

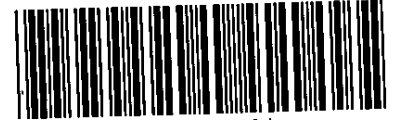
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A18 \*A8BWWN69\* #243  
15/08/2019  
COMPANIES HOUSE

### 1 Company details

Company number 0 5 9 9 0 6 4 3

Company name in full AAA Decorators Limited

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

### 2 Liquidator's name

Full forename(s) Mark

Surname Colman

### 3 Liquidator's address

Building name/number Leonard Curtis

Street 20 Roundhouse Court  
South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A

Country

### 4 Liquidator's name ①

Full forename(s) Megan

Surname Singleton

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

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street 20 Roundhouse Court  
South Rings Business Park

Post town Bamber Bridge

County/Region Preston

Postcode P R 5 6 D A

Country

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

# LIQ03

## Notice of progress report in voluntary winding up

### 6 Period of progress report

From date	d 2	d 2	m 0	m 6	y 2	y 0	y 1	y 8
To date	d 2	d 1	m 0	m 6	y 2	y 0	y 1	y 9

### 7 Progress report

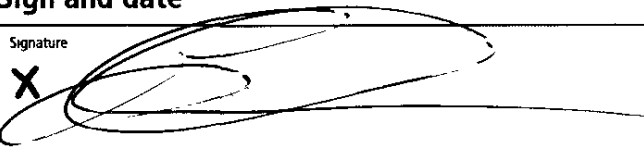
The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 1

d 4

m 0

m 8

y 2

y 0

y 1

y 9

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 **Helen Duckworth**

Company name **Leonard Curtis**

Address **20 Roundhouse Court**

**South Rings Business Park**

**Bamber Bridge**

Post town **Preston**

County/Region

Postcode **P R 5 6 D A**

Country

DX

Telephone **01772 646180**

 **Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

 **Important information**

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

 **Where to send**

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

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

 **Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**AAA Decorators Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 05990643

Former Registered Office: Unit 1 Barons Court, Graceways, Blackpool, Lancashire FY4 5GP

Trading Address: Melijane, Division Lane, Blackpool, FY4 5EA

**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**

**Report period  
22 June 2018 to 21 June 2019**

**14 August 2019**

**Mark Colman and Megan Singleton - Joint Liquidators  
Leonard Curtis  
20 Roundhouse Court, South Rings Business Park, Bamber Bridge  
Preston PR5 6DA  
Tel: 01772 646180 Fax: 01772 646181**

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)

Ref: P/28/HD/A853M/1010

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- 7 Matters Still to be Dealt With
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**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Mark Colman and John Titley were appointed Joint Liquidators of AAA Decorators Limited ("the Company") on 22 June 2018.
- 1.2 Mark Colman 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 Mr Titley will soon retire from practice and agreed to transfer the management of his insolvency caseload to other appropriate insolvency practitioners within Leonard Curtis. 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 Titley as Insolvency Practitioner on each of his cases and replace him with Megan Singleton of Leonard Curtis. The Order was granted by the Court on 31 May 2019. Accordingly, Mr Titley ceased to act as Joint Liquidator of this case on 31 May 2019 and Megan Singleton was appointed in his place. Megan Singleton is licensed in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.4 Any creditor may apply to vary or discharge this Order within 28 days of the date of this communication.
- 1.5 This report provides an update on the conduct of the Liquidation for the period from 22 June 2018 to 21 June 2019 ("the Period"), 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.
- 1.6 All figures are stated net of VAT.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Leonard Curtis, 20 Roundhouse Court, South Rings Business Park, Bamber Bridge, Preston PR5 6DA on 13 July 2018.

**Assets Realised**

**2.2 Balance at Bank**

The balance at bank of £5,995.01 was received from the Royal Bank of Scotland ("RBS") on 10 August 2018.

