

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



\*A91QNT55\*  
A22 28/11/2020 #309  
COMPANIES HOUSE

lease:  
ouse

### 1 Company details

Company number 0 7 5 4 0 3 3 8

Company name in full O4 FM Limited

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

### 2 Liquidator's name

Full forename(s) Richard

Surname Pinder

### 3 Liquidator's address

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M 4 5 7 T A

Country

### 4 Liquidator's name ①

Full forename(s) Sean

Surname Williams

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

### 5 Liquidator's address ②

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M 4 5 7 T A

Country

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

Please ask for : James Parsonage  
Our ref : K/45/JPA/O218H/115  
Your ref :



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

27 November 2020

P11947255/000003

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

Dear Sirs

**O4 FM LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")**  
**COMPANY NUMBER: 07540338**

Please regard this letter as notice that the Joint Liquidators gave notice to the Company's creditors of the final account prior to dissolution in accordance with s106 of the Insolvency Act 1986 (as amended) on 25 September 2020.

The Company's creditors did not object to the Joint Liquidators' release.

A copy of LIQ14 together with a copy of the final account is enclosed herewith for filing.

Kindly acknowledge receipt using the enclosed copy of this letter and the prepaid envelope provided.

Yours faithfully

**RICHARD PINDER**  
**JOINT LIQUIDATOR**

Richard Pinder and Sean Williams are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 19470 and 11270, respectively

Enclosures: LIQ14 Notice of final account prior to dissolution in CVL  
Joint Liquidators' Final Account

Leonard Curtis Recovery Limited  
Company number: 4200476 (England) Reg Office: Riverside House, Irwell Street, Manchester, M3 5EN  
All Leonard Curtis Recovery Limited Insolvency practitioners, with the exception of Stuart Robb and Michelle Elliot, are licenced in the UK by the ICAEW. Stuart Robb and Michelle Elliot are licensed in the UK by ICAS.

[www.leonardcurtis.co.uk](http://www.leonardcurtis.co.uk)

Leonard Curtis House  
Elms' Square  
Bury New Road  
Whitefield M45 7TA

Tel: 0161 413 0930  
Fax: 0161 413 0931

P11947255/000003/1/9

LIQ14

Notice of final account prior to dissolution in CVL

**6** Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

**7** Final account

☒ I attach a copy of the final account.

**8** Sign and date

Liquidator's signature

Signature

X RCR

X

Signature date

<sup>d</sup>2

<sup>d</sup>7

<sup>m</sup>1

<sup>m</sup>1

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>0



P000N

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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 **James Parsonage**

Company name **Leonard Curtis**

Address **Leonard Curtis House**

**Elms Square, Bury New Road**

**Whitefield**

Post town **Greater Manchester**

County/Region

Postcode **M 4 5 7 T A**

Country

DX

Telephone **0161 413 0930**



### 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

**O4 FM Limited**  
**(In Creditors' Voluntary Liquidation)**

Company Number: 07540338

Former Registered Office: 427-431 London Road, Sheffield, South Yorkshire, S2 4HJ

Trading Address: Tradewinds, Cowley Lane, Dronfield S18 7SD

**Joint Liquidators' Final Account**  
**pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)**  
**and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**



**25 September 2020**

Leonard Curtis  
Leonard Curtis House, Elms Square, Bury New Road, Whitefield  
Greater Manchester M45 7TA  
Tel: 0161 413 0930 Fax: 0161 413 0931  
recovery@leonardcurtis.co.uk  
Ref: KJ45/NY/O218H/115

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

**1 INTRODUCTION**

- 1.1 Richard Pinder and Sean Williams were appointed Joint Liquidators of O4 FM Limited ("the Company") on 23 January 2018.
- 1.2 Richard Pinder and Sean Williams 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 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), as the Company's affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the Liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 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, 22 Gander Lane, Barlborough, Chesterfield S43 4PZ on 9 February 2018.

**Assets Realised**

*Cash in Hand*

- 2.2 Cash in hand of £90 has been received.

*Equipment*

- 2.3 As per the statement of affairs, the estimated to realise value for the equipment was nil after consultation with Charles Taylor. Charles Taylor advised that the costs of collection and disposal would outweigh any likely realisations. Subsequently, the director delivered this asset to Charles Taylor which reduced collection costs. Charles Taylor were instructed to dispose of this asset. This asset was auctioned by Charles Taylor and £90 was received.

