

COMMERCIAL DEBT AND ASSET RECOVERY

Helping our clients manage their largest portfolios of work



QUALITY SOLUTIONS DELIVERED CONSISTENTLY, QUICKLY & EASILY

We appreciate that it is not always easy to manage portfolios of debt and asset recovery matters efficiently, consistently and cost effectively.

At Addleshaw Goddard, we combine a flexible workforce with quick-start technology solutions and bespoke workflows, enabling us to handle large caseloads efficiently, consistently and to the highest quality standards. We provide a consistent and efficient service at a competitive price, often agreeing menus of fixed prices with our clients to give greater clarity and certainty of cost.

Our specialist team has designed streamlined processes for handling large scale books of debt or asset finance. We frequently work with specific business areas within our clients, and have designed bespoke reporting systems to allow complete visibility over progress to the business and the legal team.

Our approach is perfectly suited to a climate where in-house legal, credit control and other business teams are under resource and budget pressures, but still need to retain visibility and control over high volumes of cases.

FLEXIBLE RESOURCE

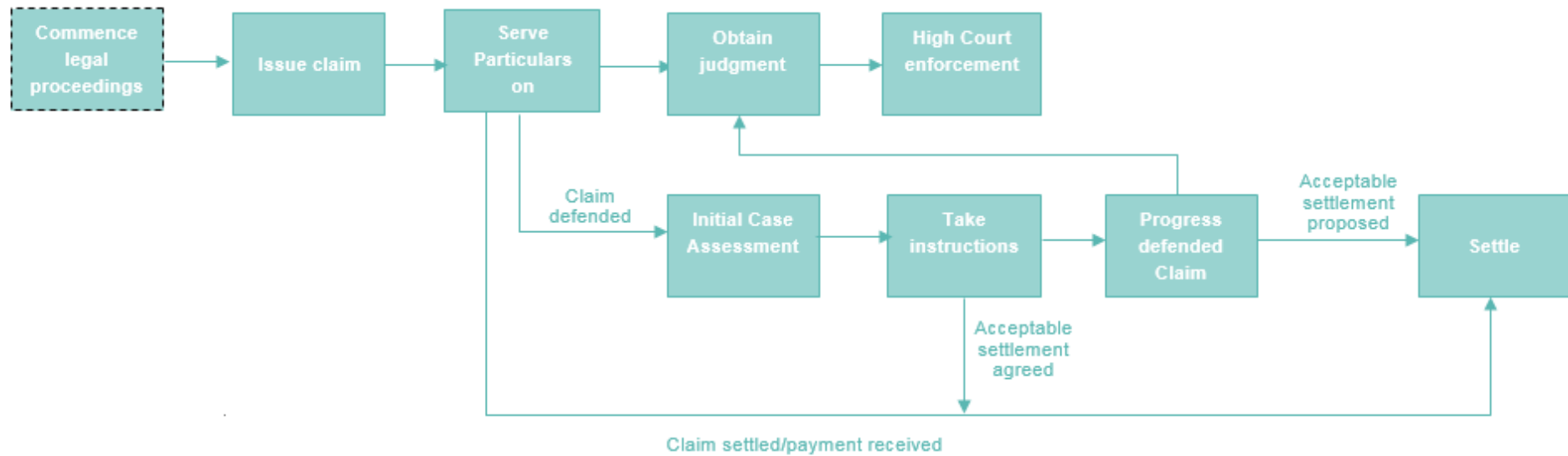
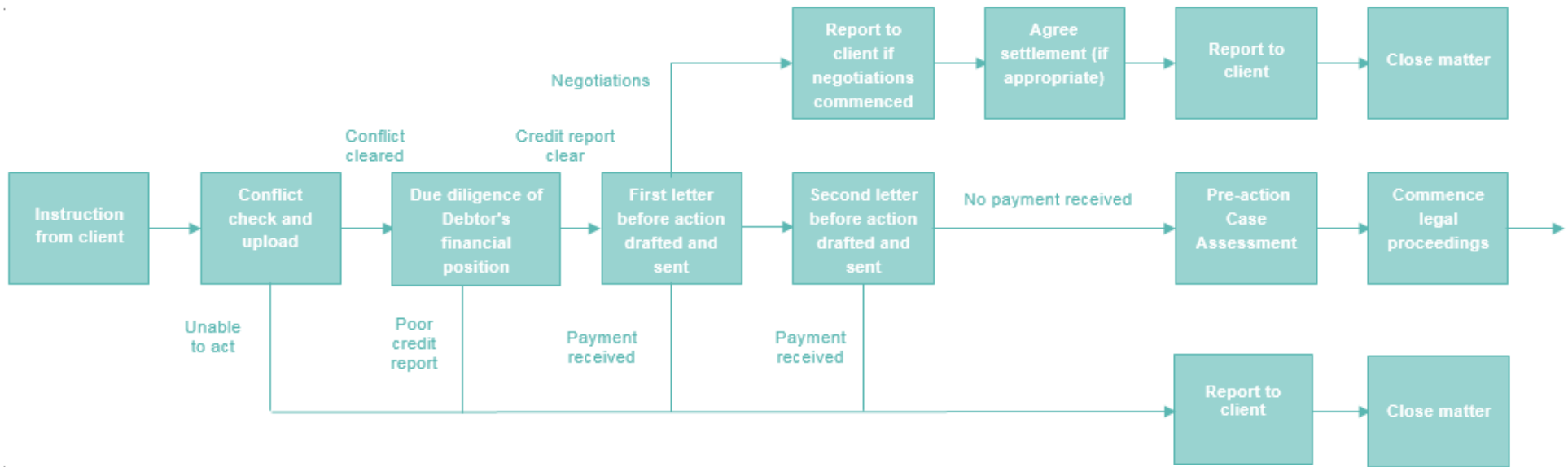
We set up our Transaction Services Team (TST) in 2010 in response to increasing demand from our clients for us to deliver more, better and differently. It now comprises in excess of 140 paralegals, apprentices, associates and managers and the flexible nature of the TST means that we can build the best team for our clients' specific requirements, making sure the right people with the right skills undertake the right tasks. In addition, the size and scale of the TST means that we can take on large volumes of work and flex our teams to deal with peaks and troughs, delivering significant time and cost efficiencies to our clients.

