

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

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

FEES AND EXPENSES

Pre-Appointment Costs

By way of a vote by correspondence held on 9 May 2018, the creditors authorised the fee of £5,000 (inclusive of VAT, plus disbursements) for assisting the directors in carrying out relevant work in placing the Company into Liquidation and with preparing the Statement of Affairs ("Statement of Affairs Fee").

Of this amount, a payment of £1,000 has been made to HCA Accountants for their assistance with preparing the Statement of Affairs

The Statement of Affairs Fee was paid from first realisations after appointment, and is reflected on the attached receipts and payments account. The sum of £936.67 remains outstanding to Kingsland Business Recovery.

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.

Owing to the minimal level of realisations anticipated, the Liquidator has not sought to agree the basis of his remuneration with the creditors, as it would appear that no funds will be available to address the Liquidator's time incurred

The time costs for the period 23 March 2018 to 22 March 2019 totals £3,147.00, representing 16 6 hours at an average hourly rate of £189 58. The time costs for the period are detailed at Appendix IV.

Disbursements

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

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

both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Bonding

The Liquidator is required to take out a specific bond which will reimburse the estate in the event of fraudulent activity by the office-holder. This matter has been bonded for the amount of £10,000, at a cost of £96.00. This cost was paid by Kingsland Business Recovery who have been from funds held in the case, as reflected on the attached receipts and payments account.

Advertising

The Liquidator is required to advertise notices of decisions made, or to be made, over the course of the Liquidation. The services were provided by 'TMP' and 'The Stationary Office' at a cost of £67.00 and £61.84, per advertisement, respectively. These costs have been paid by Kingsland Business Recovery who will be reimbursed as funds permit from funds held in the case.

Agents and valuers

Walker Singleton, an independent firm of RICS registered agents, attended the property to value the goods however no fee have been charged for the services provided.

CREDITORS' RIGHTS

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EC REGULATIONS

The Company's centre of main interest was in Halifax, West Yorkshire and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

CONCLUSION

The administration of the case will be continuing whilst assets are being realised by the Liquidator.

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

Signed



Tauseef A Rashid

Liquidator

25 March 2019

APPENDIX I – STATUTORY INFORMATION

Company Name	Babar Khan Restaurant Limited
Company Number	10130204
Former Trading Name	None
Trading Address	4 Dean Clough Mills, Bowling Mill Courtyard, Halifax, HX3 5AX
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	23 March 2018

APPENDIX II – RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 23 MARCH 2018 TO 22 MARCH 2019

**Babar Khan Restaurant Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 23/03/2018 To 22/03/2019 £	From 23/03/2018 To 22/03/2019 £
	ASSET REALISATIONS		
NIL	Leasehold Property/Improvements	NIL	NIL
5,000.00	Fixtures, Fittings & Equipment	4,000.00	4,000.00
	Bank Interest Gross	0.64	0.64
		<u>4,000.64</u>	<u>4,000.64</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	3,230.00	3,230.00
	Office Holders Expenses	96.00	96.00
		<u>(3,326.00)</u>	<u>(3,326.00)</u>
	PREFERENTIAL CREDITORS		
(800.00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(25,380.00)	Trade & Expense Creditors	NIL	NIL
(22,789.00)	Landlord	NIL	NIL
(76,616.00)	Directors	NIL	NIL
(4,500.00)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(125,086.00)</u>		<u>674.64</u>	<u>674.64</u>
	REPRESENTED BY		
	Vat Receivable		665.20
	Bank 2 Current		9.44
			<u>674.64</u>

APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN IN THE PERIOD

General Description	Undertaken in Review Period	To be undertaken over the course of the Liquidation
Administration and Planning		
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document 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	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 Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors	Preparing annual progress report, investigation, meeting and general reports to creditors
Investigation		
SIP / Review	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 Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions	Correspondence to request information on the company's dealings, making further enquiries of third parties Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting to 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	
Realisation of Assets		
Plans and Estimates	Liaising with valuers, auctioneers and interested parties Reviewing asset listings	
Freehold/Leasehold Property	Liaising with landlords Agreeing assignment, surrender or disclaiming property	
Creditors		
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend	Receipting and filing POD when not related to a dividend

APPENDIX IV – TIMES COSTS INFORMATION FOR PERIOD 23 MARCH 2018 TO 22 MARCH 2019

0885 - Babar Khan Restaurant Limited
From: 23/03/2018 To: 22/03/2019
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistant & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
301 File Review and Drafting/Notes	0.00	0.00	1.00	0.00	1.00	324.00	180.00
302 Post Appointment Formalities	2.00	0.00	1.00	2.00	5.00	990.00	198.00
Admin & Planning	2.00	0.00	2.00	2.00	6.00	1,314.00	188.24
403 Pension Scheme	0.00	0.00	0.00	0.50	0.50	45.00	90.00
404 Taxation Post Appointment	0.00	0.00	0.00	0.30	0.30	117.00	146.25
409 Unsecured Creditors	0.00	0.00	0.40	0.00	0.40	72.00	180.00
Creditors	0.00	0.00	0.40	0.50	1.70	234.00	137.64
501 Correspondence with directors/creditor	0.00	0.00	0.00	0.70	0.70	63.00	90.00
502 Investigative work	0.00	0.00	2.00	0.50	2.50	549.00	166.36
503 O report	2.00	0.00	0.00	0.00	2.00	630.00	315.00
Investigations	2.00	0.00	2.00	1.20	6.20	1,242.00	200.34
502 Property	0.00	0.00	0.00	0.70	0.70	213.00	163.85
503 Bank Debts	0.00	0.00	0.40	0.00	0.40	72.00	180.00
504 Plant & Machinery Motor Vehicles	0.00	0.00	0.40	0.00	0.40	72.00	180.00
Realisation of Assets	0.00	0.00	0.80	0.70	2.10	357.00	170.00
Total Hours	4.00	0.00	7.20	4.70	16.90	3,127.00	185.03
Total Fees Claimed						0.00	

APPENDIX VI – EXPENSES SUMMARY FOR PERIOD 23 MARCH 2018 TO 22 MARCH 2019

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Expenses paid in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Advertising	148.42	190.68	Nil	Creditors approved pre-appointment advertising as an expense
Bonding	96.00	96.00	96.00	
Bank Charges	5.00	Nil	Nil	
Total	249.42	286.68	96.00	

Grade	Charge-out rate (£ per hour)	Kingsland Business Recovery 14 Derby Road Stapleford Nottingham NG9 7AA Tel: 0800 955 3595 Fax: 0845 862 2686 Email: info@kingslandbr.co.uk
Licensed Insolvency Practitioner	315	
Managers	210 – 250	
Administrators	120 – 180	
Support Staff	90	

Time costs are calculated using 6 minute units

Time spent by support and secretarial staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead of the firm. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Agent's Costs

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

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

Disbursements

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

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

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

Category 2 disbursements are proposed to be recovered as follows

Room Hire	£175
Mileage	40p to 75p per mile
Storage	£2 50 per box per month

Privacy Notice

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

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

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<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>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following</p> <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<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>
What personal information we hold	<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>
Who we share our data with	<p>[if applicable] Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us</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>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</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.
How long we retain your personal information	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.
Your rights	<p>The GDPR provides the following rights for individuals</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data</p> <p>Access to personal data 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>Amendment of personal data 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>Rights that do not apply in these particular circumstances 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>
Right to withdraw consent	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
Changes to our privacy statement	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
Complaints	<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 ICO website.</p>
Who provided the personal data	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.