

# CVA4

## Notice of termination or full implementation of voluntary arrangement



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 O C 3 3 5 4 6 6

Company name in full Abbeyvet LLP

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Supervisor's name

Full forename(s) Andrew

Surname Poxon

### 3 Supervisor's address

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M 3 5 E N

Country

### 4 Supervisor's name <sup>①</sup>

Full forename(s) Martin

Surname Maloney

#### ① Other supervisor

Use this section to tell us about  
another supervisor.

### 5 Supervisor's address <sup>②</sup>

Building name/number Leonard Curtis

Street Riverside House

Irwell Street

Post town Manchester

County/Region

Postcode M 3 5 E N

Country

#### ② Other supervisor

Use this section to tell us about  
another supervisor.

# CVA4

## Notice of termination or full implementation of voluntary arrangement

### 6 Date voluntary arrangement fully implemented or terminated

Date 

d	1	d	9	m	0	m	5	y	2	y	0	y	2	y	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

### 7 Attachments

☒ I have attached a copy of the notice to creditors

☒ I have attached the supervisor's report

### 8 Sign and date

Supervisor's signature

Supervisor's signature

X



X

Signature date

d	1	d	9	m	0	m	5	y	2	y	0	y	2	y	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

# CVA4

## Notice of termination or full implementation of voluntary arrangement



### 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	Rhuari Robb
Company name	Leonard Curtis
Address	Riverside House
	Irwell Street
	Manchester
Post town	
County/Region	
Postcode	M 3 5 E N
Country	
DX	
Telephone	0161 831 9999



### 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 and dated 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

**ABBEYVET LLP**  
**Partnership Voluntary Arrangement**  
**Registered Number: OC335466**  
**In the High Court of Justice Business and Property Courts**  
**in Manchester - Company & Insolvency List (CHD)**  
**CVA Number 2840 of 2018**

**Joint Supervisor's Final Report to Creditors**

**19 May 2023**

**Leonard Curtis**  
**Riverside House, Irwell Street,**  
**Manchester M3 5EN**  
**Tel : 0161 831 9999**  
**Ref: M/20/SH/A910Q/1010**

## CONTENTS

- 1 Introduction
- 2 Implementation of the Arrangement
- 3 Receipts and Payment Account and Outcome for Creditors
- 4 Supervisor's Remuneration and Expenses
- 5 Data Protection

## APPENDICES

- A Notice of Full Implementation to the Court and Creditors pursuant to Rule 2.44 of the Insolvency (England and Wales) Rules 2016
- B Summary of Joint Supervisor's Receipts and Payments from 21 September 2018 to 19 May 2023
- C Summary of Joint Supervisor's Time Costs from 21 September 2021 to 7 May 2023 (the Period), including detailed narrative of work performed by the Joint Supervisors and their staff in the Period
- D Summary of Joint Supervisor's Time Costs from 21 September 2018 to 7 May 2023
- E Leonard Curtis policy regarding fees and expenses
- F Privacy Notice

**TO: ALL CREDITORS BOUND BY THE ARRANGEMENT  
ALL MEMBERS  
THE LLP  
THE LLP'S AUDITORS  
THE COURT  
THE REGISTRAR OF COMPANIES**

## **1 INTRODUCTION**

- 1.1 Julien Irving and I were appointed Joint Supervisors of a Partnership Voluntary Arrangement ("PVA") for Abbeyvet LLP ("the LLP") at meetings of creditors and members held on 21 September 2018. We are insolvency practitioners licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.2 Mr Irving left Leonard Curtis Business Solutions Group ("LCBSG") on 17 April 2020 and agreed to transfer the management of his insolvency caseload to another appropriate insolvency practitioner within LCBSG. In accordance with Rules 12.36 and 12.37 of the Insolvency (England and Wales) Rules 2016 therefore, an application was made to Court for an Order to remove Mr Irving as Insolvency Practitioner on each of his cases and replace him with other appropriate insolvency practitioners within Leonard Curtis. The Order was granted by the Court on 17 April 2020. Accordingly, Mr Irving ceased to act as Joint Supervisor of this case on 17 April 2020 and Martin Maloney was appointed in his place. Mr Maloney is licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 The PVA is now complete and has been fully implemented and this is our final report as required by Rule 2.44 of the Insolvency (England and Wales) Rules 2016. It shows how the PVA has been implemented, the outcome for creditors and other information that we are required to disclose.

