

TO WHOM IT MAY CONCERN

**Grant Thornton Corporate
Finance Limited**
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02 October 2026

Our Ref: CVL297

Dear Sir/Madam,

**KENILWORTH LANGUAGE INSTITUTE LIMITED (IN VOLUNTARY LIQUIDATION)
(THE "COMPANY")**

I wish to advise you that at a meeting of creditors of the above Company held on 28 September 2026, pursuant Section 587 of The Companies Act 2014, John Boland and I were appointed Joint Liquidators.

I note from the Company records that you may be a creditor of the Company. I would be obliged if you could please submit details of amounts outstanding at the date of our appointment by completing the enclosed Claim Form and returning it along with the relevant supporting backup to your claim.

If you are claiming Retention of Title ("**ROT**") in respect of any goods supplied to the Company, please provide me with full details of your claim together with the terms and conditions of supply. Please note ROT claims must be submitted to our office no later than 14 days from the date of this letter. Any ROT claims received after this date cannot be processed.

The firm may act as a controller in this engagement and we therefore enclose a copy of our privacy statement which contains details of how we process any personal data received.

Should you have any questions or require any further information then please do not hesitate to contact Clodagh Gilmartin by email at Clodagh.Gilmartin@ie.gt.com

Yours faithfully,

For and on behalf of

Kenilworth Language Institute Limited (In Voluntary Liquidation)



Colm Dolan
Joint Liquidator

CREDITORS CLAIM FORM

Company: **Kenilworth Language Institute Limited (In Voluntary Liquidation)**

Creditors Name: _____

Address: _____

Contact Name: _____

Telephone: _____

Email: _____

Amount of claim: €

We confirm that:

☐ This claim is an unsecured claim

☐ We intend to make a claim for Retention of Title
(Attach Retention of Title documentation)

☐ We hold security against the above claim
(Attach security documentation)

☐ We have goods belonging to us on the Company's premises

☒ Please mark where appropriate

- Please provide copies of invoices and any correspondence between yourself and the Company in relation to the outstanding debt.

Signature: _____ Date: _____

Name: _____ Position: _____

Privacy Statement – Creditor Voluntary Liquidation Appointments

The Insolvency Practitioner appointed as a liquidator over the company acts as joint controller, with Grant Thornton Corporate Finance Limited, in respect of your personal data. Both parties have agreed that Grant Thornton Corporate Finance Limited shall be responsible for operating the insolvency appointment. We want to protect the privacy of all parties whose personal data we process in the course of our appointments.

Please read the following statement; it will help you to understand how we use your personal data.

About us

In this privacy statement “we”, “our”, and “us” refers to Grant Thornton Corporate Finance Limited, the legal entity, and the Insolvency Practitioner appointed by the Court/creditors/directors to liquidate the company.

Contact details are set out below.

What personal data do we collect?

In addition to the personal data that we may receive on appointment, we may process the following personal data about you that we receive from third party sources:

- Biographical Details – name, date of birth.
- Contact Details – address, email address and telephone number(s).
- Personal Identification – copies of official identification (e.g. passport).
- Employment Records – if you are an employee of the company we may hold your human resources records (e.g. information including name, address, date of birth, length of service, wage, pension, medical certificates).
- Company Information – including financial statements and accounts for the company (including information about directors’ remuneration and payment of shareholders’ dividends and pension funds).
- Details of Company Assets – details of the assets owned and / or managed by the company, including details of the occupants of properties (as applicable).
- Details of Property or Finance Leases – which the company is party to

What are the sources of your personal data?

Personal data may be obtained from you directly. In addition, personal data may be provided to us by the directors of the company and/or from review of the company records, accounts and files. Information may also be provided by government agencies, including but not limited to, the Department of Social Protection and the Revenue Commissioners. We may also consult publicly available records in relation to you or the company over which we are appointed.

Why do we process your personal data?

We process your personal data in order to conduct the liquidation of the company. This involves complying with our duties as liquidator, such as realising the company assets for the benefit of creditors and ultimately winding down the company.

