

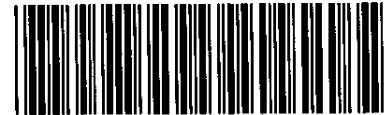
LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A7AY1IL6
A25 25/07/2018 #428
COMPANIES HOUSE

1 Company details

Company number 09154191
Company name in full Tracks & Poles & Things Ltd

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

2 Liquidator's name

Full forename(s) David
Surname Moore

3 Liquidator's address

Building name/number Leonard Curtis
Street 6th Floor, Walker House
Exchange Flags
Post town Liverpool
County/Region
Postcode L23YL
Country

4 Liquidator's name ①

Full forename(s) John
Surname Titley

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

5 Liquidator's address ②

Building name/number Leonard Curtis
Street 6th Floor, Walker House
Exchange Flags
Post town Liverpool
County/Region
Postcode L23YL
Country

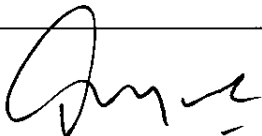
② Other liquidator
Use this section to tell us about another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report			
From date	^d 3 ^d 1	^m 0 ^m 5	^y 2 ^y 0 ^y 1 ^y 7	
To date	^d 3 ^d 0	^m 0 ^m 5	^y 2 ^y 0 ^y 1 ^y 8	

7	Progress report			
	<input checked="" type="checkbox"/> The progress report is attached			

8	Sign and date			
Liquidator's signature	Signature			
	X		X	
Signature date	^d 2 ^d 4	^m 0 ^m 7	^y 2 ^y 0 ^y 1 ^y 8	

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 **Anthony Bailey**

Company name **Leonard Curtis**

Address
6th Floor, Walker House
Exchange Flags
Liverpool

Post town

County/Region

Postcode **L 2** **3 Y L**

Country

DX

Telephone **0151 556 2790**

 **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

**Tracks & Poles & Things Ltd
(In Creditors' Voluntary Liquidation)**

Company Number: 09154191

Current Registered Office: 6th Floor, Walker House, Exchange Flags, Liverpool L2 3YL

Former Registered Office & Trading Address: The Old Windmill, Mill Lane, Parbold, Lancashire WN8 7NW

**Joint Liquidators' First 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
For the period 31 May 2017 to 30 May 2018**

Date of Report: 24 July 2018

David Moore and John Titley - Joint Liquidators
Leonard Curtis
6th Floor, Walker House, Exchange Flags,
Liverpool L2 3YL
Tel: 0151 556 2790 Fax: 0151 556 2791

recovery@leonardcurtis.co.uk

Ref: I/39/ANB/T896E/1010

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 David Moore and John Titley were appointed Joint Liquidators of Tracks & Poles & Things Ltd ("the Company") on 31 May 2017.
- 1.2 David Moore and John Titley are authorised to act as insolvency practitioners 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 31 May 2017 to 30 May 2018, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the Statement of Affairs and Information to Creditors dated 25 May 2017.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, 6th Floor, Walker House, Exchange Flags, Liverpool L2 3YL on 20 June 2017.

On appointment all of the relevant notices were sent to all parties concerned. Companies House received the notice of appointment and the Statement of Affairs for filing. The Notice of appointment was also advertised in the London Gazette.

As detailed in the Statement of Affairs, the assets of the Company consisting of Office Furniture, Equipment and Stock were valued by independent agents Robson Kay Associates Ltd. The agents valued the assets at £1,750 on a forced sale basis. On appointment, the director submitted an offer of £1,750 plus VAT to acquire the assets. The offer was duly accepted by the Joint Liquidators on the recommendation of the agents. The sale completed upon receipt of the funds in October 2017.

On appointment, we instructed Insol Group (HR) Limited to assist with processing the employee claims on our behalf. The employee claims were duly processed and the relevant payments were made to the employees in from the Insolvency Service in July 2017. We have paid the sum of £245 plus VAT to Insol Group (HR) Limited for their assistance in this regard.