## **2 IMPLEMENTATION OF THE ARRANGEMENT**

- 2.1 The PVA provided that the following assets were estimated to be realised into the PVA:
- Voluntary contributions of £8,475 per month for a period of 120 months, subject to profit and loss reviews.
- 2.2 The PVA was approved on 21 September 2018 for a 120 month period. Monies received were to be utilised as follows:
- a) To pay the fees and expenses of the Joint Nominees.
  - b) To pay the fees and expenses of the Joint Supervisors and the costs of the PVA.
  - c) To pay preferential claims, if any, in full in priority to the claims of unsecured creditors.
  - d) To pay a dividend or dividends to those ordinary creditors whose claims were received by the last date of proving.
- 2.3 On 25 April 2023, the Partnership respectfully requested creditors to consider the following variations:
- That the duration of the PVA be shortened from 120 months to 56 months and come to a conclusion on 19 May 2023;
  - That due to the change in circumstances, and having regards to the Partnership's current financial situation, there be no further dividend payments to the creditors of the Partnership from the PVA estate; and
  - That the Joint Supervisors are discharged from liability in respect of any action(s) of theirs as Supervisors, immediately upon the Arrangement ceasing to have effect.
- 2.4 On 16 May 2023, the creditors voted to approve the proposed variation.

## **3 RECEIPTS AND PAYMENT ACCOUNT AND OUTCOME FOR CREDITORS**

- 3.1 I attach at Appendix B a final summary of our receipts and payments for the period from 21 September 2018 to 19 May 2023. All figures stated are net of VAT.

## **Outcome for Creditors**

### **Secured Creditors**

- 3.2 There is an outstanding charge registered against the LLP in the form of a debenture. The secured creditor is not bound by the PVA, as their debt is secured and they are continuing to rely on their security. The LLP has the ongoing support of the secured creditor, although the LLP's ability to trade is not dependent on it.

### **Preferential Claims**

- 3.3 As originally anticipated, no preferential claims have been received in the PVA.

### **Unsecured Claims**

- 3.4 As previously reported, the Statement of Affairs in the PVA proposal estimated ordinary unsecured creditors at £653,735.00.
- 3.5 There are no known unconnected (third party) creditors, nor have any transpired during the period of the PVA.
- 3.6 To date, unsecured claims totalling £653,735.00 have been received in the PVA, being in respect of two connected creditors, as detailed in the proposal document. Connected creditors' claims are to be treated as PVA creditors under the PVA. As stated in the proposal document, connected creditor claims are not to be deferred.
- 3.7 On 29 October 2021 distributions totalling £190,673.00 were paid to the ordinary creditors.
- 3.8 On 12 September 2022, a further distribution totalling £65,373.60 was paid to the ordinary creditors.
- 3.9 As detailed in section 2 above, the creditors approved the variation that no further distributions were to be made to unsecured creditors from the PVA estate. As a result, no further distributions have been made in respect of the admitted unsecured claims.

## **4 JOINT SUPERVISORS' REMUNERATION AND EXPENSES**

- 4.1 The PVA proposal approved by creditors on 21 September 2018 provide that the Joint Supervisors' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the PVA.
- 4.2 As advised in my previous report dated 9 November 2022, our time costs as at 20 September 2022 were £172,819.00. Thereafter further costs of £24,706.50 have been incurred during the period of this report to 7 May 2023. These costs are summarised at Appendix C and comprise 117.5 hours at an average rate of £210.27 per hour. Additional, unposted, time costs have been incurred in the period subsequent to 7 May 2023 in regard to the closure of the PVA, including the finalisation of this report. Total time costs incurred in this matter are summarised at Appendix D. Details of our company's charge out rates and policy regarding the recharge of expenses, staff allocation, support staff and the use of subcontractors are also attached at Appendix E. Please be aware that the firm's charge out rates have been amended with effect from 1 March 2021.
- 4.3 Further information may be found in "Guide to Voluntary Arrangement Fees" (Version 1 – April 2021). This is available from our office free of charge or may be downloaded from <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>.
- 4.4 To date we have drawn £168,000.00 on account of these costs and, in the absence of further funds, the balance will be written off.
- 4.5 Our remuneration as Joint Nominees of £2,500.00 was paid by the LLP.

