

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986

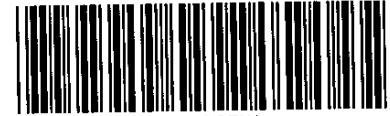
LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY
WEDNESDAY



A8Y4XRZU

A23 05/02/2020 #32

COMPANIES HOUSE

A8XCP4YM

A11 24/01/2020 #12

COMPANIES HOUSE

1 Company details

Company number	0 4 5 5 0 1 5 0	→ Filing in this form Please complete in typescript or in bold black capitals.
Company name in full	John O'Neill And Partners Limited	

2 Liquidator's name

Full forename(s)	Neil
Surname	Bennett

3 Liquidator's address

Building name/number	Leonard Curtis
Street	5th Floor Grove House
Post town	248a Marylebone Road
County/Region	London
Postcode	N W 1 6 B B
Country	

4 Liquidator's name ①

Full forename(s)	Alex	① Other liquidator Use this section to tell us about another liquidator.
Surname	Cadwallader	

5 Liquidator's address ②

Building name/number	Leonard Curtis	② Other liquidator Use this section to tell us about another liquidator.
Street	5th Floor Grove House	
Post town	248a Marylebone Road	
County/Region	London	
Postcode	N W 1 6 B B	
Country		

LIQ03

Notice of progress report in voluntary winding up


6 Period of progress report

From date	d 2 '8	m 1 '2	y 2 '0	y 1 '8
To date	d 2 '7	m 1 '2	y 2 '0	y 1 '9

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature	Signature X  X
Signature date	d 0 3 m 0 2 y 2 0 2 0


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	Marc Palmer
Company name	Leonard Curtis
Address	5th Floor Grove House 248a Marylebone Road
Post town	London
Country/Region	
Postcode	N W 1 6 B B
Country	
Dx	
Telephone	020 7535 7000

 **Checklist**


We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

 **Important information**

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

 **Where to send**

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

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

 **Further information**

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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**John O'Neill And Partners Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 04550150

Registered Office: 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB

Trading Address: Churcham House, 1 Bridgeman Road, Teddington, Middlesex TW11 9AJ

**Joint Liquidators' Seventh Progress Report
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**Report period
28 December 2018 to 27 December 2019**

23 January 2020

Neil Bennett and Alex Cadwallader - Joint Liquidators
Leonard Curtis
5th Floor, Grove House, 248a Marylebone Road
London NW1 6BB
Tel: 020 7535 7000 Fax: 020 7723 6059
creditors@leonardcurtis.co.uk

Ref: LJ18/MP/JOH10/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Neil Bennett and Alex Cadwallader were appointed as Joint Administrators of John O'Neill And Partners Limited ("the Company") on 28 July 2011. Upon conclusion of the Administration, pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 (as amended) ("the Act"), Neil Bennett and Alex Cadwallader were subsequently appointed as Joint Liquidators of the Company on 28 December 2012.
- 1.2 Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association and Alex Cadwallader is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 28 December 2018 to 27 December 2019, as required by Section 104A(1) of the Act and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with previous progress reports.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB on 26 April 2016.

Assets Realised

Debtors and Retentions

- 2.2 Nothing in this report is intended, nor should it be taken, as a waiver of legal privilege by the Joint Liquidators or the Company in relation to the matters referred to herein. The information contained below is for information purposes only and any advice, documents or information received, or provided, to or by the Joint Liquidators in relation to the litigation against NLI Hotels ("NLI") is strictly confidential
- 2.3 As previously reported, the Joint Administrators entered into an agreement with Tvedt Group Limited ("Tvedt") to fund and manage the conduct of claims against NLI, which may lead to recoveries for the liquidation. This claim is still ongoing. Although I cannot provide any further information at this time I will update creditors in future reports.

Assets Still to be Realised

- 2.4 Apart from debtors and retentions I am not aware of any further assets to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' receipts and payments for the entire period of the liquidation, including the period from 28 December 2018 to 27 December 2019, is attached at Appendix A.
- 3.2 All figures are stated net of VAT

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 As previously reported, the secured creditors, Howard De Walden Estates Limited ("HDWEL") and Churcham House LLP ("CH"), have fixed charge security by way of a deed of assignment over a building contract. HDWEL have confirmed that there are no longer monies owed under their charge. CH are owed £175,000 and any distribution will depend on any recovery from NLI

Preferential Creditors

- 4.2 Claims totalling £22,000 have been received and remain unpaid.

Prescribed Part

- 4.3 The Act provides that, where a company has created a floating charge after 15 September 2003, we must make a prescribed part of the company's net property available to the unsecured creditors. As the Company has no unsatisfied charges that fall into this category, there will be no requirement to set aside a prescribed part of net property.