As detailed in the Statement of Affairs, the Company's business current account held an estimated credit balance of £600. We issued correspondence to the bank on appointment confirming the liquidation and with a request for the credit balance to be duly refunded. In August 2017, the sum of £504.16, being the credit balance after final charges were applied to the account was duly refund to the Joint Liquidators.

We have a statutory duty to investigate the affairs of the directors prior to our appointment, and to submit our findings via an online report to the Insolvency Service within 3 months of our appointment. We completed our investigations and submitted our report to the Insolvency Service on 30 August 2017.

In February 2018, the director paid the sum of £3,425 as a personal contribution towards the balance due to Leonard Curtis for their assistance with convening the decision of creditors on the liquidation and for also assisting with the Statement of Affairs.

VAT returns have been completed and submitted to HM Revenue and Customs and we have corresponded with creditors as and when required

Assets Still to be Realised

2.2 There are no assets still to be realised.

3 RECEIPTS AND PAYMENTS ACCOUNT

3.1 A summary of the Joint Liquidators' receipts and payments for the period from 31 May 2017 to 30 May 2018 is attached at Appendix A.

Receipts

Sundry Receipt

The sum of £1,112.98 has been received from St Helens County Court.

Contribution to Costs

As detailed in section 2.1 above, the director has provided a personal contribution of £3,425 towards the balance due to Leonard Curtis for their assistance in convening the decision of creditors on the liquidation and for assisting with the Statement of Affairs.

Furniture, Equipment, Displays & Stock

The assets were sold to the director on appointment for the sum of £1,750 plus VAT. The offer was accepted by the Joint Liquidators' following the recommendation of the independent agent.

Balance at Bank

The sum of £504.16 has been received in respect of the credit balance held on the Company's business current account.

4 OUTCOME FOR CREDITORS

Secured Creditors

4.1 There are no known secured creditors.

Preferential Creditors

4.2 As at the date of Liquidation, the preferential creditors had estimated claims of £856.

4.3 Claims totalling £853.33 have been received. The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation. As a result, there will be no dividend to the preferential creditors.

Prescribed Part

4.4 To the best of our knowledge and belief there are no unsatisfied floating charges created or registered on or after 15 September 2003 and consequently a prescribed part will not apply.

Ordinary Unsecured Creditors

4.5 As at the date of Liquidation, the ordinary unsecured creditors had estimated claims totalling £51,795.

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

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

5 INVESTIGATIONS

5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.

5.2 That assessment did not identify any possible further realisations. In addition, the Joint Liquidators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should send full details to this office.

5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

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

Remuneration

6.1 A fee of £6,000 in respect of the preparation of the Statement of Affairs was approved by creditors on 12 July 2017. £4,050 has been drawn to date which includes the sum of £500 paid to Livesey Spottiswood for their assistance with preparing the Statement of Affairs.

6.2 On 12 July 2017, creditors resolved by way of by a decision procedure, that the Joint Liquidators' remuneration be payable by reference to time properly given by the Joint Liquidators' and their staff in attending to matters as set out in the fees estimate dated 27 June 2017 (for an amount totalling £8,026). The Joint Liquidators' time costs from 31 May 2017 to 30 May 2018 are £10,044, which represents 39.6 hours at an average hourly rate of £253.64. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 31 May 2017 to 30 May 2018, together with a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.

6.3 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the original fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate. The areas where significant variance has occurred are in respect of Investigations. This is discussed further at Appendix.

6.4 Whilst total time costs of £10,044 are in excess of the fees estimate, it is not expected that remuneration anticipated to be drawn by the Joint Liquidators' will exceed the fees estimate.

6.5 To date, there have been insufficient realisations in the Liquidation with which to pay the Joint Liquidators' remuneration.

Expenses

6.6 A comparison of the Joint Liquidators' expenses from 31 May 2017 to 30 May 2018 and the Joint Liquidators' statement of likely expenses is attached at Appendix D. To assist creditors' understanding of this information, it has been separated into the following two categories:

- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
- *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular Liquidation. Included within this category are costs that are directly referable to the Liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.