### **Expenses**

- 4.6 Below is a table detailing the Joint Supervisors' expenses to date. To assist creditors' understanding of this information, it has been separated into the following two categories:
1. Standard Expenses: this category includes expenses payable by virtue of the nature of the PVA process and / or payable in order to comply with legal or regulatory requirements.
  2. Case Specific Expenses: this category includes expenses likely to be payable by the Joint Supervisors in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the PVA 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 are subject to the approval of the creditors.

Additionally, with effect from 1 April 2021, the Joint Supervisors 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. Payments

to associates are subject to the same level of approval as the office holder's fees and category 2 expenses and further details are included at Appendix E.

**Standard Expenses**

		Category	Incurred To Date	Paid	Unpaid
Charged By	Services provided			£	£
Pelstar*	Document Hosting	1 / 2	30.00	-	30.00
AUA Insolvency Risk	Bordereau Fee	1	860.00	750.00	110.00
Pelstar*	IT Licence Fee	1 / 2	87.00	87.00	-
<b>Total</b>			<b>977.00</b>	<b>837.00</b>	<b>140.00</b>

**Case Specific Expenses**

		Category	Incurred To Date	Paid	Unpaid
Charged By	Services provided			£	£
LC Staff	Mileage	2	15.00	15.00	-
HMCTS / HM Courts & Tribunals Service	Legal Filing	1	50.00	50.00	-
Farleys Solicitors	Block Transfer Costs	1	123.46	-	123.46
<b>Total</b>			<b>188.46</b>	<b>65.00</b>	<b>123.46</b>

\*Payment to Associates requiring specific creditor / committee approval if incurred and / or drawn between 1 April 2021 and 31 December 2022. Pelstar costs will be CAT 1 if neither drawn or incurred during this period.

- 4.7 On approval of the PVA, creditors approved the basis for recharging category 2 expenses could be drawn by the Joint Supervisors. These expenses are detailed in the table above.
- 4.8 No professional advisors, including subcontractors, have been used during the PVA.

**5 DATA PROTECTION**

- 5.1 When submitting details of your claim in the PVA, you may have disclosed personal data to us. 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. We act as Data Controller in respect of personal data we obtain in relation to this PVA and are therefore responsible for complying with Data Protection Law in respect of any personal data we process. Our privacy notice, which is attached at Appendix E, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you have any queries please contact my office, **in writing**. Electronic communications should include a full postal address.

Yours faithfully

  
**ANDREW POXON**  
**JOINT SUPERVISOR**

Andrew Poxon and Martin Maloney are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8620 and 9628, respectively



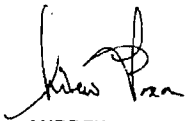
IN THE HIGH COURT OF JUSTICE BUSINESS AND PROPERTY COURTS IN MANCHESTER - COMPANY & INSOLVENCY LIST  
(CHD) COURT

No 2840 of 2018

**ABBEYVET LLP**

**NOTICE OF FULL IMPLEMENTATION TO THE COURT AND CREDITORS PURSUANT TO  
RULE 2.44 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016**

I, Andrew Poxon, Joint Supervisor of the above Partnership Voluntary Arrangement hereby confirm that its terms have been fully implemented and the Voluntary Arrangement concluded.