**2.3 Motor Vehicles**

As detailed in the Statement of Affairs and Information to Creditors a sale of the Company's vehicle was completed in the sum of £300 inclusive of VAT on 12 December 2017 prior to the Joint Liquidators appointment. The sale was to a director of the Company, Terry Dixon, and prior to the sale the Company instructed Cerberus Asset Management ('CAM') to value the vehicle.

**2.4 Debtors**

The directors advised that there was no outstanding book debts due to the company at the date of our appointment. However, in September 2018 a cheque in the sum of £297.43 was received in respect of a debt that had been previously written-off as the company from which the debt was due had entered into Liquidation. The cheque represented a first and final dividend of 13.77p in the £ on the outstanding balance of £2,159.33.

Additionally, the directors contacted the Joint Liquidators in September 2018 in respect of a retention that was due to the Company in the sum of £6,154.50. The Joint Liquidators subsequently wrote to the debtor however no substantial response or proposal for repayment was forthcoming. The Joint Liquidators instructed Smart Commercial Ventures Ltd ("SMART") to assist with the book debt collection and after the claiming interest and costs from the debtor the sum of £8,364.99 was received in May 2019.

No further book debt realisations are anticipated.

### 2.5 **Bank Interest**

Interest totalling £2.12 has been received in the Period.

### 2.6 **Assets Still to be Realised**

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 22 June 2018 to 21 June 2019 is attached at Appendix A.

## 4 **OUTCOME FOR CREDITORS**

### **Secured Creditors**

4.1 There are no secured creditors in this instance.

### **Preferential Creditors**

4.2 As at the date of Liquidation, no preferential claims were anticipated.

4.3 No claims have been received.

### **Prescribed Part**

4.4 As the Company has no secured creditors, there is no requirement to set aside a prescribed part in this case.

### **Ordinary Unsecured Creditors**

4.5 As at the date of Liquidation, there were 2 ordinary unsecured creditors, with estimated claims totalling £300 and potential contingent liabilities arising in respect of previous contracts undertaken by the Company which for Statement of Affairs purposes were included for a nominal sum of £1.

4.6 Claims received to date total £14,806.71 from 3 creditors.

4.7 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.

4.8 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 AND DISBURSEMENTS, AND CREDITORS’ RIGHTS

### Remuneration

- 6.1 A fee of £5000 plus VAT in respect of the preparation of the statement of affairs was approved by creditors on 18 July 2018. £4,900 plus VAT was drawn during the Period. A further £100 plus VAT was drawn outside of the Period.
- 6.2 On 18 July 2018, creditors resolved by way of business by correspondence that the Joint Liquidators’ remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the Liquidation as set out in the fees estimate dated 27 June 2018 (for an amount totalling £13,642.50). The Joint Liquidators’ time costs from 22 June 2018 to 21 June 2019 are £12,222.50, which represents 45.1 hours at an average hourly rate of £271.01. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 22 June 2018 to 21 June 2019, 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.
- 6.4 To date, there have been insufficient realisations in the Liquidation with which to pay the Joint Liquidators’ remuneration.

### Expenses

- 6.5 A comparison of the Joint Liquidators’ expenses from 22 June 2018 to 21 June 2019 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

- 6.6 On 18 July 2018, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.7 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, with the exception of the following;

### Professional Fees – Cerberus Asset Management

CAM were instructed prior to the appointment of the Joint Liquidators in relation to the sale of the Company's motor vehicle. At the date of our appointment, CAM were holding the balance of £300 in respect of the vehicle sale. Following our appointment, the sale proceeds were forwarded to the Joint Liquidators after CAM had deducted their relevant fees.

### Professional Fees – Smart Commercial Ventures Ltd

As detailed in 2.4 above it was not initially thought that any book debts were due to the Company, however the Joint Liquidators instructed SMART to assist with collection of a retention balance and the costs incurred by SMART were also recovered in full from the debtor. SMART's fees are charged at 16.5% of realisations.

