

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

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A20 *A7WSVNCR* 09/01/2019 #152
COMPANIES HOUSE

1 Company details

Company number 08094695
Company name in full Infinity Claims Solutions Limited

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

2 Liquidator's name

Full forename(s) Tauseef
Surname Rashid

3 Liquidator's address

Building name/number Kingsland Business Recovery
Street 14 Derby Road
Post town Stapleford
County/Region Nottingham
Postcode NG9 7AA
Country

4 Liquidator's name ①

Full forename(s)
Surname

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

5 Liquidator's address ②

Building name/number
Street
Post town
County/Region
Postcode
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 1	^d 8	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 7	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

7

7

X

Signature date

^d 0	^d 4	^m 0	^m 1	^y 2	^y 0	^y 1	^y 9
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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 **Jodie Raymond**

Company name **Kingsland Business Recovery**

Address **14 Derby Road**

Stapleford

Post town **Nottingham**

County/Region **Nottinghamshire**

Postcode **N G 9 7 A A**

Country

DX

Telephone **0800 955 3595**



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

Infinity Claims Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 18/12/2017 To 17/12/2018 £	From 18/12/2017 To 17/12/2018 £
NIL	ASSET REALISATIONS		
	Plant & Machinery	NIL	NIL
	Cash at Bank	18.61	18.61
		18.61	18.61
	COST OF REALISATIONS		
	Office Holders Expenses	15.51	15.51
	Irrecoverable VAT	3.10	3.10
		(18.61)	(18.61)
	UNSECURED CREDITORS		
(66,500.00)	Trade & Expense Creditors	NIL	NIL
(225.00)	Director's Loan Account	NIL	NIL
(250.00)	Santander Bank	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(3.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(66,978.00)		(0.00)	(0.00)
	REPRESENTED BY		
			NIL

Our Ref: TR 0846
Contact: Jodie Raymond



t: 0800 955 3595 f: 0845 862 2686

e: info@kingslandbr.co.uk

a: 14 Derby Road, Stapleford,
Nottingham, NG9 7AA

www.kingslandbr.co.uk

**TO ALL KNOWN CREDITORS
TO ALL MEMBERS**

4 January 2019

Dear Sirs

Infinity Claims Solutions Limited - in Creditors' Voluntary Liquidation

Registered Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Trading Address:	479 Bolton Road, Bolton, BL8 2DJ
Registered number:	08094695
Liquidator:	Tauseef Ahmed Rashid
Liquidator's Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of Appointment:	18 December 2017

This is my first annual report of this Liquidation. This report should be read in conjunction with previous reports and only covers movements in the year to 17 December 2018.

A privacy notice as required by the General Data Protection Regulation is attached.

Yours faithfully
for and on behalf of
Infinity Claims Solutions Limited


Tauseef Ahmed Rashid
Liquidator



kingslandbr.co.uk

ANNUAL PROGRESS REPORT
FOR PERIOD FROM 18 DECEMBER 2017 TO 17 DECEMBER 2018

INFINITY CLAIMS SOLUTIONS LIMITED
(IN CREDITORS' VOLUNTARY LIQUIDATION)

Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for period 18 December 2017 to 17 December 2018
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 18 December 2017 to 17 December 2018
- Appendix V - Expenses summary for period 18 December 2017 to 17 December 2018 and comparison with estimate

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations in period (£)	Anticipated future realisations (£)
Cash at bank	-	18.61	Nil

Expenses

Expense	Amount per fees and expenses estimates (£)	Amount incurred in period (£)	Amount received in period (£)
Liquidator's fees	-	5,454	Nil
Statutory Advertising	191.00	190.80	Nil
Statutory Bonding	90.00	90.00	Nil
Bank Charges	5.00	Nil	Nil

Dividend Prospects

Creditor class	Distribution paid to date	Anticipated distribution
Secured creditor	n/a	n/a
Preferential creditors	n/a	n/a
Unsecured creditors	Nil	Uncertain

Summary of Key Issues Outstanding

- Receipt of funds in respect of terminal loss relief claim.
- Dependent upon amount received, review in connection with possible dividend to unsecured creditors.

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next twelve months.

ADMINISTRATION AND PLANNING

Statutory Information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The report presented to the creditors following the Liquidator's appointment; and
- This progress report.

Other Administration Tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews
- Tax returns
- Statutory Companies House filing
- Asset realisations
- Statutory advertising
- Statutory investigations
- Correspondence with creditors
- Correspondence with HM Revenue and Customs

ENQUIRES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director did not provide the Company's books and records or a completed questionnaire, however; the Liquidator did receive a Statement of Affairs from the director.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service. This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Transactions with Connected Parties

In accordance with the guidance given in Statement of Insolvency Practice 13 ('SIP 13'), details must be provided to creditors of the Company's transactions with connected parties during the Review Period or two years prior to appointment, which has come to the Liquidator's attention.