*Debtor Assignment*

- 2.4 A debtor of £16,322 was assigned to Hysol Limited, a connected company by virtue of Section 435 of the Act, for £2,000. Cerberus Receivables Management assisted with this assignment and advised that the offer from Hysol Limited be accepted. The consideration was received in May 2018. It is not known whether Hysol Limited were advised in this regard.

*Bank Interest*

- 2.5 Bank interest of £6 has been received.



*Director's Loan Account*

- 2.6 As per the statement of affairs, the estimated to realise value for the director's loan account was uncertain. £1,000 has been received and a claim has been made in the deceased's estate. The Joint Liquidators instructed Breal Business Certainty to assist in the collection of this debt. £1,000 has been received.

**Unrealisable Assets**

- 2.7 The following assets proved unrealisable:

Description	£
Plant and Machinery	10,600
	<u>10,600</u>

*Plant and Machinery*

- 2.8 The plant and machinery was subject to finance agreements with Ultimate Finance ("Ultimate") and Aldermore Bank plc ("Aldermore") and had estimated to realise values of £5,100 and £5,500, respectively, as valued by Charles Taylor. The plant and machinery was collected by the finance companies and as a result no surplus was made available to the insolvent estate.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' final receipts and payments for the entire Liquidation, including details of all receipts and payments for the period from 23 January 2020 to 25 September 2020, is attached at Appendix A.

**4 OUTCOME FOR CREDITORS**

**Secured Creditors**

*Regency Factors plc*

- 4.1 Regency Factors plc hold a debenture incorporating fixed and floating charges created on 7 April 2011 and registered on 9 April 2011. No monies are outstanding under this charge.

*Easy Invoice Finance Limited*

- 4.2 Easy Invoice Finance Limited hold a debenture incorporating fixed and floating charges created and registered on 19 September 2013. No monies are outstanding under this charge.

*Cavendish Investments*

- 4.3 Cavendish Investments hold a debenture incorporating fixed and floating charges created on 12 September 2014 and registered on 15 September 2014. No monies are outstanding under this charge.

**Preferential Creditors**

- 4.4 As at the date of Liquidation, there was one preferential creditor, with estimated claims totalling £5,239.

- 4.5 No claims have been received.



#### Prescribed Part

- 4.6 As there are no amounts outstanding to floating charge creditors, there is no requirement to set aside a prescribed part.

#### Ordinary Unsecured Creditors

- 4.7 As at the date of Liquidation, there were 26 unsecured creditors, with estimated claims totalling £151,298. Claims totalling £206,721 have been received.
- 4.8 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 ordinary unsecured creditors.
- 4.9 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 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. 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 A fee of £5,000 in respect of the preparation of the statement of affairs was approved by creditors on 23 January 2018. £1,584 has been drawn, of which £1,000 has been paid to Merchant Chambers Accountants for their assistance in the preparation of the statement of affairs.
- 6.2 No resolution was proposed to creditors in respect of the Joint Liquidators' remuneration. Based on present information, the Company has insufficient assets to enable the payment of any Joint Liquidators' remuneration from the estate.

#### Expenses and Disbursements

- 6.3 A summary of the Joint Liquidators' expenses from 23 January 2018 to 25 September 2020 is attached at Appendix B. 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.



- 6.4 No resolution was proposed to creditors with regard to the Joint Liquidators' category 2 disbursements.
- 6.5 Attached at Appendix C 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 ("PA") and / or subcontractors ("S") have been instructed:

<b>Name of Professional Advisor</b>	<b>PA / S</b>	<b>Service Provided</b>	<b>Basis of Fees</b>
UK Employment Law Consultants	S	Employee Services	Fixed Fee
Cerberus Receivables Management	S	Debt Collection	Fixed Fee
Merchant Chambers Accountants	PA	Assistance with Statement of affairs	Fixed Fee
Charles Taylor	S	Valuations and Sale	Fixed Fee

- 6.7 UK Employment Law Consultants were instructed to assist with employee claims due to their experience and expertise in employment law.
- 6.8 Merchant Chambers Accountants were instructed to assist with the preparation of the statement of affairs due to their accountancy experience and knowledge of the Company's financial information.

### **Creditors' Rights**

- 6.9 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.
- 6.10 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.
- 6.11 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 OTHER MATTERS**

### **Release from office**

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company's creditors objected to the Joint Liquidators' release. Such an objection to the Joint Liquidators' release must be received within eight weeks from the date of receipt of the notice attached at Appendix D. Please note, all objections should be made in writing and sent to James Parsonage at Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

- 7.3 For your information, a 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 from the R3 website via the following link:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

- 7.4 If you would prefer this to be sent to you in hard copy form, please contact James Parsonage of this office on 0161 413 0930.