- 6.8 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. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.
- 6.9 During the Liquidation, the following professional advisors and / or subcontractors have been used:

<b>Name of Professional Advisor</b>	<b>Service Provided</b>	<b>Basis of Fees</b>
Smart Commercial Ventures Ltd	Collection of book debts	Percentage of realisations
Rawcliffe & Co Chartered Accountants ("Rawcliffe & Co)	Review of Statement of Affairs	Fixed Fee
Cerberus Asset Management	Sale of Assets	Fixed Fee

### Creditors' Rights

- 6.10 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.
- 6.11 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.
- 6.12 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

- 7.1 Matters still to be dealt with before conclusion of the Liquidation include the defrayment of unpaid remuneration and expenses.

**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 Helen Duckworth of this office on 01772 646180.

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>

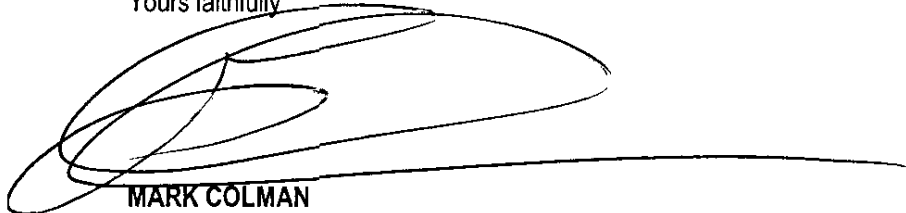
8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

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

**Data Protection**

8.5 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



**MARK COLMAN  
JOINT LIQUIDATOR**

Mark Colman and Megan Singleton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9721 and 22090, respectively

**SUMMARY OF JOINT LIQUIDATORS’ RECEIPTS AND PAYMENTS  
FROM 22 JUNE 2018 TO 21 JUNE 2019**

	Estimated to realise £	This period £
<b>RECEIPTS</b>		
Balance at Bank	6,001.00	5,995.01
Motor Vehicles	300.00	300.00
Debtors	-	8,662.42
Deposit Interest Net	-	2.12
	<u>6,301.00</u>	<u>14,959.55</u>
<b>PAYMENTS</b>		
Agent’s Fees and Expenses - CAM		150.00
Debt Collection Fee - SMART		1,140.55
Accountancy Fees – Rawcliffe & Co		500.00
Disbursements CAT1		378.58
Disbursements CAT2		24.15
Statement of Affairs Fee		4,900.00
		<u>7,093.28</u>
<b>BALANCE IN HAND</b>		<u><b>7,866.27</b></u>
<b>Represented By:</b>		
Bank – Interest Bearing		7,425.85
VAT Control Account		440.42
		<u><b>7,866.27</b></u>

## SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 22 JUNE 2018 TO 21 JUNE 2019

	Total		Average
	Units	Cost	Hourly Rate
		£	£
<b>Statutory &amp; Review</b>	108	2,756.00	255.19
<b>Receipts &amp; Payments</b>	55	1,206.50	219.36
<b>Insurance</b>	7	203.00	290.00
<b>Assets</b>	50	1,388.50	277.70
<b>Liabilities</b>	40	1,068.00	267.00
<b>General Administration</b>	63	2,148.00	340.95
<b>Appointment</b>	70	1,822.50	260.36
<b>Planning &amp; Strategy</b>	2	52.00	260.00
<b>Investigations</b>	56	1,578.00	281.79
<b>Total</b>	<b>451</b>	<b>12,222.50</b>	<b>271.01</b>
<b>All Units are 6 minutes</b>			

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS  
AND THEIR STAFF IN THE PERIOD 22 JUNE 2018 TO 21 JUNE 2019**

**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 to ensure compliance with relevant risk management procedures;
- Regular review of the accounts by senior member of staff to ensure that assets have been properly identified;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports;
- Timely completion of all post-appointment VAT returns; and
- Managing estate expenses.