We don't outsource work to a different office. The TST is a fully integrated part of our wider business, working alongside the relevant partners and associates, so we can ensure consistent quality across the piece. We have specialist teams of skilled and experienced practitioners in each of our Edinburgh, Glasgow, Leeds and Manchester offices, meaning we can offer full coverage of any disputes arising in England, Wales and Scotland. In addition, the TST's structured career framework ensures that we are able to attract and retain the best talent.

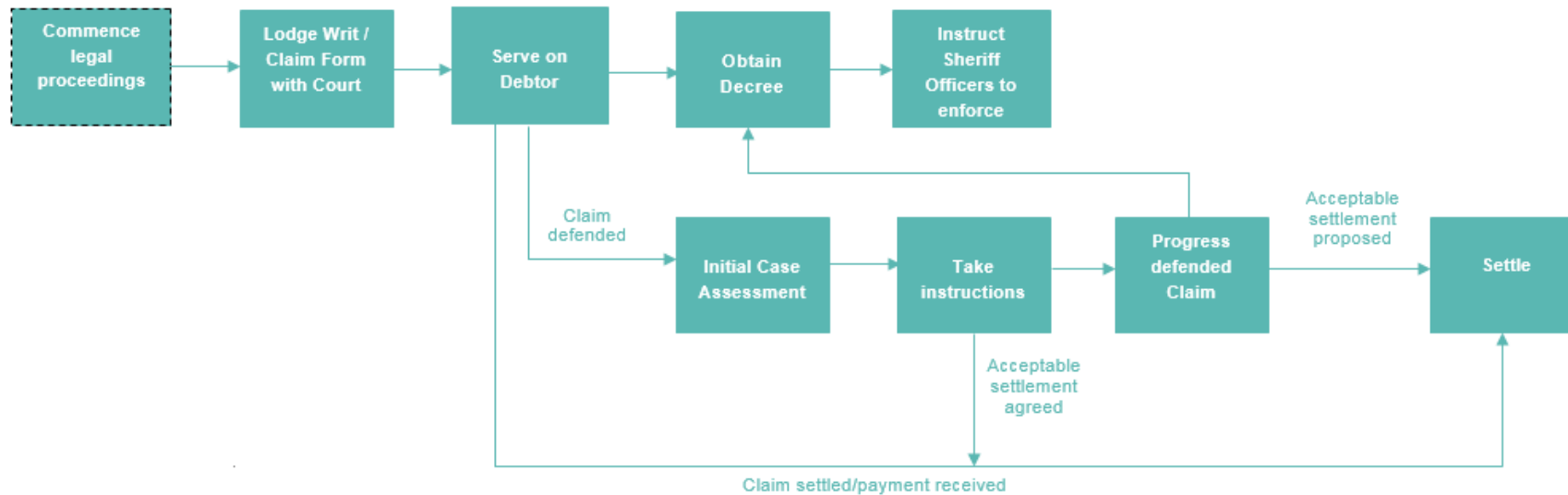
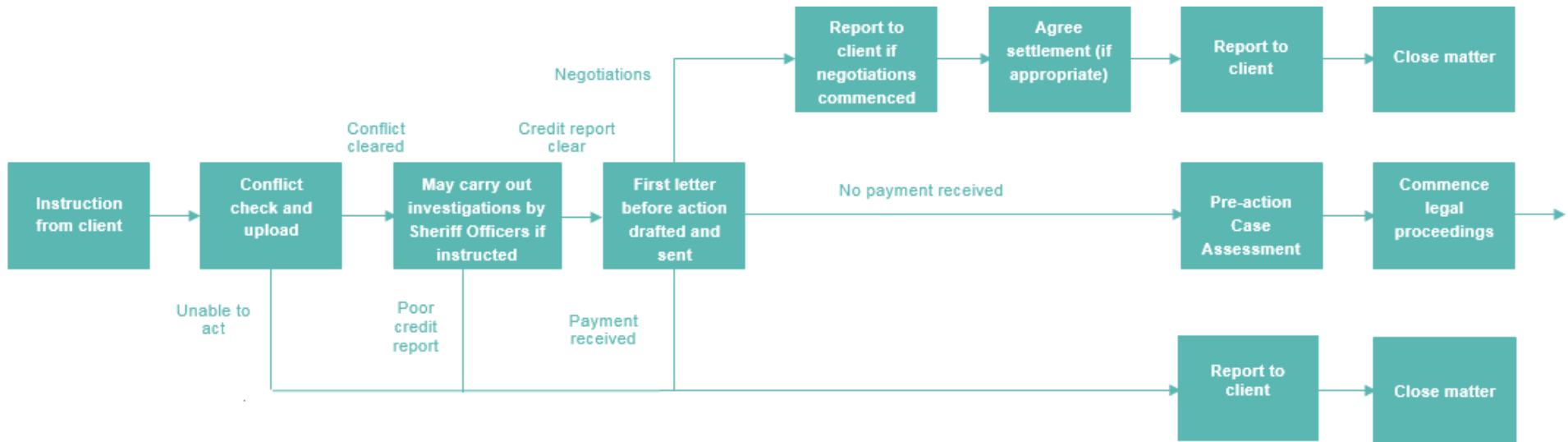
PROCESS MAPS

The TST specialises in deconstructing legal processes and as a firm, we've broken down the stages and steps involved in almost 50 types of legal work. From this we've identified the most streamlined, cost-efficient and effective ways to deliver our services, with our clients benefitting from the resulting reliability, consistency and financial savings.