I can confirm that I am not aware of any transactions prior to my appointment and there has been no such sale, to any connected party during the course of the liquidation.

Cash at Bank

The Company held a bank account with HSBC Bank Plc, upon appointment the Liquidator requested that the bank close the Company's bank account and forward any credit balance. The amount of £18.61, was subsequently received.

Claim for Terminal Loss Relief

Upon review of the Company's financial position, the Liquidator instructed from independent account Henton & Co LLP to assist for a claim for terminal loss relief from HM Revenue and Customs ('HMRC'). The claim is currently being processed by HMRC and a refund is expected, in due course.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company has not granted any charges over its assets.

Preferential creditors

Employee Claims

The Liquidator has not received any preferential claims.

Unsecured creditors

The Statement of Affairs, unsecured claims were reflected with a value of £66,975. To date, one claim totalling £59 has been received. Creditor claims have not been formally agreed as prospects of a dividend remain uncertain.

FEES AND EXPENSES

Pre-Appointment Costs

Paid by director prior to appointment

A fixed fee of £6,000 plus VAT, was agreed and paid to this firm by the director of the Company prior to the Liquidator's appointment.

Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

As no significant realisations have been made to date, the Liquidator has not yet sought approval for the basis of his remuneration.

The time costs for the period 18 December 2017 to 17 December 2018 total £5,454, representing 25.30 hours at an average hourly rate of £215.57. No fees have been drawn to date. The time costs for the period are detailed at Appendix IV.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix V. Also included in Appendix V is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.kingslandbr.co.uk/creditors. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other Professional Costs

Specific Bond

The Liquidator is required to take out a specific bond which will reimburse the estate in the event of fraudulent activity by the office-holder. This matter has been bonded for the amount of £5,000, at a cost of £90. This cost has been paid by Kingsland Business Recovery and is yet to be reimbursed by the estate.

Statutory Advertising

The Liquidator is required to advertise notices of decisions made, or to be made, over the course of the Liquidation. The services were provided by Courts Advertising Limited and The Stationery Office Limited, at a cost of £71 and £59.90, respectively per advertisement. These costs have been paid by Kingsland Business Recovery and the amount of £15.51, has been reimbursed by the estate.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)


The Company's centre of main interest was in 479 Bolton Road, Bolton, BL8 2DJ and 10 Siddall Street, Radcliffe, Manchester, M26 4AX and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

CONCLUSION

The administration of the case will be continuing in order to realise the terminal loss relief claim submitted to HMRC.

If you require any further information, please contact this office.

Signed



Tauseef A Rashid
Liquidator
4 January 2019

APPENDIX I – STATUTORY INFORMATION

Company Name	Infinity Claims Solutions Limited
Company Number	08094695
Former Trading Name	None registered
Trading Address	479 Bolton Road, Bolton, BL8 2DJ
Registered Office	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Liquidator	Tauseef Ahmed Rashid
Liquidator's Address	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of appointment	18 December 2017

**APPENDIX II – RECEIPTS AND PAYMENTS ACCOUNT FOR
PERIOD 18 DECEMBER 2017 TO 17 DECEMBER 2018**

**Infinity Claims Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 18/12/2017 To 17/12/2018 £	From 18/12/2017 To 17/12/2018 £
	ASSET REALISATIONS		
NIL	Plant & Machinery	NIL	NIL
	Cash at Bank	18.61	18.61
		<u>18.61</u>	<u>18.61</u>
	COST OF REALISATIONS		
	Office Holders Expenses	15.51	15.51
	Irrecoverable VAT	3.10	3.10
		<u>(18.61)</u>	<u>(18.61)</u>
	UNSECURED CREDITORS		
(66,500.00)	Trade & Expense Creditors	NIL	NIL
(225.00)	Director's Loan Account	NIL	NIL
(250.00)	Santander Bank	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(3.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(66,978.00)</u>		<u>(0.00)</u>	<u>(0.00)</u>
	REPRESENTED BY		
			<u>NIL</u>

APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN IN THE PERIOD

	Filing of documents to meet statutory requirements
	Advertising in accordance with statutory requirements
	Filing of documents
	Periodic file reviews
	Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards
	Maintenance of statutory and case progression task lists/diaries
	Updating checklists
	Preparing correspondence opening and closing accounts
	Requesting bank statements
	Bank account reconciliations
	Correspondence with bank regarding specific transfers
	Maintenance of the estate cash book
	Banking remittances and issuing cheques/BACS payments
	Discussions regarding strategies to be pursued
	Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
	Dealing with records in storage
	Sending job files to storage
	Preparing annual progress report, investigation, meeting and general reports to creditors
	Disclosure of sales to connected parties
	Collection, and making an inventory, of company books and records
	Correspondence to request information on the company's dealings, making further enquiries of third parties
	Reviewing questionnaires submitted by creditors and directors
	Reconstruction of financial affairs of the company
	Reviewing company's books and records
	Preparation of deficiency statement
	Review of specific transactions and liaising with directors regarding certain transactions
	Liaising with the committee/creditors or major creditors about further action to be taken
	Preparing statutory investigation reports
	Liaising with Insolvency Service
	Submission of report with the Insolvency Service
	Preparation and submission of supplementary report if required
	Assisting the Insolvency Service with its investigations
	Liaise with bank re credit balance
	Bank account administration
	Review company information
	Liaise with accountant
	Liaise with HMRC
	Receive and follow up creditor enquiries via telephone
	Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Assisting employees to pursue claims via the RPO
	Corresponding with the PPF and the Pensions Regulator
Dealing with records of debt	Receipting and filing POD when not related to a dividend
	Corresponding with RPO regarding POD when not related to a dividend

**APPENDIX IV – TIMES COSTS INFORMATION FOR
PERIOD 18 DECEMBER 2017 TO 17 DECEMBER 2018**

Time Entry - SIP9 Time & Cost Summary

DB46 - Infinity Claims Solutions Limited
All Post Appointment Project Codes
From: 18/12/2017 To: 17/12/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4.00	0.00	2.00	3.00	9.00	2,082.00	207.27
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.00	0.00	2.90	0.00	4.90	1,152.00	235.10
Distribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigators	2.00	0.00	2.70	2.00	6.70	1,296.00	193.43
Realisation of Assets	2.00	0.00	1.80	0.00	3.80	964.00	251.05
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	18.00	0.00	18.30	5.00	28.30	5,494.00	218.57
Total Fees Claimed						0.00	
Total Disbursements Claimed						15.51	

APPENDIX V – EXPENSES SUMMARY FOR PERIOD 18 DECEMBER 2017 TO 17 DECEMBER 2018

Expenses	Original estimate £	Actual expenses incurred in the Review Period £	Expenses paid in the Review Period £	Reason for any excess if the expenses are likely to, or have, exceeded the original estimate
Category 1 Expenses				
Overhead	191.00	190.80	15.51	n/a
Salaries	90.00	90.00	Nil	n/a
Bank Charges	5.00	Nil	Nil	n/a
Total	286.00	280.80	15.51	

Grade	Charge-out rate (£ per hour)	Kingsland Business Recovery 14 Derby Road Stapleford Nottingham NG9 7AA Tel: 0800 955 3595 Fax: 0845 862 2686 Email: info@kingslandbr.co.uk
Licensed Insolvency Practitioner	315	
Managers	210 – 250	
Administrators	120 – 180	
Support Staff	90	
Time costs are calculated using 6 minute units.		
Time spent by support and secretarial staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead of the firm. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.		

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors/members. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Kingsland Business Recovery; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, specific bond insurance and company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered as follows:

Room Hire	£175
Mileage	40p to 75p per mile
Storage	£2.50 per box per month

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of Kingsland Business Recovery is not appointed as office holder, the data controller is either the company/individual on whose instructions Kingsland Business Recovery is acting.</p> <p>The contact details of Kingsland Business Recovery are: 14 Derby Road Stapleford Nottingham NG9 7AA 0800 955 35 95.</p> <p>Where an insolvency practitioner of Kingsland Business Recovery is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The insolvency practitioner can be contacted, as detailed above.</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Kingsland Business Recovery has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location.</p> <p>In rare cases, we may hold some special category data, e.g. trade union membership or information about individuals' health, which we will be necessary to administer the insolvency process in line with our legal obligation.</p>
Who we share our data with	<p>[if applicable] Our firm may have offices outside of the UK and the European Union ("EU"). We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to</p>

	investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.
How long we retain your personal information	We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us [insert contact information]. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at [insert address] or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
Changes to our privacy statement	We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Kingsland Business Recovery 14 Derby Road Stapleford Nottingham NG9 7AA 0800 955 35 95.
Complaints	<p>Should you want to complain about our use of personal data, please contact us [insert contact information].</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.