Our processing of your personal data in these circumstances is on the basis that it is necessary for the purposes of pursuing our legitimate interests and the legitimate interests of the company and creditors. The legitimate interests that we pursue are our interests in performing our appointment and operating our business. The legitimate interest of the company and the company's creditors is the maximum recovery in terms of asset realisations for the benefit of the creditors, along with a proper wind-down of the company's affairs. We may also be required to process your personal data in order to comply with our legal obligations.

To whom might we disclose your personal data?

1 We may engage third party service providers in order for us to fulfil our requirements under our appointment and we may be required to disclose personal data to those service providers in order for them to fulfil their obligations. For example, we may need to engage the following service providers in the event that we are appointed liquidator over a company:

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- Asset valuer/auctioneer - if the assets of the company include physical assets at the date of our appointment as liquidators we may be required to engage a valuer or an auctioneer to dispose of it. We may need to provide the valuer/auctioneer with personal information, for instance if the assets include residential or commercial property we would need to provide details of the occupants within the property (e.g. name of tenant, length of occupation, rent paid)
- Employee benefit providers – information about employees of the company may have to be provided to certain benefit providers (e.g. VHI confirming that no further payments will be made)
- Pension Companies – information regarding personal and corporate pension schemes, pension deductions from salaries, cessation of pension payments
- Legal advisors – We may disclose details of our appointment to our legal advisors in order to confirm the validity of our appointment and to address legal queries or issues that may arise during the course of the liquidation.

3 We may also engage third party IT service providers, who may be provided with access to our networks or IT tools in the context of providing services to us.

4 We may be required to submit information and returns to government authorities and creditors of the company;

- The ODCE – we will be required to prepare a report for the ODCE which will include details of the directors (e.g. names, addresses, PPS numbers, other directorships)
- The High Court – depending on the type of appointment we may be required to prepare reports for the High Court (which may include personal data e.g. names of directors, employees, payments that have been made etc.)
- The Department of Social Protection – we may be required to provide information on the Company's employees (e.g. names of employees, date of birth, length of service, remuneration)
- Companies Registration Office and the Revenue Commissioners.
- Third Party Software Providers – Vision Blue (Insolvency management software), iManage (document management software)

We may be required in certain circumstances, by law or by regulations or by Professional Bodies (some of these may be located outside the European Economic Area (EEA)) to which we belong, to make reports to regulatory and law enforcement authorities or to such bodies, or to disclose documents or information or take other action, as a result of information received by us or matters which come to our attention during the course of our engagement. We may also be required to provide Regulatory Bodies, Grant Thornton International Limited or Professional Bodies with access to our work papers in order to facilitate monitoring inspections.

Transfers abroad

We are an all-Ireland firm and therefore data is processed in all offices (ROI/NI) for the legitimate interest to ensure efficient running of the business.

In connection with the above we may transfer your personal data outside the EEA, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the EEA. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers, which may include entering into a contract governing the transfer which contains the 'standard contractual clauses' approved for this purpose by the European Commission. Further details of the measures that we have taken in this regard are available by contacting us using the contact details below.

Our retention of your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your rights

You have the right, subject to certain exemptions;

- to obtain a copy of any personal data we hold about you,
- to request rectification or erasure of such data,
- to request restriction of processing or to object to processing, and
- data portability.

If you become aware that information we maintain about you is inaccurate, or if you would like to update or review your information, you may contact us using the contact information below. We will take reasonable steps to permit individuals to correct, amend, or delete information that is demonstrated to be inaccurate. We may limit or deny access to personal information where providing such access would be unreasonably burdensome or inappropriate under the circumstances. All requests to change personal information will be handled in accordance with applicable legal requirements. If you would like to change your information you should contact us at dataprivacy@ie.gt.com or contact us at our registered office:

Registered office address: 13-18 City Quay, Dublin 2, Ireland.

Grant Thornton will take steps to address your request to the extent consistent with and permitted by laws, regulations and professional standards applicable to Grant Thornton and our own internal policies.

Complaints

You also have the right to complain to the Data Protection Commission or another supervisory authority.