Example: Process for debt claims (England and Wales)



Example: Process for debt claims (Scotland)



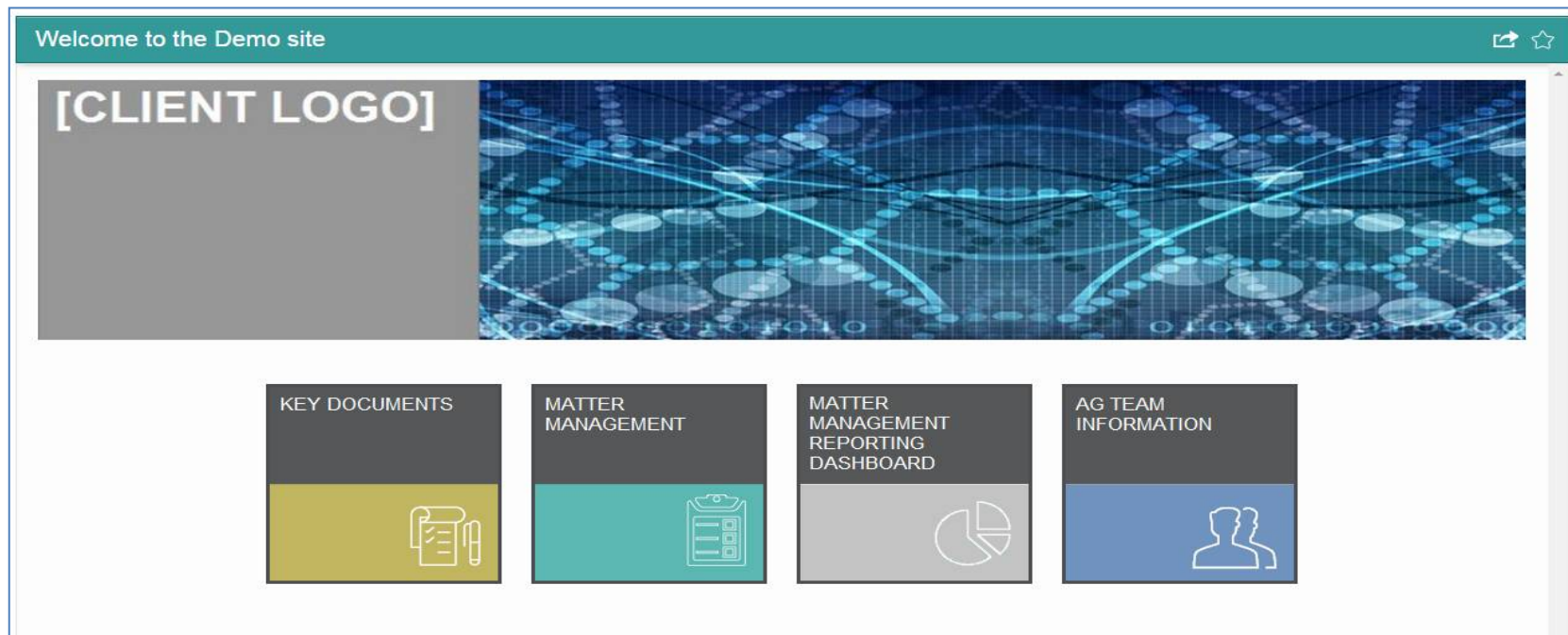
ADVANCED TECHNOLOGY

Technology is now an essential component in the efficient and cost effective delivery of legal services. The technology we use is the most advanced in the market. It gives our clients complete, real time, visibility and transparency over the progress of their work, making it quick and easy to undertake any internal reporting.

We use the HighQ platform to create secure client portals and have pushed it further than any other firm. HighQ offers secure document management facilities, data rooms and communication tools.

We also use HighQ as a case management system for large volumes of claims, with clients providing instructions direct into HighQ, the system creating alerts for upcoming deadlines, and template documents allowing varying degrees of automation in cases with common or identical themes. In addition, all of the information stored on HighQ can be accessed by our clients (with permissions being granted down to document level). We know how important internal reporting is, and we can adapt the system to provide MI in the way most relevant to individual client's businesses, including with the provision of bespoke visual dashboards.

Our designated Tech team are continually exploring and developing new ways of using technology to create greater efficiencies for our clients, for example we have recently started using Artificial Intelligence system, Kira, and we are currently piloting the automatic production of bundles. The team frequently works with clients direct to develop and test bespoke systems.