Ordinary Unsecured Creditors

- 4.4 As at the date of Administration, there were unsecured creditors, with estimated claims totalling £9m. Any dividend will depend on upon the proceedings against NLI

5 INVESTIGATIONS

Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

- 6.1 In accordance with the resolution passed in the Administration that preceded the liquidation, the Joint Liquidators' remuneration is payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation. The Joint Liquidators' time costs from 28 December 2018 to 27 December 2019 are £7,263, which represents 21.4 hours at an average hourly rate of £339.39. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 28 December 2018 to 27 December 2019. Total time costs from the commencement of the liquidation amount to £106,044.50.

- 6.2 At Appendix C is a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed

- 6.3 To date, there have been insufficient realisations in the liquidation with which to pay the Joint Liquidators' remuneration. Any payment will depend upon the level of any further realisations

Expenses

- 6.4 Also, in accordance with the resolution passed in the Administration, creditors approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which we or our company have an interest. In this case, the following costs falling into the above categories have been incurred and where indicated, reimbursed to our company:

John O'Neill And Partners Limited – In Creditors' Voluntary Liquidation

Type	Incurred This Period £	Incurred To Date £	Paid £	Unpaid £
Internal photocopying @ 10p per copy	33.60	1,471.60	1,283.40	188.20
General stationery, postage, telephone etc @ £100 per 100 creditors/ members or part thereof	-	-	-	-
Room hire @£100 per meeting	-	-	-	-
Storage of office files (6 years) £81.25 per box	-	-	-	-
Business mileage @45p a mile	-	-	-	-
Other	-	-	-	-
Total	33.60	1,471.60	1,283.40	188.20

6.5 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.

6.6 During the liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Systech International Limited	Debt Collection	Percentage of Realisations
SLS Solicitors Limited	Legal Advice	Conditional Fee Agreement
Hambury Timond Limited	Service of Documents	Fixed Rate
Tvedt Group Limited	Conduct of a claim	Percentage of Net Realisations
Matthew Austin	Debt Collection	Fixed Fee and capped percentage Of any recovery available for the Company

Creditors' Rights

6.7 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.

6.8 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.

6.9 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

7 MATTERS STILL TO BE DEALT WITH

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

- The realisation of the remaining assets, as detailed in section 2;
- The formal agreement of creditor claims;
- A final distribution to the secured/preferential creditors,
- The unpaid remuneration and expenses will need to be defrayed,
- Preparation and submission of the Joint Liquidators' Final Account

8 OTHER MATTERS

8.1 For your information, a creditor's guide to liquidators' fees, (Version 4 – April 2017) which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/what-we-do/publications/professional-fees>

8.2 If you would prefer this to be sent to you in hard copy form, please contact Marc Palmer of this office on 020 7535 7000.

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

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

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

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

Data Protection

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

Yours faithfully



NEIL BENNETT
JOINT LIQUIDATOR

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

Summary of Joint Liquidators' Receipts and Payments
from 28 December 2012 to 27 December 2019

	Statement of Affairs		Previously Reported		This Period		Cumulative	
	Notes	Fixed	Floating	28/12/2018 to 27/12/2019		Fixed	Floating	
				Fixed	Floating			
£	£	£	£	£	£	£	£	
RECEIPTS								
Tangible Assets	4,000	-	-	-	-	-	-	-
Debtors	6,377,743	-	22,168 00	-	-	-	22,168 00	
	6,381,743	-	22,168 00	-	-	-	22,168 00	
Administration Surplus		-	1,857 80	-	-	-	1,857 80	
Deposit Interest Gross		-	4 87	-	-	-	4 87	
		-	24,030 67	-	-	-	24,030 67	
PAYMENTS								
IT Licence Fee		-	150 00	-	-	-	150 00	
Statutory Demand		-	150 00	-	-	-	150 00	
Statutory Advertising		-	676 71	-	-	-	676 71	
Bordereau Fee		-	62 33	-	-	-	62 33	
Debt Collection Expenses		-	4,470 43	-	-	-	4,470 43	
Storage Charges		-	5,450 91	-	-	-	5,450 91	
Sundry Expenses and Disbursements		-	2,787 97	-	-	-	2,787 97	
Insurance		-	266 46	-	-	-	266 46	
Corporation Tax		-	4 04	-	-	-	4 04	
Joint Administrators' Unpaid Remuneration		-	10,000 00	-	-	-	10,000 00	
		-	24,018 85	-	-	-	24,018 85	
Balances in Hand		-	11 82	-	-	-	11 82	

Note

1) These assets were realised during the Administration

APPENDIX B

Summary of Joint Liquidators' Time Costs from 28 December 2012 to 27 December 2019