Disbursements

- 6.7 On 12 July 2017, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.8 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.9 Attached at Appendix E is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.10 During the Liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Insol Group (HR) Limited	Assistance with processing employee claims	Fixed Fee
Robson Kay Associates Limited	Assistance with valuing the Company's assets and dealing with the sale on appointment	Fixed Fee

Creditors' Rights

- 6.11 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.
- 6.12 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.
- 6.13 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

There are no outstanding matters. The funds held on the Receipts and Payments account will be drawn against the outstanding balance due to Leonard Curtis as referred to in section 2.1 of this report.

We will look to review our files with the intention of concluding the liquidation in the coming months. A final report will be issued to creditors in due course.

8 OTHER MATTERS

8.1 For your information, a creditor's guide to liquidators' fees, 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 Anthony Bailey of this office on 0151 556 2790.

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

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

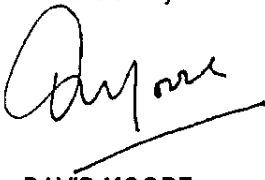
8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

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

Data Protection

8.5 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 G, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Yours faithfully



DAVID MOORE
JOINT LIQUIDATOR

David Moore and John Tittle are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 7510 and 8617, respectively

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 31 MAY 2017 TO 30 MAY 2018

	Estimated to realise £	This period £
RECEIPTS		
Sundry Receipts	-	1,112.98
Contribution to Costs	-	3,425.00
Office Furniture, Equipment & Displays	1,000.00	1,000.00
Balance at Bank	600.00	504.16
Stock	750.00	750.00
	<u>2,350.00</u>	<u>6,792.14</u>
PAYMENTS		
Agents Fees And Expenses		850.00
Other Professional Fees		245.00
Disbursements – Category 1:		
ID Check Fees		5.00
Software Licence Fee		87.00
Statutory Advertising		166.05
Bordereau Fee		25.00
Web Hosting Fee		14.00
Cost of Creditors Meeting		4,050.00
		<u>5,442.05</u>
Balance in Hand		1,350.09
Represented By:		
Current Account – AIB		1,080.09
VAT Control Account		270.00
		<u>1,350.09</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 31 MAY 2017 TO 30 MAY 2018

	Director		Manager 2		Administrator 1		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	5	225.00	2	64.00	60	1,560.00	17	391.00	9	135.00	93	2,375.00	255.38
Receipts & Payments	-	-	3	96.00	-	-	13	299.00	8	120.00	24	515.00	214.58
Assets	-	-	-	-	-	-	53	1,219.00	-	-	53	1,219.00	230.00
Liabilities	3	135.00	-	-	-	-	15	345.00	-	-	18	480.00	266.67
General Administration	-	-	2	64.00	-	-	58	1,334.00	4	60.00	64	1,458.00	227.81
Appointment	-	-	-	-	-	-	57	1,311.00	-	-	57	1,311.00	230.00
Post Appointment Credits Mtngs	-	-	9	288.00	-	-	3	69.00	-	-	12	357.00	297.50
Investigations	30	1,350.00	-	-	-	-	38	874.00	7	105.00	75	2,329.00	310.53
Total	38	1,710.00	16	512.00	60	1,560.00	254	5,842.00	28	420.00	396	10,044.00	
Average Hourly Rate (£)		450.00		320.00		260.00		230.00		150.00		253.64	

All Units are 6 minutes

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE PERIOD 31 MAY 2017 TO 30 MAY 2018

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. The work to be carried out under this category will comprise the following:

- Case-management reviews. These will be carried out periodically throughout the life of the case. A month one review is undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.
- Allocation of staff, 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.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The team is required under the Company Directors Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years.
- Review of directors' Statement of Affairs and filing of document at Companies House in accordance with statutory requirements.
- Completion of closing procedures at the end of the case.

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.