Case Management, Document Automation and Analysis- Asset Recovery

| | | Client | Recovery prospect | Customer name | Matter folder | Agreement no | Equipment | Outstanding / recovered | Equipment serial number | Amount due |
|--------------------------|--|-----------|------------------------|---------------|---|--------------|----------------------|-------------------------|-------------------------|------------|
| <input type="checkbox"/> | | Company 1 | Good recovery prospect | ABC Ltd | Client Demo Site / Demo file structure / Matter management / Matters / ABC Ltd | 123456 | Vehicle | Outstanding | DW1234 | £800 |
| <input type="checkbox"/> | | Company 2 | Poor recovery prospect | Mr Smith | Client Demo Site / Demo file structure / Matter management / Matters / Mr Smith | 12345 | Plants and machinery | Outstanding | 1BG31-0XB0 | £21,000 |

Our reference **MOLYM / SC007126**

STRICTLY PRIVATE & CONFIDENTIAL

ABC Ltd
 Test street 1
 Testfield
 Cheshire
 T25 1DF

Dear **ABC Ltd**

Our client: **Company 1 (Client)**
ABC Ltd – £800

This correspondence is a request for payment of outstanding sums owed by you to our client in relation to **Vehicle** with serial number **DW1234** (the "Equipment"). It is an attempt to avoid the need to issue legal proceedings against you and it requires your immediate attention. If you do not respond within the time specified below, legal action may be taken against you without further notice.

Our Client's claim

Following the request and delivery of the Equipment under Agreement no **123456**, our Client raised and delivered invoices for payment under agreed terms.

We note that you have failed to pay the invoices despite requests from our Client. A statement of outstanding invoices is enclosed for your information.

Demand

On behalf of our Client, we hereby make formal demand for payment of **£800** to clear your liability.

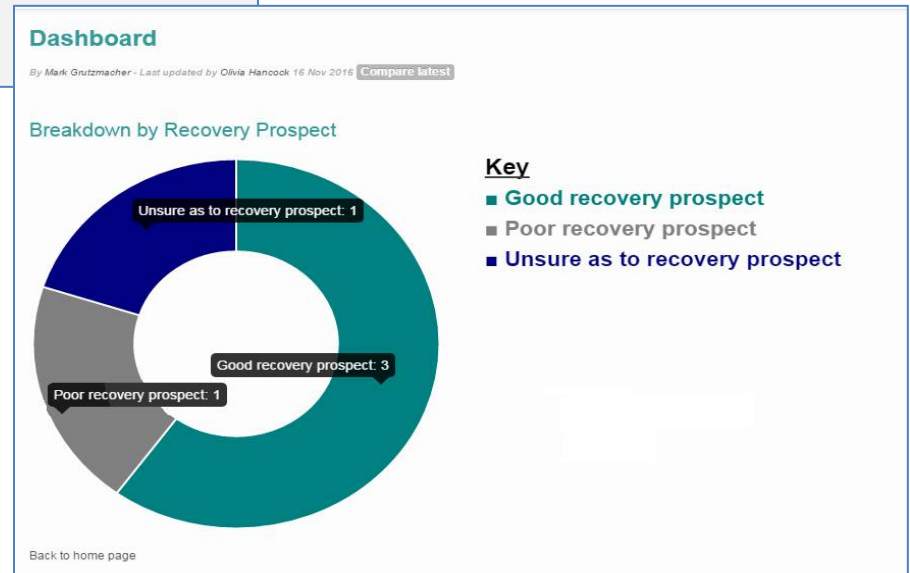
Action required by you

To avoid further action being taken against you please arrange for payment of the sum of **£800** for receipt by our Client on or before **23/11/2015**. The account details for payment are; Addleshaw Goddard Building Society and account number 123456, reference AGG/5327.

In the event of your payment not being received our Client will apply an administration charge and interest at 8 per cent above The Bank of England base rate (currently 0.5 per cent) from the date the debt became due in accordance with the provisions listed in The Late Payment of Commercial Debts (Interest) Act 1998.