**ANDREW POXON  
JOINT SUPERVISOR**

**19 MAY 2023**

Contact details of the Joint Supervisor

Andrew Poxon and Martin Maloney

Leonard Curtis  
Riverside House  
Inwell Street  
Manchester  
M3 5EN

Telephone: 0161 831 9999

**SUMMARY OF JOINT SUPERVISORS' RECEIPTS AND PAYMENTS  
FROM 21 SEPTEMBER 2018 TO 19 MAY 2023**

	<b>PVA Proposals £</b>	<b>Previous Periods £</b>	<b>21/09/2022 to 19/05/2023 £</b>	<b>Total £</b>
<b>RECEIPTS</b>				
PVA Contributions	1,017,000.00	406,800.00	67,800.00	474,600.00
Deposit Interest Net	Nil	391.36	133.14	524.50
	<u>1,017,000.00</u>	<u>407,191.36</u>	<u>67,933.14</u>	<u>475,124.50</u>
<b>PAYMENTS</b>				
Nominees' Fees	(2,500.00)	(2,500.00)	-	(2,500.00)
Supervisors' Remuneration	(360,000.00)	(141,000.00)	(27,000.00)	(168,000.00)
Disbursements Category 1	Nil	(887.00)	-	(887.00)
Disbursements Category 2	Nil	(15.00)	-	(15.00)
Funds Remitted to the LLP		-	(47,675.90)	(47,675.90)
		(144,402.00)	(74,675.90)	(219,077.90)
<b>Less: Dividends</b>				
Ordinary Unsecured		(256,046.60)	-	(256,046.60)
		(256,046.60)	-	(256,046.60)
<b>Funds Held</b>		<u><b>6,742.76</b></u>	<u><b>(6,742.76)</b></u>	<u><b>Nil</b></u>

**NB:** In accordance with the finalisation of the PVA, the balance of funds held in the Contributions Bank Account have been remitted to the LLP.

APPENDIX C

SUMMARY OF JOINT SUPERVISORS' TIME COSTS FROM 21 SEPTEMBER 2022 TO 7 MAY 2023 (THE PERIOD)

	Director		Manager 1		Administrator 3		Administrator 4		Support		Total	Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	
Statutory and Review	-	-	10	395.00	7	161.00	11	181.20	-	-	28	263.39
Receipts and Payments	52	2,730.00	161	6,359.50	228	5,244.00	56	924.00	497	4,224.50	994	196.00
Insurance, Bonding and Pensions	-	-	6	237.00	14	322.00	3	49.50	-	-	23	264.57
Assets	-	-	-	-	4	92.00	-	-	-	-	4	230.00
Liabilities	10	525.00	30	1,185.00	77	1,771.00	1	16.50	-	-	118	296.40
General Administration	-	-	1	39.50	-	-	-	-	-	-	1	395.00
Post Appointment Creditors' Decisions	3	157.50	-	-	4	92.00	-	-	-	-	7	356.43
Total	65	3,412.50	208	8,216.00	334	7,682.00	71	1,171.50	497	4,224.50	1,175	24,706.50
Average Hourly Rate (£)	525.00		395.00		230.00		165.00		85.00		210.27	
All Units are 6 Minutes												

### DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT SUPERVISORS AND THEIR STAFF IN THE PERIOD

The work undertaken during the period of this report to 7 May 2023 has comprised of the following categories.

#### Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors.

- Case-management reviews. These have been carried out periodically throughout the life of the case to ensure that the case is progressing as planned;
- Preparation of periodic review form and supporting documents to ensure all statutory matters have been dealt with as required; and
- Updating the Statutory Insolvency Practitioner Record.

#### Receipts and Payments

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

- Dealing with all receipts and payments and all associate requirements;
- Management of case bank accounts to ensure compliance with relevant risk management procedures;
- Monitoring of Voluntary contributions payable in to the PVA; and
- Preparation of periodic receipts and payments accounts for inclusion in the Joint Supervisors' Fourth Progress Report to creditors. As this is the final report, no further reports will be prepared in respect of the PVA.

#### 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 insurance and 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.

#### Assets

- Preparation, review and submission of posting vouchers in respect of the Voluntary Contributions received during the period from September 2022 to May 2023.

#### Liabilities

This category of time includes both statutory and non-statutory matters.

##### *Statutory*

- Preparation, review and submission of the Joint supervisors' Fourth Progress Report to creditors; and
- Preparation, review and issuing of the variation report to the respective body of creditors.

#### General Administration

- Internal discussions in respect of proposed variation to the terms of the PVA.

#### Post-Appointment Creditors' Decisions

- Preparation of variation report for consideration of creditors;
- Convening a decision of the creditors to agree proposed variation with appropriate body of creditors; and
- Reporting on outcome of voting.