**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.

- Calculation and request of Joint Liquidators' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all liquidations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors;

## AAA Decorators Limited – In Creditors’ Voluntary Liquidation

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- 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;
- Conducting online checks to identify whether the Company operated a registered pension scheme; and
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

### Assets

- Liaising with CAM re sale proceeds held in respect of the sale of the motor vehicle;
- Liaising with directors regarding outstanding book debt;
- Instructing and liaising with SMART re outstanding book debt; and
- 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; and
- Preparation of case plan.

### Planning & Strategy

- Liaising with professional advisors with regards to position of HMRC claim and review of Statement of Affairs.

### 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.

**SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 22 JUNE 2018 TO 21 JUNE 2019  
INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE**

	FEES ESTIMATE			INCURRED TO 21 JUNE 2019			VARIANCE
	Total		Total	Total			
	Units	Cost £	Average hourly rate £	Units	Cost £	Average hourly rate £	
Statutory & Review	166	4,132.50	248.95	108	2,756.00	255.19	1,376.50
Receipts & Payments	36	867.50	240.97	55	1,206.50	219.36	(339.00)
Insurance	10	269.50	269.50	7	203.00	290.00	66.50
Assets	63	1,829.50	290.40	50	1,388.50	277.70	441.00
Liabilities	55	1,373.50	249.73	40	1,068.00	267.00	305.50
General Administration	93	2,144.00	230.54	63	2,148.00	340.95	(4.00)
Appointment	48	1,239.50	258.23	70	1,822.50	260.36	(583.00)
Planning & Strategy	22	700.00	318.18	2	52.00	260.00	(52.00)
Post Appointment Creds Meetings	35	1,086.50	310.43	-	-	-	700.00
Investigations				56	1,578.00	281.79	(491.50)
	<b>528</b>	<b>13,642.50</b>	<b>258.38</b>	<b>451</b>	<b>12,222.50</b>	<b>271.01</b>	<b>1,420.00</b>

**SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 22 JUNE 2018 TO 21 JUNE 2019 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 Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	20.00	25.00	25.00	25.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	40.00	25.00	25.00	25.00	-
Document Hosting	Pelstar: Creditorweb	Hosting of documents for creditors	56.00	14.00	14.00	14.00	-
Software Licence Fee	Pelstar: Uploads	Case management system licence fee	87.00	87.00	87.00	87.00	-
Statutory Advertising	Courts: Courts Advertising	Advertising	184.50	166.05	166.05	166.05	-
Storage Costs	Auctus: Storage	Storage of books and records	100.00	61.53	61.53	61.53	-
<b>Total standard expenses</b>			<b>487.50</b>	<b>378.58</b>	<b>378.58</b>	<b>378.58</b>	<b>-</b>

**Case Specific Expenses**

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Accountancy Fees	Rawcliffe & Co Chartered Accountants	Review of Statement of Affairs	500.00	500.00	500.00	500.00	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	50.00	24.15	24.15	24.15	-
Professional Fees	Smart Commercial Ventures Ltd	Collection of book debts	-	1,140.55	1,140.55	1,140.55	-
Professional Fees	Cerberus Asset Management	Valuation & sale of assets	-	150.00	150.00	150.00	-
<b>Total case specific expenses</b>			<b>550.00</b>	<b>1,814.70</b>	<b>1,814.70</b>	<b>1,814.70</b>	<b>-</b>



## 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
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

## AAA Decorators Limited – In Creditors’ Voluntary Liquidation

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.	<b>Type</b>	<b>First 100</b>	<b>Every addtl 10</b>
		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	£85.95 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 <b>disbursements</b> section below	See <b>disbursements</b> 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.

## Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 22 JUNE 2018

Please e-mail completed form to:

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: A853M/HD/PROOF

Name of Company in Liquidation:

AAA DECORATORS LIMITED

Company registration number:

05990643

[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.

3. Please e-mail completed form to:

[recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk) quoting ref: A853M/HD/PROOF

**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**