	Director Units	Director Cost £	Senior Manager Units	Senior Manager Cost £	Manager 1 Units	Manager 1 Cost £	Manager 2 Units	Manager 2 Cost £	Administrator 2 Units	Administrator 2 Cost £	Administrator 3 Units	Administrator 3 Cost £	Administrator 4 Units	Administrator 4 Cost £	Total Units	Total Cost £	Average Hourly Rate £
Advisory & Review	61	2,632.50	29	1,159.00	2	79.00	289	9,031.00	-	-	70	1,330.00	7	105.00	458	14,336.50	313.02
Receipts & Payments	-	-	-	-	4	158.00	215	6,659.50	-	-	70	1,330.00	-	-	289	8,147.50	281.92
Surveillance	-	-	-	-	-	-	13	416.00	-	-	-	-	-	-	13	416.00	320.00
Assets	20	862.50	56	2,183.50	9	355.50	813	25,419.00	11	253.00	3/1	7,049.00	-	-	1,280	36,117.50	282.17
Liabilities	-	-	-	-	-	-	171	5,419.50	-	-	47	893.00	10	150.00	228	6,462.50	283.44
General Administration	24	1,080.00	17	692.00	7	276.50	277	8,654.50	-	-	152	2,908.00	44	618.00	521	14,239.00	273.30
Appointments	-	-	-	-	-	-	1	28.50	-	-	51	969.00	-	-	52	997.50	191.83
Cost Appointment Creditor Reporting	51	2,257.50	55	2,222.50	-	-	532	16,555.00	-	-	20	380.00	24	360.00	662	21,775.00	319.28
Creditor Committee Reporting	5	225.00	-	-	-	-	104	3,328.00	-	-	-	-	-	-	109	3,553.00	325.96
	161	7,057.50	157	6,257.00	22	869.00	2,415	75,516.00	11	253.00	781	14,859.00	85	1,233.00	3,632	105,044.50	
Average Hourly Rate (£)		438.35		398.54		395.00		312.70		230.00		190.26		145.05		291.97	

Summary of Joint Liquidators' Time Costs from 28 December 2018 to 27 December 2019

	Director Units	Director Cost £	Senior Manager Units	Senior Manager Cost £	Manager 1 Units	Manager 1 Cost £	Manager 2 Units	Manager 2 Cost £	Total Units	Total Cost £	Average Hourly Rate £
Advisory & Review	5	225.00	1	41.00	2	79.00	21	672.00	29	1,017.00	350.69
Receipts & Payments	-	-	-	-	4	158.00	13	416.00	17	574.00	337.65
Surveillance	-	-	-	-	-	-	12	384.00	12	384.00	320.00
Assets	-	-	-	-	9	355.50	21	672.00	30	1,027.50	342.50
Liabilities	-	-	-	-	-	-	49	1,568.00	49	1,568.00	320.00
General Administration	3	135.00	-	-	7	276.50	6	192.00	16	603.50	377.19
Cost Appointment Creditor Reporting	5	225.00	8	328.00	-	-	41	1,312.00	54	1,865.00	345.37
Creditor Committee Reporting	-	-	-	-	-	-	7	224.00	7	224.00	320.00
	13	585.00	9	369.00	22	869.00	170	5,440.00	214	7,263.00	
Average Hourly Rate (£)		450.00		410.00		395.00		320.00		339.39	

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

Statutory and Review

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

- Case-management reviews Quarterly reviews have been carried out to ensure that the case progressed as planned.
- Management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Filing of documents at Companies House in accordance with statutory requirements

Receipts and Payments

This category of work did not result in a direct financial benefit for creditors, however, close monitoring of the case bank account 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.

- Management of case bank account to ensure compliance with relevant risk management procedures.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports
- Timely completion of post-appointment tax and VAT returns.

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 was 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

- Liaising with Tvedt and their advisors regarding the litigation against NLI.
- We have incurred time reviewing reports provided by Tvedt.

Liabilities

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

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's creditors have been logged. At present there are insufficient funds available to enable a distribution to be made to any class of creditors and therefore claims have not been agreed

Non statutory

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

General Administration

- General planning matters.
- Maintaining the Joint Liquidators' records.
- Dealing with general correspondence and communicating with the director

Post-Appointment Creditor Reporting

- Preparation of the Joint Liquidators' Annual Progress Report dated 18 February 2019

Liquidation Committee Reporting

- Preparation of the Joint Liquidators' reports to the Liquidation Committee

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution 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 obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

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.

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.

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	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

John O'Neill And Partners Limited – In Creditors' Voluntary Liquidation

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and 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	Extraction of company information from Companies House	£1 00 per document unless document can be accessed via the free service		
Document hosting	Hosting of documents for creditors/shareholders Cost per upload plus VAT	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	
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204 00 3-6 months £303 00 6-12 months £490 00		
Software Licence fee	Payable to software provider for use of case management system	£87 00 plus VAT per case		
Statutory advertising	Advertising of appointment, notice of meetings etc	£85 95 plus VAT per advert Dependent upon advert and publication		
	- London Gazette - Other			
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:

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 externally 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	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81 25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

PRIVACY NOTICE

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.

John O'Neill And Partners Limited – In Creditors' Voluntary Liquidation

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, 5th 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.

Data Controller: LEONARD CURTIS