If you dispute our Client's claim, please write to us by no later than **09/11/2015** giving your reasons for disputing the claim and providing all relevant documents on which you rely to substantiate your contentions, together with your payment to clear any undisputed elements of your liability.

| | | | | | |
|--------------------------|--|-----------|------------------------|----------|--|
| <input type="checkbox"/> | | Company 1 | Good recovery prospect | ABC Ltd | |
| <input type="checkbox"/> | | LBA 1 | Poor recovery prospect | Mr Smith | |
| <input type="checkbox"/> | | LBA 2 | | | |
| Voluntary Surrender | | | | | |



Document Automation and Analysis – Debt Recovery

| | Our reference | Customer name | Customer contact number | Customer email address | Customer address 1 | Customer address 2 | Customer address 3 | Outstanding or Recovered? | Recovery Prospect |
|--------------------------|---------------|---------------|-------------------------|------------------------|--------------------|--------------------|--------------------|---------------------------|--------------------------------|
| <input type="checkbox"/> | 13243 | Arthur Clarke | 98748367856 | A.C.Clarke@HAL.co.uk | 1 Street Road | Manchester | England | Outstanding | Good recovery prospect |
| <input type="checkbox"/> | 7482632783 | Dan Simmons | 98659673836 | D.Simmons@Hyperion.com | 1 Poet Road | Manchester | England | Outstanding | Unsure as to recovery prospect |
| <input type="checkbox"/> | Worked Ref | Joseph Mcoy | 1619341234 | J.McCoy@work.com | 2 The Square | Armitage Road | Malta | Outstanding | Unsure as to |
| <input type="checkbox"/> | 585757 | Jodie Smith | 16111222399 | Jsmith@Email.com | 45 Long Street | Manchester | England | | |

Split of cases that are Outstanding/Recovered

| | |
|-------------|-------|
| Recovered | 16.7% |
| Outstanding | 83.3% |

Our reference: **13243**
[01/04/2017]
 By Courier and Email: **A.C.Clarke@HAL.co.uk**

URGENT ATTENTION

**[Arthur Clarke
 A.C.Clarke@HAL.co.uk
 Manchester
 England]**

Dear Sirs

Legal Notice for payment of outstanding debt

We are instructed by **[*]** (our Client) to recover the sum of **[500000.00 GBP (Five Hundred Thousand)]** (the Debt), together with legal interest and costs.

The Debt is owed to our Client pursuant to a **[*]** between you and our Client, dated **[25/04/2017]** (the Agreement), a copy of which is included at Appendix 1 to this Legal Notice.

Our Client has fulfilled all of its contractual obligations under the Agreement and has provided all of the requisite services to you. The terms of the Agreement in relation to payment for those services and your continuing obligation in relation to such are clear. However, to date, you have failed to make payment for the services provided by our Client.

The Debt

The Debt is detailed further in the **[Statement of Account and corresponding invoices]** enclosed at Appendix 2 to this Legal Notice.

With AG - Finance

- Edit
- View
- Finance-Precedent 1
- Finance-Precedent 2
- Overpayments - 1
- Overpayments - 2
- LBA - Erroneous
- LBA - Finance
- Claim Form
- POC - Unpaid Invoice
- POC - Mis Payment

Debt Recovery Overview

- Overview
- Outstanding
- Alerts
- Good recovery prospect

Comparison of Total Amount loaned and Total Outstanding

| Customer | Total Amount loaned | Total Outstanding |
|---------------------|---------------------|-------------------|
| Arthur Clarke | ~480,000 | ~380,000 |
| Dan Simmons | ~250,000 | ~150,000 |
| Joseph Mcoy | ~180,000 | ~50,000 |
| Jodie Smith | ~480,000 | ~380,000 |
| Peter John Richards | ~250,000 | ~150,000 |
| Frank Herbert | ~100,000 | 0 |

Further information

If you would like any further information, please contact Ben Lowans or Max Davies. We would be very happy to meet with you and discuss your specific needs in more detail, as well as demonstrating our use of technology and how that might be of benefit to your business.

Key Contacts



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addleshawgoddard.com

Aberdeen, Doha, Dubai, Edinburgh, Glasgow, Hong Kong, Leeds, London, Manchester, Muscat, Singapore and Tokyo*

*a formal alliance with Hashidate Law Office

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