APPENDIX D

SUMMARY OF JOINT SUPERVISORS' TIME COSTS FROM 21 SEPTEMBER 2018 TO 7 MAY 2023

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 3		Administrator 4		Support		Total		Average
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory and Review	113	5,655.00	2	89.00	68	2,593.00	20	640.00	11	302.00	10	224.00	141	2,292.00	-	-	365	11,795.00	323.15
Receipts and Payments	479	24,082.50	59	2,625.50	1,009	39,342.50	124	4,073.00	304	7,904.00	417	9,501.00	2,227	36,240.00	4,477	38,054.54	9,096	161,823.00	177.91
Insurance, Bonding and Pensions	-	-	-	-	10	395.00	3	96.00	-	-	18	414.00	36	594.00	-	-	67	1,499.00	223.73
Assets	-	-	-	-	-	-	-	-	-	-	6	138.00	7	115.50	-	-	13	253.50	195.00
Liabilities	58	3,000.00	15	667.50	96	3,792.00	43	1,483.50	-	-	77	1,771.00	111	1,831.50	-	-	400	12,545.50	313.64
General Administration	122	6,022.50	-	-	1	39.50	-	-	-	-	10	210.00	22	346.50	-	-	155	6,618.50	427.00
Appointment	6	270.00	-	-	-	-	-	-	-	-	12	252.00	-	-	-	-	18	522.00	290.00
Planning and Strategy	-	-	15	615.00	8	292.00	-	-	-	-	-	-	-	-	-	-	23	907.00	394.35
Post Appointment Creditors' Decisions	28	1,470.00	-	-	-	-	-	-	-	-	4	92.00	-	-	-	-	32	1,562.00	488.1310

Total	806	40,500.00	91	3,997.00	1,192	46,454.00	190	6,292.50	315	8,206.00	554	12,602.00	2,544	41,419.50	4,477	38,054.50	10,169	197,525.50	
-------	-----	-----------	----	----------	-------	-----------	-----	----------	-----	----------	-----	-----------	-------	-----------	-------	-----------	--------	------------	--

Average Hourly Rate (£)	502.48	439.23	389.71	331.18	260.51	162.81	85.00	194.24											
-------------------------	--------	--------	--------	--------	--------	--------	-------	--------	--	--	--	--	--	--	--	--	--	--	--

All Units are 6 Minutes

**LEONARD CURTIS POLICY REGARDING FEES AND EXPENSES**

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:

	<b>6 Jan 2014 onwards</b>		<b>1 Aug 2019 onwards</b>		<b>1 March 2021 onwards</b>	
	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 Leonard Curtis 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 payment will be sought.

Additionally, Pelstar Limited (Pelstar) provides insolvency case management software and document hosting facilities to LC. Until 31 December 2022, LC employed an individual who is married to a director of Pelstar, and as such, whilst not meeting the legal definition of "Associate", we were aware that there was a perceived association between LC and Pelstar and specific approval of their costs were sought accordingly. As this individual is no longer employed by LC, this is no longer required and Pelstar costs invoiced with effect from 1 January 2023 will be paid without prior approval.

**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.

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	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>£10 p.a. or £25 for life of case</td><td></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	
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																									
Software Licence fee hosting via Pelstar Limited	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 - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include but may not be restricted to:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT

Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. Where the solicitor appointed is LC Legal, any fee payable for work completed is classed as a payment to an associate and requires specific creditor / committee approval as detailed above.	Time costs plus disbursements plus VAT
Other expenses	See Category 1 and 2 expenses notes below	See Category 1 and 2 expenses notes below

Please note that expenses are generally categorised as Category 1 or Category 2:

- a) Category 1 expenses: These are payments to independent third parties providing the service to which the expense relate. These may include, for example, advertising, external room hire, storage costs, postage costs, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 expenses may be paid without prior approval.
- b) Category 2 expenses: These are costs that are directly referable to the appointment in question, but not paid to an independent third party. They may include costs which have an element of shared cost. The following items of expenditure are recharged on this basis and are charged at HMRC approved rates:

Business mileage

45p per mile

Payments to Associates (as defined above) are categorised by LC in the same way as Category 2 expenses. Category 2 expenses and payments to Associates may only be drawn if they have been approved in the same manner as an office holder's remuneration.



**LEONARD CURTIS  
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.

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**