- 7.5 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>

- 7.6 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**

- 7.7 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



**RICHARD PINDER**  
**JOINT LIQUIDATOR**

Richard Pinder and Sean Williams are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 19470 and 11270, respectively



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## APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM  
23 JANUARY 2018 TO 25 SEPTEMBER 2020

	Estimated to Realise	As at 22 January 2020	Movements in the Period	As at 25 September 2020
	£	£	£	£
<b>RECEIPTS</b>				
Plant and Machinery (Aldermore)	5,500	-	-	-
Plant and Machinery (Ultimate)	5,100	-	-	-
Director's Loan Account	Uncertain	1,000.00	-	1,000.00
	<u>10,600</u>	<u>1,000.00</u>	<u>-</u>	<u>1,000.00</u>
Debtor Assignment		2,000.00	-	2,000.00
Equipment		90.00	-	90.00
Bank Interest		5.75	0.84	6.59
		<u>3,095.75</u>	<u>0.84</u>	<u>3,096.59</u>
<b>PAYMENTS</b>				
Statement of Affairs Fee		1,000.00	584.53	1,584.53
Agents' Fees and Expenses		1,018.15	-	1,018.15
Bank Charges		7.50	-	7.50
Document Hosting		-	35.00	35.00
Statutory Advertising		-	249.07	249.07
AML Checks		-	10.00	10.00
Bond Fee		-	25.00	25.00
Software Licence Fee		-	87.00	87.00
Storage Costs		-	19.85	19.85
Parking Fees		-	55.33	55.33
Irrecoverable VAT		2.85	2.31	5.16
<b>TOTAL COSTS AND CHARGES PAID</b>		<u>2,028.50</u>	<u>1,068.09</u>	<u>3,096.59</u>
<b>BALANCE</b>		<u>1,067.25</u>	<u>(1,067.25)</u>	<u>-</u>

## APPENDIX B

## SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 23 JANUARY 2018 TO 25 SEPTEMBER 2020

## Standard Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	10.00	10.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	25.00	25.00	25.00	-
Document Hosting	Pelstar	Hosting of documents for creditors	35.00	35.00	35.00	-
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	87.00	-
Statutory Advertising	Courts Advertising	Advertising	249.07	249.07	249.07	-
Storage Costs	Auctus	Storage of books and records	19.85	19.85	19.85	-
		<b>Total standard expenses</b>	<b>425.92</b>	<b>425.92</b>	<b>425.92</b>	<b>-</b>

## Case Specific Expenses

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Statement of Affairs Fee	Merchant Chambers Accountants	Assistance with Statement of Affairs	1,000.00	-	1,000.00	-
Agents' Fees & Expenses	UK Employment Law Consultants	Employee services	503.90	-	503.90	-
Agents' Fees & Expenses	Charles Taylor	Valuation costs	500.00	-	500.00	-
Agents' Fees & Expenses	Charles Taylor	Auction costs	14.25	-	14.25	-
Staff Mileage	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	55.33	55.33	55.33	-
Irrecoverable VAT	HM Revenue & Customs	Irrecoverable VAT	5.16	2.31	5.16	-
Bank Charges	Allied Irish Bank	CHAPS Fee	7.50	-	7.50	-
		<b>Total case specific expenses</b>	<b>2,086.14</b>	<b>57.64</b>	<b>2,086.14</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 the appropriate body of creditors that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

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

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, which 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 any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	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.	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Postage	Cost of posting documents in connection with a case to external recipients	Calculated in accordance with Royal Mail Hybrid Mail rates and dependent on whether the document is sent by first or second class post.																								
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	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

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, external 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:

Storage of office files (6 years)	£30 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.

S106(1) INSOLVENCY ACT 1986

R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016

**NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION**

**O4 FM LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")**

**COMPANY NUMBER: 07540338**

**NOTICE IS HEREBY GIVEN THAT**

It appears to Richard Pinder (IP Number 19470) and Sean Williams (IP Number 11270) of Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA ("the Joint Liquidators") that the Company's affairs are fully wound up.

Prescribed Period:	Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined.
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Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), within 21 days of receipt of the Joint Liquidators' Final Account, 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 their report.

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

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company's creditors object to their release.

Signed: RCR

Dated: 25 September 2020

**RICHARD PINDER  
JOINT LIQUIDATOR**

Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester, M45 7TA  
0161 413 0930



## 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

## **O4 FM Limited – In Creditors' Voluntary Liquidation**

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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**