- Opening of case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

Assets

- Agreeing strategy for realisation of Company assets – As detailed in section 2.1 of this report, the assets of the Company were valued by independent agents Robson Kay Associated Limited. Upon appointment, the agents assisted with the sale of the assets to the director, Justine Bennett.
- Liaising with Company's bankers re pre-appointment bank accounts.

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 will be logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

- Dealing with enquiries from the Company’s creditors – This will include dealing with creditors general queries by post, telephone and email. Time will also be incurred providing updates to the secured creditors on the progress of the liquidation.

General Administration

- General planning matters.
- Setting up and maintaining the liquidators’ records.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

- Statutory notifications to creditors and other interested parties following the liquidators’ appointment.
- Preparation of case plan.

Post-Appointment Creditors’ Decisions

- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a decision of the creditors to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

Investigations

- Collecting and reviewing the Company’s records.
- Conducting initial investigations into the Company’s affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986. Any investigations completed to enable the submission of returns under the Company Directors Disqualification Act 1986 is a statutory requirement and is unlikely to result in any benefit for creditors.

When comparing the current time costs with the fees estimate, significant additional time costs have been incurred. The position can be summarised as follows:

	Cost £
Time Costs incurred	2,329.00
Fees Estimate	1,174.50
Additional Time Costs	<u>1,154.50</u>

An explanation for the variance from the revised fees estimate is as follows:

- The exercise in completing our statutory investigations has taken longer than anticipated.

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 31 MAY 2017 TO 30 MAY 2018 INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 30 MAY 2018			VARIANCE
	Units	Cost £	Average hourly rate £	Units	Cost £	Average hourly rate £	
	No	£	£	No	£	£	£
Statutory and review	95	2,445.50	257.42	93	2,375.00	255.38	70.50
Receipts and payments	11	305.50	277.73	24	515.00	214.58	(209.50)
Insurance, bonding and pensions	7	193.50	276.43	-	-	-	193.50
Assets	28	865.50	309.11	53	1,219.00	230.00	(353.50)
Liabilities	38	944.50	248.55	18	480.00	266.67	464.50
Landlords	2	71.00	355.00	-	-	-	71.00
General Administration	39	964.00	247.18	64	1,458.00	227.81	(494.00)
Appointment	23	677.50	294.57	57	1,311.00	230.00	(633.50)
Post Appointment Creditors Meeting	12	384.00	320.00	12	357.00	297.50	27.00
Investigations	40	1,174.50	293.63	75	2,329.00	310.53	(1,154.50)
Total	295	8,025.50	272.05	396	10,044.00	253.64	(2,018.50)

**SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 31 MAY 2017 TO 30 MAY 2018 INCORPORATING
A COMPARISON OF THE OF JOINT LIQUIDATORS' STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	5.00	5.00	Nil
Bond Fee	AJA Insolvency Risk Services	Insurance bond	25.00	25.00	25.00	Nil
Document Hosting	Pelstar	Hosting of documents for creditors	21.00	14.00	14.00	Nil
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	87.00	Nil
Statutory Advertising	Courts Advertising	Advertising	249.10	166.05	166.05	Nil
		Total standard expenses	387.10	297.05	297.05	Nil

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
Professional Fees	Livesey Spottiswood	Assistance with Statement of Affairs	500.00	500.00	500.00	Nil
Professional Fees	Insol Group (HR) Limited	Assistance with processing employee claims	-	245.00	245.00	Nil
Agents Fees	Robson Kay Associates Limited	Valuation and sale of Company's assets	-	850.00	850.00	Nil
		Total case specific expenses	500.00	1,595.00	1,595.00	Nil

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.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
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 individual

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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	Type		
		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. - London Gazette - Other	£83.02 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:

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.

Insolvency (England and Wales) Rules 2016
Rule 14.4

Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 31 MAY 2017

Name of Company in Liquidation:

TRACKS & POLES & THINGS LTD

Company registration number:

09154191

[Liquidation only]

1 Name of creditor
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

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

APPENDIX F (CONT.)

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Liquidator

Admitted for dividend for

Amount (£)

Date

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

**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.

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If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 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